



**POLICY  
AND PROCEDURE  
Manual  
PHARMACIST RESIDENTS**

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REVISED 2016

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# PGY1 POLICY AND PROCEDURE DOCUMENT

## STATEMENT OF COMMITMENT TO GRADUATE PHARMACY EDUCATION

The University of California, San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences, and Rady Children's Hospital San Diego (RCHSD) are committed to graduate pharmacy education as a central component of their mission to "restore, sustain, and enhance the health and developmental potential of children through excellence in care, education, research and advocacy". RCHSD seeks to educate outstanding pharmacists; investing in graduate pharmacist education assures that current residents and future generations of health care professionals are prepared for California's and the nation's evolving health care needs. In this context, RCHSD is committed to providing the necessary educational, financial and human resources required to assure excellence through the continuum of graduate education.

RCHSD provides a supportive and challenging educational environment within which residents of diverse backgrounds can prepare themselves for careers characterized by commitment to excellence in service to others through patient care, research, teaching and lifelong learning. Clinical Faculty members and medical center practitioners offer residents state-of-the-art knowledge, demonstrate the latest developments in patient care, model compassionate and ethical care, and provide guidance and supervision to ensure patient health and safety.

RCHSD furnishes a financially secure and educationally enriched environment for organized residency programs in which resident pharmacists develop personal, ethical, clinical and professional competence under careful guidance and supervision. Programs will assure the safe and appropriate care of patients as well as the professional growth and skill development of the resident.

The RCHSD Pharmacist Residency Program is designed to provide residents with the knowledge, skills and attitudes that serve as the basis for competent and compassionate clinical practice, scholarly research and public service. Residents are encouraged to develop the capacity for self-evaluation and to sustain a lifetime of responsible and committed practice of pharmacy. The educational program prepares residents to continue their own education and to teach their patients, colleagues and students throughout their working years. RCHSD's PGY1 program is committed to ensuring that trainees understand the scientific foundation of pharmacy, apply that knowledge to clinical practice and extend that knowledge through scholarly research and teaching. In addition, this Pharmacy Residency Program provides the experience necessary for residents to master the clinical skills and knowledge needed to evaluate and care for their patients.

The UCSD School of Pharmacy and Pharmaceutical Sciences (SSPPS) and RCHSD Health System provide a collaborative environment with a broad array of educational opportunities, including great diversity in patient populations, specialty services, technological resources and educational programs.

While the Pharmacy Residency Program is designed to support the resident in achieving the ASHP Residency Goals and Objectives (Residency Learning System; 2015 Standards) as well as the residents' professional goals for residency, RCHSD is responsible for enforcing a safe and supportive learning environment for all residents. The Pharmacy Residency Program

follows the RCHSD Policies and Procedures as well as the policies outlined by the American Society of Health System Pharmacists.

## PURPOSE OF PGY1 POLICY AND PROCEDURE DOCUMENT

The purpose of this document is to provide a statement of RCHSD policy applicable to all Pharmacy Residents, also referred to as Trainees, who have received the degree Doctor of Pharmacy and have been accepted into the PGY1 at RCHSD for the purpose of obtaining advanced education and training, leading to eligibility for Residency Certification of Completion. RCHSD shall uniformly and equitably apply the published policies and standards affecting the Pharmacist Residents.

## ASHP ACCREDITED GRADUATE PHARMACY EDUCATION RESIDENCY PROGRAMS SPONSORED BY RCHSD

PGY1, Acute Care

## PHARMACY RCHSD PGY1 RESIDENT RESPONSIBILITIES – POSITION DESCRIPTION

PGY1 Program Purpose:

PGY1 pharmacy residency program's build on a Doctor of Pharmacy (Pharm.D.) education and outcomes to contribute to the development of clinical pharmacists responsible for medication-related care of patients with a wide range of conditions, eligible for board certification, and eligible for postgraduate year two (PGY2) pharmacy residency training.

