

## RESIDENCY COMPLETION AND DISMISSAL

1. **PURPOSE:** To establish a policy regarding the requirements for successful program completion, awarding of a residency certificate, and actions that may lead to dismissal of the resident from the program.
2. **POLICY:** The pharmacy resident is required to complete all elements of the residency training program in order to be awarded a residency certificate. Unprofessional conduct, illegal activities, and unacceptable performance may constitute either disciplinary action or dismissal from the residency program. The following outlines the requirements for program completion and actions which may constitute disciplinary action or dismissal.

3. **PROCEDURES:**

### Completion

- a. Successful completion of the residency program requirements is necessary to obtain a residency certificate.
- b. The following outlines the requirements for successful program completion:
  - i. Maintenance of a pharmacy license in good standing per Licensing Policy.
  - ii. Completion of the full year (12 month) commitment.
  - iii. Attendance and participation in all assigned learning experiences, including elective experiences
  - iv. Completion of all assigned activities, per the program-specific checklist, in a timely manner and to sufficient quality as determined by the RPD.
  - v. Completion of all assigned staffing and on call components.
  - vi. Completion of the Residency Project, including a final manuscript.
  - vii. Attain specified ratings on program goals by the end of the residency year. See program specific ratings.
- c. The following outlines a process for monitoring progress and completion of the residency
  - i. Resident will be oriented to the completion requirements during the orientation period.
  - ii. Each resident will have completion requirements reviewed, documented in the customized learning plan, and uploaded to PharmAcademic quarterly.
  - iii. Each resident will have percentage of Achieved or Satisfactory Progress ratings for patient care and non-patient care objectives reviewed, documented in the customized learning plan, and uploaded into PharmAcademic quarterly.
  - iv. Final completion documentation will be included in the final plan and uploaded to PharmAcademic.

### Dismissal

- a. Dismissed residents will not be eligible to obtain a residency certificate.
- b. The resident is responsible for participating in the care of patients at the Phoenix VA Health Care System as part of a multi-disciplinary team. The resident will be held to a high standard of conduct, cooperation, and service. Any resident who violates these standards in such a manner as to jeopardize patient

welfare or the safety of patients and/or staff or to impair the health care system's ability to provide essential care, may be considered for disciplinary action or immediate dismissal. This includes, but is not limited to, the following:

- i. Patient abuse
  - ii. Possession of a firearm, explosives, or other prohibited weapon on station
  - iii. Possession of and/or under the influence of drugs or alcohol on station
  - iv. Practicing while otherwise impaired
  - v. Providing false information on application materials or during an official investigation
  - vi. Abandonment of duty
  - vii. Violating Phoenix VA Health Care System policies and procedures
  - viii. Violating ethics or laws of pharmacy practice
- c. Repeated failure to meet the requirements of the residency program may also be cause for disciplinary action or dismissal from the program. This includes, but is not limited to, the following:
- i. Failure to complete assignments
  - ii. Repeated tardiness on completing assignments
  - iii. Failure to complete evaluation forms as scheduled or repeated or excessive tardiness in completion
  - iv. Failure to become licensed by the appropriate time as stated in the policy on Licensure
  - v. Failure to progress adequately in the expected knowledge and/or skills for the residency program
- d. The process for addressing and documenting failure to meet residency requirements is as follows. Infractions will be managed in a stepwise fashion unless the severity of the infraction warrants advancing to steps further in the process.
- i. Verbal counseling to be provided by the RPD or designee. The counseling will include the infraction committed by the resident, as well as an action plan to remedy the situation. Documentation of this counseling as well as the action plan will be done through feedback in PharmAcademic or through email. Verbal counselling should be noted and included in the resident's next customized plan.
  - ii. Written counseling to be provided to the resident by the RPD or designee of failure to adhere to the program requirements along with specific actions required to remedy the situation. Documentation of these infractions, as well as the prescribed action plan, should be documented through feedback in PharmAcademic and included in the resident's customized plan. Residency Advisory Committee (RAC) will also be notified.
  - iii. Formal written feedback via a Performance Improvement Plan (PIP) will be delivered by the RPD or designee and applicable pharmacy supervisor(s). The PIP will be signed by all parties present. RAC will be notified and will review the PIP. Essential components of the PIP will be documented in the resident's customized plan and uploaded to PharmAcademic.
  - iv. Failure to adhere to performance improvement plans or serious incidents that violate facility policies, threaten the welfare of patients or impair the healthcare systems ability to provide essential care may be grounds for dismissal. Recommendations for dismissal will be discussed with the Chief of Pharmacy. After review with appropriate personnel, the Chief of Pharmacy will determine if dismissal is necessary. Dismissal will be conducted in accordance to facility policies.

