


<p><b>Title: Pharmacy Resident Dismissal</b></p> <p><b>Policy Number: D-PHA-0049</b></p> <p><b>Replaces (supersedes): N/A</b></p> 	<p><b>Policy Chronicle:</b></p> <p>Effective Date: 11/20</p> <p>Date the Original Version of Policy was Effective: 07/17</p> <p>Most Recent Review: 10/20</p> <p>Previous review: 07/17</p> <p>Owners:</p> <p>Gail M. Sanchez, PGY1 Residency Program Director and Senior Clinical Pharmacist Specialist – Internal Medicine</p> <p>Mary E. Regan, Director, Clinical and Academic Pharmacy Services</p>
<p><b>Area of Operation:</b></p> <p>PGY1 Pharmacy Residency Program</p>	<p><b>Regulatory / Accreditation Standards:</b></p> <p>ASHP Accreditation Standard for PGY1 Pharmacy Residency Programs (2016)</p>
<p><b>Keywords:</b> Dismissal, pharmacy, residency</p>	

**Purpose:**

To articulate the criteria for dismissal of a Resident from the PGY1 Pharmacy Residency Program at the Cambridge Health Alliance (CHA).

**Scope:**

PGY1 Pharmacy Residency Program

**Personnel:**

CHA PGY1 Pharmacy Residents

**Definitions:**

<p><b>Critical Objectives</b></p>	<p>Selected critical objectives that the Pharmacy Resident must achieve to be eligible for graduation from the program.</p>
<p><b>Rating Scale</b></p>	<p>The PGY1 Pharmacy Residency Program will utilize the American Society of Health-System Pharmacists (ASHP) approved rating scale for summative evaluations as follows:</p> <ul style="list-style-type: none"> <li>● NI = needs improvement</li> <li>● SP = satisfactory progress</li> </ul>

	<ul style="list-style-type: none"><li>● ACH = achieved</li><li>● ACHR = achieved for residency</li><li>● N/A = not applicable</li></ul>
<b>Remediation</b>	The initial step in improving performance. It is intended to list specific areas in need of improvement and provide a plan for improvement.

**Policy:**

The Pharmacy Enterprise has the obligation to dismiss a Resident from the residency program if one or more of the following conditions are met:

1. Violation of the organization's code of conduct. Refer to the administrative policy entitled Code of Conduct/Disruptive and Inappropriate Behaviors (A-EXE-0017) for details.
2. Failure to achieve the objectives of the residency program. Failure is defined as:
  - A. The inability to meet the criteria as outlined in the Residency Certificate Requirements policy (D-PHA-0048) or,
  - B. The inability to achieve the objectives of a remedial plan.
3. Failure to obtain pharmacist licensure in the Commonwealth of Massachusetts (MA) either prior to or within 120 days of the start date of the residency program.

**Procedures:**

1. A remedial plan will be used when addressing areas of Resident performance and/or behavior requiring improvement. The plan is intended to initiate action that will assist the Resident in correcting problems and improving performance including behavior. Failure to improve performance as addressed by the remedial plan within the specified time frame may result in the Residency Program Director (RPD) lengthening training beyond the traditional 12-months, and/or the Resident not receiving a Certificate of Successful Completion of the residency program, and/or Resident dismissal.
2. A Resident is evaluated for dismissal in the following manner:
  - A. The RPD regularly monitors pharmacist licensure status with the Commonwealth of Massachusetts (MA). Residents must spend two-thirds of the training program as licensed pharmacists in MA. Failure to obtain pharmacist licensure in MA within 120 days of starting the program may result in extension of or dismissal from the residency program. The RPD will evaluate the circumstances on a case-by-case basis to determine if an extension to the program will be granted.
  - B. At the end of each quarter of the residency training program, the RPD will conduct a summative evaluation of each Resident.
    - 1) The Resident must demonstrate competence with the selected critical objectives. Please refer to Attachment A (Selected Critical Objectives for the PGY-1 Pharmacy

Residency Program) for details. An appropriate level of competence is defined as a ranking of “achieved” or “achieved for residency” on the quarter 4 evaluation. The Residency Advisory Committee will determine if Residents are making sufficient progress during the year toward the achievement of the selected critical objectives.

- 2) If a Resident fails to achieve the required competence or progression of competence as outlined above, the RPD in conjunction with the preceptor(s) and Resident, will develop a remedial plan which will include a reasonable time frame for completion, to allow the Resident to meet the objectives of the learning experience. Once the remedial plan is accomplished, the Resident will proceed to the next rotation.
  - 3) If the Resident fails to complete the remedial plan, he/she will be referred to the RPD for evaluation and further action up to and including dismissal.
3. Any violation of the hospital code of conduct policy will result in disciplinary action up to and including termination.
  4. In addition to the above, any termination will follow the Conclusion of Employment policy (A-HRS-0005).

**Reference:** N/A

**Reviewed by:**

<b>Committee Name / Content Expert</b>	<b>Chairperson / Name</b>	<b>Date</b>
Residency Advisory Committee	Gail M. Sanchez, PGY1 Residency Program Director	10/05/20

**This policy has been reviewed and approved electronically by:**

<b>Approver</b>	<b>Title</b>	<b>Initials</b>	<b>Date</b>
Gail M. Sanchez	PGY1 Residency Program Director and Senior Clinical Pharmacist Specialist – Internal Medicine	gs	11/10/2020
Mary E. Regan	Director, Clinical and Academic Pharmacy Services	MER	11/10/20
Steven Cano	Chief Pharmacy Officer	SC	11/08/20

**Appendix A. Selected Critical Objectives for the PGY-1 Pharmacy Residency Program:**

Selected critical objectives must be achieved for the Pharmacy Resident to be eligible to graduate from the residency program. These objectives are as follows:

1. Interact effectively with health care teams to manage patients' medication therapy
2. Document direct patient care activities appropriately in the medical record or where appropriate
3. Demonstrate responsibility to patients
4. Manage transitions of care effectively
5. Prepare and dispense medications following best practices and the organization's policies and procedures
6. Identify opportunities for improvement of the medication-use system
7. Participate in medication event reporting and monitoring
8. Identify changes needed to improve patient care and/or the medication-use system
9. Demonstrate personal, interpersonal, and teamwork skills critical for effective leadership
10. Apply a process of on-going self-evaluation and personal performance improvement
11. Explain the elements of the pharmacy enterprise and their relationship to the health care system
12. Use effective presentation and teaching skills to deliver education