

Policy Title: Pharmacy Resident Dismissal	Version Number: 2.0
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Approved By Signature below:	Date: July 2020, Jan 2022, March 2023, January 2024, March 2024
Melanie Massiah-White, BS Pharm, MHA VP, Chief Pharmacy Officer	

Purpose:

Define the guidelines for pharmacy resident dismissal from a program

Applies to:

All pharmacy residents within the Inova Health System (IHS). This applies to both Post Graduate Year 1 and 2 (PGY1&2).

Definitions:

- Dismissal – termination from the residency program.
- Severely deficient or failing to progress – a goal/objective with a score of 1 in quarter 1; ≤ 2 in quarter 2 through 4
- At risk of not achieving – a goal/objective with scores that do not necessarily meet the definition of severely deficient or failing to progress, but are at risk of not meeting the program criteria for “achieved for residency.”

Policy Description:

1. While every effort is made to ensure the success of a resident throughout the residency program, the resident must meet minimum standards and complete certain tasks in order to remain within the program.
2. For discussions of dismissal from the program, pharmacy leadership and a human resources representative will be included as needed.



3. Pharmacy residents are expected to comply with the terms of their residency contract. Any violations of the contract may subject the resident to dismissal from the program. In addition, the following criteria must be met or it will result in dismissal:
 - a. Virginia Board of Pharmacy licensure by September 1
 - b. Proof of the following training:
 - i. Certificate of PGY-1 completion (for incoming PGY-2 residents only) by first Friday in July (will be verified by PGY-2 program director via graduate tracking in PharmAcademic).
 - c. Completion of orientation (dates subject to modification due to extenuating circumstances)
 - i. Pharmacy orientation by September 1
 - ii. Sterile compounding by August 1 (excluding PGY2 Ambulatory Care and PGY1 Community)
 - d. Progression through the program as outlined below:
 - i. The resident is expected to improve and progress throughout the residency year.
 - ii. The resident is expected to meet the minimum requirements that have been established for each ASHP goal/objective assigned to the residency program as outlined in their program-specific addendum to the Pharmacy Resident Requirements for Certificate Policy.
 - iii. If the resident is not progressing or at risk of not achieving within the standards, a specific plan for improvement must be developed and be reviewed and approved by the RAC. This plan should be documented in PharmAcademic as part of the resident's customized training plan and include specific activities and outcomes to be measured (see Addenda).
 - iv. The RPD should directly inform current/upcoming preceptors of the resident's action plan and discuss steps to be taken to help the resident successfully comply with the plan.
 - v. If a resident fails to demonstrate compliance with the goals and timelines established within the action plan or has additional identified areas for which an action plan needs to be developed, a second action plan will be instituted.
 - vi. No more than two action plans will be implemented prior to resident dismissal from the program.



- e. Completion of all scheduled staffing shifts, including make-ups secondary to unscheduled PTO occurrences.
 - f. Compliance with all hospital, pharmacy department and residency policies. All policies may be found on PolicyStat.
 - i. Inova Health System Progressive Discipline Policy: <https://inova-all.policystat.com/policy/9312684/latest/>
4. Residents dismissed from the program will not receive a residency graduation certificate.



Addenda: Resident Action Plan

Resident Name:

Date:

As outlined in the residency program manual, a specific action plan should be developed for any objective for which the residency is deemed to be severely deficient, failing to progress, or at risk of not achieving as defined in the residency manual.

Based on your current scores, you meet the above criteria with respect to the following objectives:

GOAL/OBJECTIVE # 1

- **R.X.X: Write the objective**

Situation:

- xxx

Background:

- xxxx

Plan:

- xxxxx

Timeline:

- xxxx

GOAL/OBJECTIVE # 2 (IF NEEDED)

- **RX.X**

Situation:

- xxx

Background:

- xxx

Plan:

- xxx

Timeline:

- xxx



Per the Inova Health System Policy, “Pharmacy Resident – Requirements for Certificate,” each resident must successfully complete core requirements of the program and achieve the required evaluation standards as defined in the most updated program specific Residency Manual to receive a residency certificate. This action plan will serve as notification, that you are at risk for failing to meet select requirements of this policy.

If action plan one: Furthermore, no more than 2 action plans will be developed for a resident. If you fail to satisfactorily comply with the action plan outlined above, a second plan may be developed. If you continue to fail to meet completion criteria outlined in a second action plan, you are at risk of not being eligible to continue with the program.

OR

If action plan two: This is your second action plan. As outlined in our residency manual, no more than 2 action plans will be developed for a resident. Any subsequent indications of inadequate performance or failure to comply with the outlined plan/timeline for any of the above listed goals/objectives outlined in this final action plan will result in initiation of the process to dismiss you from the residency program.

Resident Signature

Date

Residency Program Director’s Signature

Date