Furthermore, the additional goals of the graduate pharmacy education training program at Rady Children's Hospital San Diego is to provide trainees with an extensive experience in the art and science of pharmacy and in all aspects of the medication use process. Our goal is that Residents achieve excellence in the care and treatment of their patients, research and teaching. Residents will be encouraged, trained and required to take ownership of the outcomes of their patients as they provide evidence-based contributions and recommendations in a multidisciplinary team environment of care. Residents completing the Rady Children's Hospital PGY1 Acute Care Pharmacy Residency will be competent in the management of medication therapy for various disease states in a variety of health care settings and for diverse patient populations. These pharmacists are trained and educated in teaching modalities for health care professionals, patients, students and the community. To achieve these goals, the trainee agrees to the following for the duration of his/her graduate pharmacy education at Rady Children's Hospital:

1. Residents must be committed to the values and mission of Rady Children's Hospital and the Department of Pharmacy

2. Develop and participate in a personal program of self-study and professional growth with the guidance from Pharmacy preceptors, advisors, staff, faculty and the Residency Program Director (RPD)
3. Under the supervision of Pharmacy preceptors, staff, faculty and the RPD, participate in safe, effective and compassionate patient care, consistent with the trainee's level of education and experience
4. Participate fully in the educational activities of the residency program and assume responsibility for the teaching of patients, students, pharmacists and allied health professionals
5. Participate in institutional programs and activities and adhere to established practices, procedures and policies of the institution
6. Participate in committees of the Department of Pharmacy and system-wide committees as assigned by the Program Director or rotation preceptors
7. Develop an understanding of ethical, socioeconomic, medical/legal issues that affect fiscally responsible pharmacy practice
8. Perform all duties in accordance with the established practices, procedures and policies of the institution, its programs, clinical departments and other institutions to which the resident is assigned as well as the rules and regulations of the California Board of Pharmacy
9. Strict adherence to the moonlighting policies of the Pharmacy Residency Program
10. Comply with the duty hours and working conditions policies of Rady Children's Hospital and the program in which the resident is appointed
11. Adhere to the rotation and staffing schedules as assigned
12. Document patient care activities in a timely manner
13. Participate in the PharmAcademic evaluation system, including evaluation of self, preceptors, learning experiences and the Residency Program in a timely manner; in addition, Residents must seek constructive verbal and documented feedback that directs their learning
14. Comply with the licensure requirements of the program in which the resident is appointed; PGY1 Pharmacy Residents must have an active and clear California Intern Pharmacist license prior to the start of their residency
15. Since residency training is predicated upon accepting full responsibility and accountability for the care of patients, residents must obtain licensure to practice as a pharmacist, consistent with the requirements for pharmacists within the organization conducting the residency. Therefore, licensure must be obtained either prior to beginning the residency program or very soon thereafter. Failure to obtain licensure as a Pharmacist in California by November 1<sup>st</sup> may result in the extension of the residency program or may be cause for immediate residency termination.
16. Comply with specific/special requirements of Affiliated Institutions to which trainee may rotate as part of his/her training; these requirements may include, but are not limited to, criminal background checks, substance abuse testing, and health screenings
17. Adhere to the policies defined in the RCHSD PGY1 Policy and Procedure Document for Pharmacist Residents
18. Adhere to the RCHSD use of email policy
19. Complete Program Requirements: ((( Insert PGY1 Residency Checklist as hyperlink))))

## PGY1 APPOINTMENT AND REAPPOINTMENT

### ELIGIBILITY – SELECTION – NONDISCRIMINATION

#### ELIGIBILITY CRITERIA

Applicants for appointment to the PGY1 Pharmacist Residency training program sponsored by RCHSD must meet the following criteria:

- Participate in the ASHP Resident matching program
- Participate in the PhORCAS electronic application tool
- Graduate of an accredited pharmacy school located in the United States or
- Graduate of an international pharmacy school located outside of the United States and who meets the following qualifications:
  - ~ Holds a current, valid Visa, if required by law
  - ~ Holds a valid, full and unrestricted license in the State of California to practice pharmacy
- Successful applicants are required to provide and undergo the following for employment with RCHSD:
  - ~ Provide proof of United States citizenship or eligibility/authorization to work in the United States
  - ~ Complete a full verification and criminal background screen
  - ~ Physical and other standard requirements for RCHSD employment.

