

# Teaching Certificate Program Description and Expectations

(Reviewed/ revised 6/25/2024)



## **Background and Goal**

New faculty members and trainees in academic post-professional programs (e.g., residency and fellowship) are asked to assume responsibility for a variety of teaching activities, frequently without instruction regarding educational theories, instructional methods, or teaching experience. The goal of the Teaching Certificate Program (TCP) is to prepare these professionals to plan and execute both didactic and experiential learning activities, using sound principles of instructional design.

## **Audience**

Faculty, residents, and fellows of the University of Maryland School of Pharmacy (UMSOP), and residents and fellows from the Greater Baltimore-Maryland and Washington metro region areas. Enrollment is limited to those participants who are currently enrolled in, will enroll during the training year, or who have previously completed the Educational Theory and Practice course.

## **Requirements of Teaching Certificate Program**

<b>Educational Theory and Practice Course</b>	<p>Trainee will successfully complete the Educational Theory and Practice course at UM SOP. This course runs from mid-August to mid-November.</p> <p>As an alternative to the Ed Theory and Practice course, the trainee may choose to complete the <a href="#">Instructional Systems Development Graduate Certificate Program</a> at the University of Maryland Baltimore County (UMBC). If the trainee chooses to complete the ISD Certificate at UMBC, they are responsible for applying to and enrolling in the year-long program and providing proof of enrollment as well as completion to the UMSOP Academic Coordinator.</p>	
<b>Teaching Experiences</b> <i>(Evaluations are required for each of these activities)</i>	<b>Lecture</b>	<p>Trainee will develop and deliver a lecture to a student pharmacist, healthcare professional, or community (layperson) audience. The lecture is to be delivered to students in a required or elective course at UMSOP or another academic institution, or to an audience at your practice site.</p> <p>Expectations are that the trainee develop learning outcome statements, create all lecture and supporting materials (original creations), and assessment activities. Trainee will</p>

		<p>reflect on evaluation results and formulate opinions for improvement for the future.</p> <p>Please work with your mentor and content expert in a timely fashion to assure slides and all supporting materials including assessments are reviewed and completed at least two weeks prior to the teaching activity. Your TCP mentor or a designee should attend your lecture and complete an evaluation.</p>
	<p><b>Small Group Discussion</b></p>	<p>Trainee will develop and facilitate a small group discussion. This may include a student case-based teaching activity at UMSOP or another academic institution, or case conference or journal club at your practice site.</p> <p>Expectations are that the trainee develop learning outcome statements, create all small group discussion and supporting materials (original creations), and assessment activities if appropriate.</p> <p>Please work with your mentor and content expert in a timely fashion to ensure teaching materials including assessments are reviewed and completed at least two weeks prior to the teaching activity. Your TCP mentor or a designee should attend your small group discussion and complete an evaluation.</p>
	<p><b>Pharmacotherapy Rounds/ Continuing Education Activity</b></p>	<p>Trainee will present Pharmacotherapy Rounds at the University of Maryland School of Pharmacy or Johns Hopkins Hospital, or develop and present a continuing education (CE) activity at your practice site. Your TCP Mentor provides guidance and feedback on the structure and content of the presentation. Your TCP evaluator or a designee should attend your PT Rounds/CE activity and complete an evaluation. The evaluator can be anyone but typically is someone that has expertise/knowledge in the topic area being presented AND should not be the same person serving as your mentor.</p> <p>Trainees not already scheduled for Pharmacotherapy Rounds at the time of enrolling in the program should contact the UMSOP Academic Coordinator.</p> <p>This activity is separate from the lecture developed for a pharmacy student/healthcare professional/community audience (developed at a high-level for a professional audience).</p>

	<b>Precepting a PharmD Student</b>	Precepting a student is best described as the trainee meeting with the student at least 4-5 times during a rotation to review patient cases, discussion topics, etc.; at least enough to put them in a position to evaluate the student's performance and progress. Trainee's efforts will be evaluated by TCP mentor, program director, or designee (generally the preceptor of the student pharmacist), and the student pharmacist (if possible).
<b>SOP PharmD Curriculum Teaching</b>	<p>All trainees participating in the Teaching Certificate Program are required to teach a minimum of 12 hours of faculty-developed learning activities per semester in the University of Maryland School of Pharmacy Curriculum.</p> <p>The TCP lecture, case discussion, Pharmacotherapy Rounds or precepting requirements are NOT part of this 12-hour commitment. If the trainee already has a PharmD curriculum teaching commitment to the SOP, the 12-hour commitment is a maximum (e.g. a trainee with an existing 6-hour commitment to the School must complete an additional 6 hours for a total of 12 hours. While a trainee with an existing 20-hour commitment to the School will not have to teach any additional hours.)</p> <p>Completion of these teaching activities is required for completion of the TCP. Evaluations of these activities are not required but are encouraged.</p>	
<b>Teaching Portfolio</b>	<p>Trainee will develop a teaching portfolio which contains all teaching materials and evaluations from teaching activities. Trainee will submit portfolio to faculty mentor prior to each meeting for review. The teaching portfolio may be electronic (e.g., cloud storage, DropBox, Google Drive) or hard copy and the completed version must be <b><u>submitted to the faculty mentor by June 25.</u></b></p>	
<b>Progress Report and Meetings</b>	<p>Trainee will meet with their faculty mentor at least twice during the year, once at the end of each semester, in which the mentor and mentee will complete a written progress report. <b><u>The fall semester TCP progress report must be completed by December 15. The spring semester progress report must be completed by June 30.</u></b> Please use the same form for both semesters.</p> <p>An orientation/introductory meeting in August is also strongly recommended. Additional meetings may be scheduled as needed by the trainee/mentor.</p>	

**Certificate**

A certificate of achievement will be awarded to trainees who successfully complete all TCP requirements to the satisfaction of the TCP mentor. Trainees will also earn a [digital badge](#) which can be displayed electronically (i.e., on LinkedIn).

