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| <p><b>Title: PGY2 Pharmacy Residency Early Commitment Process</b></p> <p><b>Policy Number:</b> D-PHA-0052</p><br> | <p><b>Policy Chronicle:</b></p> <p>Effective Date: 09/24</p> <p>Date the Original Version of Policy was Effective: 09/24</p> <p>Most Recent Review: N/A</p> <p>Owners:</p> <p>Garrett Lech, PGY2 Residency Program Director and Supervisor, Pharmacotherapy Services</p> <p>Monica Akus, Associate Chief Pharmacy Officer, Pharmacotherapy Services</p> |
| <p><b>Areas of Operation:</b></p> <p>Pharmacotherapy Services<br/>CHA PGY1 Residents</p>   | <p><b>Regulatory / Accreditation Standards:</b></p> <p><a href="#">American Society of Health-System Pharmacists (ASHP) Accreditation Standard for Post Graduate Residency Programs (2024)</a></p> <p><a href="#">National Matching Services, Inc Early Commitment Process</a></p>  |
| <p><b>Keywords:</b> Early Commitment, Pharmacy, Residency</p>  |   |

**Purpose:**

To deploy a standard process by which current Post Graduate Year 1 (PGY1) residents at Cambridge Health Alliance (CHA) may apply to a Post Graduate Year 2 (PGY2) residency program at CHA in advance of the National Matching Service deadline.

**Scope:**

This policy applies to the CHA PGY1 Pharmacy Residents.

**Personnel:**

CHA Pharmacy Residents.

**Definition:**

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| <b>Early Commitment</b> | Formal process whereby organizations or health systems that operate both PGY1 and PGY2 pharmacy residency programs elect to allow |
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## Cambridge Health Alliance

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|  | their PGY1 residents to apply for one of the organization's or health system's PGY2 residencies in advance of the National Matching Services deadline. |
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#### Policy:

1. The CHA Pharmacy Residency Programs adheres to the [National Matching Services requirements](#).
2. The PGY1 Residency Program Director (RPD) or PGY2 RPD will review the Early Commitment Process policy with incoming PGY1 residents within 14 days from the start of the residency.
3. It is each resident's responsibility to meet with the PGY2 RPD to learn additional information about the program.
4. Interested PGY1 residents are required to electronically submit the following materials to the PGY2 RPD **no later than October 31**:
  - a. Letter of Intent
  - b. Curriculum Vitae
5. The PGY2 RPD and selected Residency Advisory Committee (RAC) members will review the above materials to determine if an interview will be offered to the candidate(s), which will include review of application materials submitted to the PGY1 program.
6. Candidates will be notified of interview status by mid-November.
7. Interviews will be completed **no later than November 30**.
8. The PGY2 RPD will inform the candidate(s) of the decision for early commitment prior to the [National Matching Services deadline](#) for participating residency programs (early-mid December)
9. If a candidate(s) is offered a position, an offer letter will be sent, which must be signed and returned to the PGY2 RPD within 7 days of receipt to accept and no later than the National Matching Services deadline for participating residency programs.
10. Appointment of the resident to the program is contingent on the resident's successful completion of the CHA PGY1 Pharmacy Residency Program.
11. If a candidate(s) is offered a position in the PGY2 program through early commitment and they decline, the candidate(s) may still apply to the same program through the traditional Match process.
12. If the residency program decides to forgo acceptance of a candidate(s) through the early commitment process, candidate(s) may still apply through the traditional Match process.

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**Reviewed by:**

| <b>Committee Name / Content Expert</b> | <b>PGY2 Ambulatory Care RPD</b> | <b>Date</b> |
|--|---------------------------------|-------------|
| Residency Advisory Committee           | Garrett Lech                    | 9/23/24     |

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

| <b>Approver</b> | <b>Title</b>  | <b>Initials</b> | <b>Date</b> |
|-----------------|---|-----------------|-------------|
| Monica Akus     | Associate Chief Pharmacy Officer,<br>Pharmacotherapy Services   | MA              | 9/20/24     |
| Steven Cano     | Chief Pharmacy Officer  | SC              | 09/20/24    |
| Garrett Lech    | PGY2 Residency Program Director and<br>Supervisor, Pharmacotherapy Services                             | GL              | 9/20/24     |
| Mary Regan      | Associate Chief Pharmacy Officer, Inpatient<br>Services   | MER             | 9/20/24     |
| Gail Sanchez    | PGY1 Residency Program Director and Sr.<br>Clinical Pharmacist Specialist, Internal/<br>Family Medicine | gms             | 9/23/24     |