#### SELECTION

The applicant is selected from among eligible applicants on the basis of their preparedness and ability to benefit from the program in which they are appointed. Aptitude, academic credentials, personal characteristics, and ability to communicate will be considered in the selection. All applicants will participate in an organized interview process; participate in the PhORCAS electronic application process and in the ASHP matching program.

#### NON-DISCRIMINATION

RCHSD prohibits discrimination against or harassment of any person employed by or seeking employment, including PGY1s and candidates for a RCHSD residency program, on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed service (as defined by the Uniformed Service Employment and Reemployment Rights Act of 1994).

RCHSD policy also prohibits retaliation against any employee or person seeking employment for bringing a complain of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or who

participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

RCHSD is an affirmative action/equal opportunity employer. RCHSD undertakes affirmative action to assure equal employment opportunity to minorities and women, for persons with disabilities, and for covered veterans.

(Reference RCHSD Policy/Procedure PPM 210 – Non-Discrimination)

## UNLAWFUL HARASSMENT

Rady Children’s Hospital is committed to creating and maintaining a community in which all persons who participate in Rady Children’s Hospital programs and activities can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Specifically, every member of the Rady Children’s Hospital community should be aware that the Rady Children’s Hospital does not tolerate unlawful harassment, that such behavior is prohibited both by law and by Rady Children’s Hospital policy. It is the intention of the Rady Children’s Hospital to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy.

(Reference RCHSD Policy/Procedure PPM 802 – Unlawful Harassment and PPM 206 – Employee Relationships)

## INITIAL APPOINTMENT

Each PGY1 is appointed to a Pharmacy Resident title, PGY1, for a duration period of one (1) year.

## RESIDENT MINIMUM QUALIFICATIONS

PGY1s must be graduates from accredited schools of pharmacy or hold an equivalent degree. PGY1 residents must be a California licensed Intern Pharmacist prior to the start of their RCHSD appointment, and since residency training is predicated upon accepting full responsibility and accountability for the care of patients, residents must obtain licensure to practice as a pharmacist, consistent with the requirements for pharmacists within the organization conducting the residency. Therefore, licensure must be obtained either prior to beginning the residency program or very soon thereafter.

RCHSD PGY1 Residents should be licensed as early as feasible:

- If the Resident is not licensed by October 1<sup>st</sup>, the following will occur:
  - The Resident will immediately notify the RPD of their failure to meet this program requirement.
  - Within three (3) business days of the notification, the Resident and RPD will prepare a development plan, including educational resources, study plans, re-examination dates, and re-examination enrollment.
  - The Resident will be responsible for obtaining required study materials as well as all examination expenses.
  - The Resident will retake the exam as soon as is allowable under California Pharmacy Law.
- If the Resident fails to obtain licensure as a Pharmacist in California by November 1<sup>st</sup>:
  - The Resident and RPD will reassess the development plan outlined above.
  - The Resident will retake the exam as soon as is allowable under the California Pharmacy Law.

- The Residency Program calendar shall extend by that time until licensure is successfully achieved, or until three (3) unsuccessful attempts.
- The RCHSD Residency Program allows for retaking the NAPLEX or CJPE exams up to three (3) times. Failure to obtain licensure as a Pharmacist in California by the third attempt will result in the immediate termination of the Resident.

## CHIEF RESIDENT(S)

There is no formal designation as a Chief resident.

## COMPENSATION

The salary scales for PGY1s are published by Human Resources.

## RCHSD HOUSESTAFF DUTY HOURS AND WORKING ENVIRONMENT POLICY

### DUTY HOURS

Duty hours are defined as all clinical and academic activities related to the residency program, i.e., patient care, administrative duties related to patient care, the provision for transfer of patient care, and scheduled academic activities such as conferences and the Teaching Certificate Program, when applicable. Such hours do not include reading and preparation time spent in non-Duty Hour activities. The following specific duty hours for PGY1s shall be maintained unless exceptions have been granted in accordance with the procedures defined below.