- 4. **RESPONSIBILITIES:** It is the responsibility of the resident to complete all assigned residency activities to earn a residency certificate. In addition, it is the responsibility of the resident to comply with all Phoenix VA Health Care System policies and procedures as well as conduct oneself in an ethical manner. It is the responsibility of the program director and preceptors to monitor residents' progress, note deficiencies, and provide structure and activities to promote growth and success. In addition, it is the program directors' and preceptors' responsibilities to discuss performance deficits with the resident and to develop a customized action plan along with the resident to improve his/her performance as necessary. Finally, it is the responsibility of the program director to award a residency certificate to residents that have successfully completed the above requirements. In the event that disciplinary action or dismissal from the program is warranted, it is the responsibility of the program director, preceptors, RAC, and Chief of Pharmacy to follow Phoenix VA Health Care System policies in all aspects of discipline or dismissal.
  
- 5. **REFERENCES:** ASHP Accreditation Standard for Pharmacy Residencies Principle 2.7; Phoenix VA Health Care System Policies and Procedures Manual
  
- 6. **ATTACHMENTS:** None
- 7. **EXPIRATION DATE:** June 2022

I acknowledge that I have received this policy and understand its content:

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Resident Signature

Date

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Residency Program Director Signature

Date

Appendix A: PGY1 Pharmacy Residency

To obtain a residency certificate of completion, residents must at the end of the residency year:

1. Follow the procedures outlined in this policy.
2. Demonstrate a rating of '**ACHIEVED FOR RESIDENCY (ACHR)**' in  $\geq 80\%$  of patient care related objectives (R1.1, 1.2, 1.3 – Patient Care) and no '**NEEDS IMPROVEMENT**' for remaining objectives' most recent rating.
3. Demonstrate a rating of '**ACHIEVED FOR RESIDENCY (ACHR)**' in  $\geq 50\%$  of non-patient care related objectives (R2.1, 2.2 – Advancing Practice and Improving Patient Care; R3.1, 3.2 – Leadership and Management; R4.1, 4.2 – Teaching, Education, and Dissemination of Knowledge) and no '**NEEDS IMPROVEMENT**' for remaining objectives' most recent rating

<b>PGY1 RESIDENCY COMPLETION CHECKLIST</b>
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Resident: \_\_\_\_\_

Requirement	Comments	Complete?
Licensure within 90 days of residency start (September 30 <sup>th</sup> )		<input type="checkbox"/>
Quality Improvement Project		<input type="checkbox"/>
Presentation Summarizing Project Results		<input type="checkbox"/>
Manuscript Summarizing Project and Results in Publishable Format		<input type="checkbox"/>
Drug Use Evaluation (DUE)		<input type="checkbox"/>
Monograph		<input type="checkbox"/>
CE Presentation #1		<input type="checkbox"/>
CE Presentation #2		<input type="checkbox"/>
Case Presentation #1 (Internal Medicine I)		<input type="checkbox"/>
Case Presentation #2 (Internal Medicine II)		<input type="checkbox"/>
Journal Club #1 (PACT I)		<input type="checkbox"/>
Journal Club #2 (PACT II)		<input type="checkbox"/>
Resident Led Topic Discussion #1 (Management Rotation)		<input type="checkbox"/>

Resident Led Topic Discussion #2 (Geriatrics Rotation)		<input type="checkbox"/>
Resident Led Topic Discussion #3 (Anticoagulation)		<input type="checkbox"/>
Journal Club or Topic Discussion (Elective)		<input type="checkbox"/>
Journal Club or Topic Discussion (Elective)		<input type="checkbox"/>
Journal Club or Topic Discussion (Elective)		<input type="checkbox"/>
Achieved for Residency (ACHR) rating in $\geq 80\%$ of patient care related objectives (R1.1, 1.2, 1.3 – Patient Care) and no ‘Needs Improvement’ for remaining objectives’ most recent rating		<input type="checkbox"/>
Achieved for Residency (ACHR) in $\geq 50\%$ of non-patient care related objectives (R2.1, 2.2 – Advancing Practice and Improving Patient Care; R1, 3.2 – Leadership and Management; R4.1, 4.2 – Teaching, Education, and Dissemination of Knowledge) and no ‘Needs Improvement’ for remaining objectives’ most recent rating		<input type="checkbox"/>
All PharmAcademic Evaluations Complete (including cosignatures)		<input type="checkbox"/>

It is confirmed that the resident noted above has completed all responsibilities deemed required for the completion of the PGY1 Pharmacy Residency at the Phoenix VA Health Care System.

