



Department of Pharmacy
Policy and Procedures
PGY1 Pharmacy Residency Program

Title: Selection of Residents	
Effective Date: 1/10	Page Numbers: 5
Approvals: 1/10 (RAC approved)	
Origination Date: 1/10	Review Date(s):

I. PURPOSE STATEMENT

To define the processes surrounding the selection of PGY1 residents for a 12 month experiential term.

II. PROCEDURE

A. Application

Licensed pharmacists or pharmacy students anticipating graduation from an ACPE-accredited School of Pharmacy may apply to the PGY1 residency program. Applicants are considered for admission regardless of age, gender, race, color, religion, national origin, marital or veteran status or physical or mental condition(s), so long as the condition(s) does not limit the applicant's ability to perform the essential functions of a pharmacy resident with or without reasonable accommodation. Applicants must be eligible for licensure in the Commonwealth of Virginia.

Applicants should register with the National Resident Matching Program (NRMP) and must adhere to the rules of the Match. Registration with the NRMP will be waived only if a residency position remains unfilled after the date of the Match. The National Matching Service Number for Henrico Doctors Hospital is 164513.

The application deadline will vary slightly each year but will generally occur during the second or third week of January. Applications may be accepted after this date at the hospital's discretion only if the interviews offered for the current residency recruitment year are not full.

An application will not be considered to be complete until all of the following items are received by the Residency Program Director.

- A current resume or curriculum vitae
- A completed application
- Official transcripts of all pharmacy education, including pre-pharmacy degrees (i.e. biology, chemistry, etc)
- A personal cover letter indicating why post-graduate training is being pursued
- A completed experience assessment

- A minimum of three (3) formal letters of professional reference
 - Applicants may use the official recommendation form, which can be used in lieu of a simple letter format. One reference should be from a faculty member in the applicant's professional degree program. The other two references should be from practicing pharmacists with whom the applicant has had work or patient care experience.

The application form, experience assessment, and official recommendation form can be acquired by downloading the appropriate documents from the residency program's website.

B. Interviews

Once all required forms are received for an applicant, the applicant will be considered eligible for interview scheduling. All applicants must complete an interview for program acceptance.

Applicants will be considered for an interview based upon submitted documents, work and rotation experience, interaction with staff members to date, and individual goals for residency and career with the intention of providing the best match between the applicant and the program. The Residency Program Director will decide upon a candidate interview list based upon the quantity and quality of applicants and will review the list with both the Director of Pharmacy and Clinical Manager for agreement.

Candidates will receive a letter or e-mail of interview interest from the Residency Program Director. A predetermined list of interview dates will be sent to candidates, and slots will be filled on a first-come-first-serve basis. Out-of-state candidates will receive an additional 48 hours notice before in-state candidates due to consideration of travelling arrangements.

Each interview will be conducted over one business day. The candidate will be introduced to as many program preceptors as is possible based upon the current staffing and demands of the present day. Each candidate will be expected to give a brief twenty minute presentation to the program's preceptors. This presentation may be a previous project presented during pharmacy training.

C. Resident Ranking

At the completion of each interview, each person involved in the interview process will complete the "Resident Candidate Evaluation Form" (*See Appendix A*). Each person will submit the completed form to the Residency Program Director for spreadsheet composition, and will receive the form back for personal review when determining rank.

The Residency Program Director will create a spreadsheet containing the following fields for comparison:

- Curriculum vitae observations, such as leadership experience and service activities
- Work experience, including time period worked within a hospital setting
- Other degrees earned
- Pharmacy GPA and pre-pharmacy or prior degree GPA

- Applicant's initial contact with the program and follow-up
- Site interview observations, including interaction with staff and knowledge-base
- Topic presented by applicant
- Overall evaluation score (*See Appendix A*)

The Residency Program Director will call a meeting of the Residency Advisory Committee (RAC) after the last interview has been completed to determine the program's ranking of applicants. Each committee member will be given an opportunity to review the comparison spreadsheet, his or her Resident Candidate Evaluation Forms, and the applicant files containing all documents submitted at application. Each committee member will consider the suitability of each applicant to the program considering the applicant's experience and skill set, interaction with staff, and compatibility between each applicant's goal and the program's goals.

The RAC will debate and vote upon each ranking to reach a consensus. The RAC may elect to not rank an applicant if the applicant is not considered to be a suitable match with the residency program. The Residency Program Director will submit the final ranking list to the NMRP and maintain the list on file.

D. Position Acceptance

After the match results are published, the Residency Program Director or his or her representative will contact the Resident Elect within twenty-four hours.

The Resident Elect will be mailed a letter of acceptance within two weeks and must sign and return a letter of confirmation to the Residency Program Director.

Application for employment through the Henrico Doctors Hospital Human Resources Department will be required upon acceptance to the program.

Appendix A

Number (if assigned): _____

Resident Candidate Evaluation Form

Henrico Doctors' Hospital – Richmond HCA Hospitals

Resident Candidate _____ Date _____

Choose all of the following that apply with regard to how you interacted with the residency candidate:

_____ interview/discussion

_____ attended presentation

_____ other: _____

Please answer the following questions taking into consideration any contact you had with the candidate, i.e. personal interview, review of CV, or presentation. Please circle your response to each question.

1. To the extent possible, please comment on the candidate's knowledge base.

5	4	3	2	1
excellent		acceptable		poor

2. Is the candidate's level of maturity adequate for residency training?

5	4	3	2	1
very mature, poised		acceptable		immature; not poised

3. Are the candidate's career goals compatible with our program's offerings?

5	4	3	2	1
very compatible		acceptable		poorly compatible

4. What is your personal impression of the candidate's self - motivation?