- RCHSD assures an educational environment in which PGY1s may raise and resolve issues without fear of intimidation or retaliation by administration, faculty and/or staff.
- RCHSD PGY1 Residents are employees of RCHSD and are expected to follow California Labor Laws. See RCHSD Policy/Procedure PPM 401-Time Keeping and PPM 402 - Overtime. Overtime approval is required by a Pharmacist Manager/Director.

**Duty Hours:** Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care; in-house call; administrative duties; and scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours do not include: reading, studying, and academic preparation time for presentations and journal clubs. The duties of the resident are executed within a 40 hour work week. The PGY1 Resident will be scheduled to work 2 weekends in a 6-week period and will be expected to take off days during the week to compensate for that weekend worked. The days off will be approved the RPD and Pharmacist Manager and will be noted by the resident on the master schedule.

Reference: <http://www.ashp.org/DocLibrary/Residents/Pharmacy-Specific-Duty-Hours.pdf>

### DUTY HOUR GRIEVANCE

PGY1 issues/concerns regarding Duty Hour practice shall be managed in the following manner:

- PGY1s may bring forward issues regarding duty hours to their program director, and/or the Pharmacist in Chief
- If concerns are not resolved with the RPD or Pharmacist in Chief, the PGY1 may escalate their concerns to the Human Resources Department.
- There shall be no retaliation against the PGY1 for escalating issues/concerns to the Human Resources Department.

## MOONLIGHTING

- PGY1 residents are not permitted to moonlight
- Residency education is a full-time endeavor; as such, each program director must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the residency program
- RCHSD liability coverage will not be extended to cover moonlighting activities of the resident that fall outside of the course and scope of the individual's Rady Children's Hospital appointment.
- Moonlighting that disrupts a residents program in any way that is not resolved will result in disciplinary action up to and including dismissal

## SUPERVISORY BACK-UP

Appropriate faculty and/or supervisory resident backup will be provided for every PGY1 for consultation, education and supervision.

## WORKING ENVIRONMENT

Pharmacy residents are provided a safe and secure working environment with adequate desk space and bathroom facilities. Security Services staff provides escorts to Medical Center locations 24 hours a day/7 days a week. To request an escort, call x5555. If you do not wish to use our escort service, but are walking to your vehicle or to a Medical Center location after hours, please consider using the "buddy system" and walk with another person.

## HOLIDAYS

- The Rady Children's Hospital holidays are as follows:
 

New Year's Day	Dec. 31 <sup>st</sup> 1700 through Jan. 1 <sup>st</sup> at 2359
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Dec. 24 <sup>th</sup> 1700 through Dec. 25 <sup>th</sup> at 2359
- Unless an alternate date is designated, a holiday that falls on a Saturday is observed on the preceding Friday and a holiday that falls on a Sunday is observed on the following Monday
- A PGY1 may observe holiday other than those identified above, provided that the work schedule permits and the time off is charged to vacation or is without pay
- Holiday staffing shall be assigned by the Program Director and Pharmacist Manager with at least one major holiday worked. The following may be considered: continuity of

patient care, opportunity for unique educational experience, supervision or education of others or other special requirements of the PGY1's particular level of training, licensing restrictions

- PGY1s holiday pay will be at premium pay as defined by Human Resources.

(Reference: RCHSD Policy/Procedure, PPM 504 – Holidays)

## LEAVE POLICY

### VACATION

PGY1s accrue vacation at the official rate of 23 vacation days per year (based on full time clocked hours)

- Vacation leave shall be requested by the PGY1 in writing and scheduled with the agreement of the Program Director, Pharmacist Manager and the PGY1's rotation preceptors
- Vacation may be scheduled and granted in full or may be split depending upon the requirements of the training program and the written requests of the PGY1 as approved by the Program Director and Pharmacist Manager
- To the extent allowed by the training requirements of the program, vacation leave will be granted in accordance with the PGY1's requests
- Changes in the leave schedule may be initiated by the Program Director when required by department activities or needs; the Program director shall endeavor to give advance notice of any change
- PGY1s wishing to make a change in the posted leave schedule must submit a written request; approval of such requests is subject to the staffing requirements of the training program, the department and the discretion of the Program Director or her designee and the rotation preceptor
- Leave must be taken during the period of appointment
- Time not taken may not be carried over from one appointment to another (PGY1 resident to staff pharmacist) and may be forfeited  
(Reference: RCHSD Policy/Procedure, PPM 502 – Paid Leave and PPM 504 – Holidays)