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Residency Coordinator Signature

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Residency Director Signature

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Resident Signature

Appendix B: PGY2 Psychiatric Pharmacy Residency

To obtain a residency certificate of completion, residents must at the end of the residency year:

1. Follow the procedures outlined in this policy.
2. Demonstrate a rating of '**ACHIEVED**' or '**SATISFACTORY PROGRESS**' in 100% (10 of 10) of patient care related objectives (Required Goal: R1.1, 1.2, 5.1)
3. Demonstrate a rating of '**ACHIEVED**' or '**SATISFACTORY PROGRESS**' in  $\geq$  85% (17 of 20) of non-patient care related objectives (Required Goal: 2.1, 2.2, 3.1, 3.2, 4.1, 4.2)

I acknowledge that I have received the Completion and Dismissal policy, I have had the opportunity to read the policy and understand its content:

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Resident Signature

Date

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Residency Program Director Signature

Date

## PGY2 Completion Checklist

## PGY2 Completion Checklist

Longitudinal Experiences		Done?	Comments
Professional Outreach			
	Committee Involvement		
	Portfolio Completion Quarter 1		
	Portfolio Completion Quarter 2		
	Portfolio Completion Quarter 3		
	Portfolio Completion Quarter 4		
	PMDB 1/ 2/ 3		
	VA ADERS		
	Final Evaluations		
	Check out/ Clean work-space		
Drug Information			
	Drug information response 1 completed and timely		
	Drug information response 2 completed and timely		
	Drug information response 3 completed and timely		
	Drug information response 4 completed and timely		
	CE/Formal Presentation 1		
	Sleuth Case 1		
	Sleuth Case 2		
	Monograph/CFU Review		
	MH CPS Topic Discussion		
	MH CPS Topic Discussion		
	MH CPS Topic Discussion		
	MH CPS Topic Discussion		
	Resident MH Topic Discussion series		
	Final Evaluations		
Project			
	Project Proposal and Plan		
	Project execution and delivery		
	CPNP Poster presentation of project		
	Final podium presentation of project		
	Final manuscript		
	Final Evaluations		
MUE			
	Prepare MUE Proposal		
	Present and obtain P&T approval for MUE		
	Prepare final report for MUE		
	Present MUE report to P&T		
	Final Evaluations		
Continuity of Care Clinic			
	Final Evaluations		

Patient Education Groups			
	4-5 groups every other month (5 month total)		
	Final Evaluations		

Concentrated Experiences		Done?	Comments
<b>CBOC</b>			
	Topic Discussions		
	1 project: journal club, in-service etc.		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Emergency Department</b>			
	Topic Discussions		
	1 Drug information questions		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Inpatient Mental Health I</b>			
	3 Topic Discussions with Handouts		
	Journal Club or In-service		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Inpatient Mental Health II</b>			
	3 Topic Discussions with Handouts		
	Journal Club or In-service		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Outpatient Mental Health I</b>			
	Topic Discussions		
	1 Drug Information Question		
	1 journal club		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Outpatient Mental Health II</b>			
	Topic Discussions		
	1 Drug Information Question		
	1 journal club		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Pain</b>			
	Topic Discussions		
	Drug Information Question		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>SAR RTP</b>			
	4 x 30-day chart reviews		
	Topic Discussions		
	Journal Club or In-Service		
	1 Patient Education Group		
	Evaluations: Midpoint, Final, Preceptor, Experience		
<b>Elective Experiences</b>		<b>Done?</b>	<b>Comments</b>

Elective 1			
	Topic Discussions		
	Evaluations: Midpoint, Final, Preceptor, Experience		
Elective 2			
	Topic Discussions		
	Evaluations: Midpoint, Final, Preceptor, Experience		
Elective 3			
	Topic Discussions		
	Evaluations: Midpoint, Final, Preceptor, Experience		