

Enrolling Pre-Enrolled Residents

This function is available to all users who have the “RPD” or “Designee” role.

Use this process to complete the enrollment process for resident’s who were “pre-enrolled” in PharmAcademic after being placed in your program from the match or via the early commitment process. Please note, pre-enrolled residents will not have access to your program until you complete these steps.

Pre-Enrolled Residents

The following residents have been pre-enrolled in your program from the match or early commitment process. Select the Enroll link to complete their enrollment. Pre-enrolled residents on this list do not have access to your program until you complete the enrollment process.

	Last Name	First Name	School	Match/Early	
Enroll	Charlie	Patrick	University of Kentucky	M	Do Not Enroll
Enroll	El-Kurdi	Rai	University of Maryland	M	Do Not Enroll
Enroll	Smith	Kelsea	University of New Mexico	M	Do Not Enroll
Enroll	Riggins	Cher	University of Maryland	M	Do Not Enroll

Close

Figure 1: Pre-Enrolled Residents

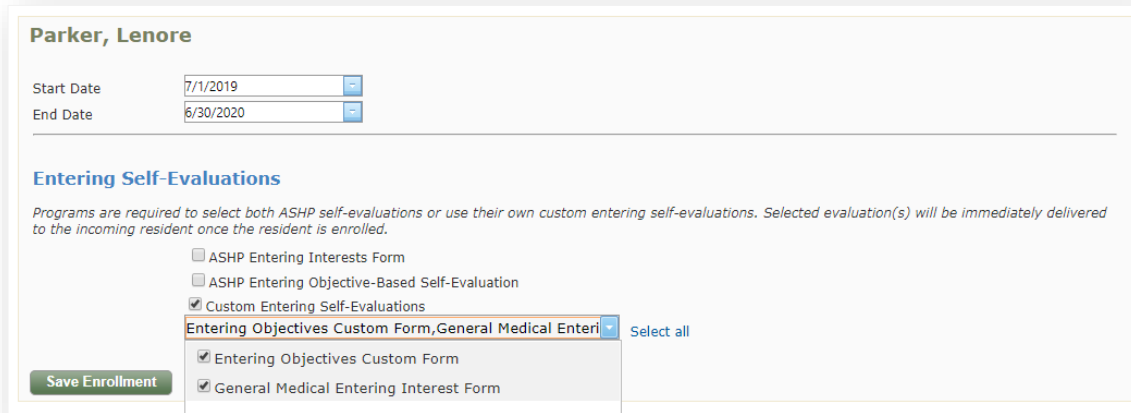
To complete the enrollment process:

1. Click the **Manage Program** button and select the **Residents** tab.
2. Click **Enroll New Resident**. *The listed residents have been pre-enrolled in your program from the match or the early commitment process. The residents will be listed with their name, college of pharmacy school, and whether or not they were pre-enrolled via the match or the early commitment process.*
3. Click the **Enroll** link next to the name of the resident.

For residents who are listed who should NOT be enrolled in your program:

- *If a resident listed should NOT be enrolled in your program, click the **Do not Enroll** link, provide the reason why he/or she will not be enrolled, and click “Remove Resident from Pre-Enrollment.”*
- *If a resident is pre-enrolled in your program, but you think they should be enrolled in a different program at your site, please contact support@mccreadiegroup.com.*

4. Enter/Select a **Start Date** and **End Date** for the resident. *After the resident is enrolled, you can edit the start and end date on the resident's **Program** tab.*



Parker, Lenore

Start Date: 7/1/2019
End Date: 6/30/2020

Entering Self-Evaluations

Programs are required to select both ASHP self-evaluations or use their own custom entering self-evaluations. Selected evaluation(s) will be immediately delivered to the incoming resident once the resident is enrolled.

ASHP Entering Interests Form
 ASHP Entering Objective-Based Self-Evaluation
 Custom Entering Self-Evaluations

Entering Objectives Custom Form, General Medical Enteri... Select all

Entering Objectives Custom Form
 General Medical Entering Interest Form

Save Enrollment

Figure 2: Selecting Entering Self-Evaluations

5. Select the **Entering Self-Evaluations**.
Selected entering self-evaluation(s) will be immediately delivered to the incoming resident once the resident is enrolled. You can view or schedule additional entering evaluations on the resident's Evaluation tab (Residents tab > select resident > Evaluations tab > select "Evaluations Not in a Learning Experience").

Entering Self-Evaluation Options:

- "ASHP Entering Interests Form" (includes 10 short-answer questions. Please see the document "Sample Residency Evaluations" to view an example).
- "ASHP Entering Objective-Based Self-Evaluation" (includes each education objective for the resident to assess his/her level of experience and ability. Please see the document "Sample Residency Evaluations" to view an example)
- Custom Evaluation (can be used instead of the standard ASHP entering self-evaluations. You must first create a custom evaluation (Manage Program > Tools > Manage Custom Evaluations) and then select the name of the custom evaluation from the **Select Custom Evaluation** drop-down box.)

6. Click the **Save Enrollment** button.

NOTES FROM ASHP

Entering Self-Evaluations

*Programs are required by the standard to select **both** ASHP entering self-evaluations or use their own custom entering self-evaluations. Custom resident entering self-evaluation(s) must include assessment against the educational objectives, similar to the "ASHP Entering Objective-Based Self-Evaluation," and the questions included in the "ASHP Entering Interests Form."*

For community-based residency programs: Resident Self-Reflections will be automatically scheduled and listed on the resident's Task List.