### PROFESSIONAL/EDUCATIONAL LEAVE

- With the approval of the Residency Program Director, PGY1s may be granted up to five work days of leave with pay to assist in recruitment efforts or to pursue scholarly activities pursuant to their education curriculum
- Time not taken may not be carried over from one appointment to another; (e.g. resident to staff pharmacist) and may be forfeited

### SICK LEAVE

- PGY1s shall accrue sick leave at the rate of 9 days per year
- Each PGY1 will immediately notify his/her Residency Program Director, rotation preceptor via email and the Central Pharmacy Department (x 5802) pursuant to the guidelines of Staff Pharmacists
- The PGY1 shall provide the Residency Program Director with physician records to document illnesses lasting three or more days
- Sick leave is not to be used as additional vacation

- Sick leave that remains unused at the end of an appointment year may not carry over to the following appointment year if the PGY1 is reappointed (PGY1 to staff) and may be forfeited
- Make-up time may be required to meet the educational objectives and certification requirements of the Residency Program
- Sick leave not used beyond the predetermined date for separation is forfeited

(Reference: RCHSD Policy/Procedure, PPM 503 – Sick Leave)

## LEAVE OF ABSENCE

As an employee of Rady Children’s Hospital, the Resident is eligible for all benefits outlined in the organization’s Personnel Policies, including Personal Leaves of Absence (Unprotected) and Family and Medical Leave.

However, the Resident and Rady Children’s Hospital recognizes the time intense schedule of the Residency Program and the potential negative impact to the Program and to the quality of resident education should extended Resident leave become necessary. Therefore, the following leave guidelines shall affect the Residency calendar year:

- All Leaves of Absence will be reviewed on an individual basis by the RPD and the Pharmacist in Chief as to the impact to the Resident’s successful completion of the program.
- A Leave of Absence may require extension of the Residency Program calendar to achieve satisfactory completion of Program requirements.
- If a Leave of Absence is of such duration that extension of the Residency Program calendar will not be sufficient to accomplish successful Residency Program completion, the Resident will be offered the following alternatives:
  - Completion of the Residency Program calendar, but not earning a Completion Certificate
  - Re-application to the Residency Program for a future program year.
- Leave of Absence Advance Notice and Certification
  - Whenever possible, the PGY1 shall provide at least 30 days advance notice; if 30 days’ notice is not feasible because of a medical emergency, for example, notice shall be given as soon as possible; failure to comply with these notice requirements may result in postponement of Family and Medical Leave
  - A Resident who is granted leave for the PGY1’s own health condition may be required to present medical certification prior to taking the leave and prior to returning to the Residency Program
- Leave of Absence Effect on Benefits
  - A PGY1 on Family and Medical Leave shall be entitled to continue participation in health plan coverage (medical, dental and optical) as if on pay status for a period of up to 12 workweeks in a 12-month period; contribution toward premium cost shall remain as it was prior to the onset of family and medical leave for a period of up to 12 work weeks in a calendar year

(Reference: RCHSD Policy/Procedure, PPM 605 – Personal Leaves of Absence (Unprotected) and PPM 607 – Family and Medical Leave)

## BEREAVEMENT

- A PGY1 will receive pay for up to three scheduled work days for absences due to a death in their immediate family. In the event an employee has to travel out of state,

employees will receive a total of four paid days off. The PGY1 shall provide prior notice to the Residency Program Director.

(Reference: RCHSD Policy/Procedure, PPM 505 - Bereavement)

## JURY DUTY

- A PGY1 who is summoned and serves on Jury Duty will need to take paid leave for the time spent on Jury service and in related travel
- Deferment or excused absence from jury service can only be granted by the court pursuant to the procedure outlines in the Jury Summons Notice
- Make-up time may be required to meet the educational objectives and certification requirements of the residency program

(Reference: RCHSD Policy/Procedure PPM 608 – Jury Duty)

## BENEFITS AND DEDUCTIONS

HEALTH INSURANCE PACKAGE—See Employee Guide 2015-2016,

- PGY1s are eligible for enrollment in the RCHSD health, dental, vision, life and disability insurance plans; the PGY1's spouse, dependent children and/or domestic same or opposite sex partner are also eligible for enrollment in the health, dental and vision plans
- Benefit coverage is not automatic; an enrollment process must be followed within the timeframes established by the carriers; following the enrollment process, coverage is effective the date of the PGY1's appointment to RCHSD; subsequently, new dependents may be enrolled provided enrollment occurs within 30 days after a qualifying event such as marriage, birth or adoption
- Open enrollment for the RCHSD health plans (health, dental, vision and life) occurs during the month of November; at that time the PGY1 will have the opportunity to change their medical plan coverage from one carrier to another or to enroll with a plan for the first time

LIFE INSURANCE PLAN, DISABILITY INSURANCE, WORKER'S COMPENSATION INSURANCE—See Employee Benefit Package.

## PROFESSIONAL LIABILITY INSURANCE

TYPE OF COVERAGE:

LIMITS:

RCHSD (Fully Funded)

\$1,500,000

- Questions regarding legal issues, including subpoenas, should be addressed to the RCHSD Office of Risk Management.

## DEDUCTIONS

- Deductions for State and Federal taxes as well as Medicare will automatically be made from PGY1 earnings.

- PGY1s may make voluntary contributions to the Rady Children’s Hospital of California 403(b) Plan. Contributions come from pre-tax pay and may be made within certain limits.
- When a PGY1 leaves the Rady Children’s Hospital, monies from the Safe Harbor Defined Contribution Plan and the voluntary 403(b) may be handled as follows:
  - Rolled over into a new employer’s retirement fund or into an IRA
  - Left on deposit if the account has a minimum of \$2,000 in the Plans
  - Contributions and earnings may be paid to the PGY1, although the distribution is subject to penalties if the recipient is under the age of 59 ½ and the distribution is subject to taxation

## CHECK DISPOSITION

In most cases, the PGY1’s paycheck will be issued by the Rady Children’s Hospital of California at San Diego Payroll Office. PGY1s are paid on an every other week basis in arrears (Check may be directed to direct bank deposit or the PGY1’s campus or home address.

## UNIFORM AND UNIFORM LAUNDERING

Scrubs may be issued for shifts/rotations that include the need to enter the IV Room. Otherwise follow RCHSD Dress Code.

## RESIDENT USE OF EMAIL

The special nature of residency programs requires ongoing communication between the residents, the training programs, administrators and others at RCHSD and affiliated institutions.

The policy of the Office of Graduate Medical Education requires that PGY1s be available by email. PGY1s are required to have and use a RCHSD email account that is provided at no cost. PGY1s are expected to check their email at reasonably frequent intervals unless they are on approved leave. PGY1s must comply with RCHSD policies and state and federal laws that apply to email.

## RECORDS POLICY

The Rady Children’s Hospital maintains as confidential the records of each PGY1 and the consent of the individual is required before access to records is allowed except where permitted or required by law, or where directly or routinely required in the administration of the training program.

## EVALUATION / ASSESSMENT/ ADVANCEMENT

The knowledge, skills, professional growth and progress of each PGY1, including professional conduct, shall be evaluated by the teaching preceptors for each Learning Experience and will be reviewed by the Residency Program Director. Appropriate criteria and procedures must be used. PharmAcademic, the web-based evaluation tool provided by ASHP, will be utilized. Evaluation shall be provided to and discussed with the PGY1 in a timely manner. PGY1s may refer to Rotation Descriptions for Assessment strategies.

The Residency Program Director shall design a Customized Development Plan (CDP) for each resident. The initial CDP will be based on evaluation of the incoming resident's experience, interests and career plans. The Residency Program Director will meet with the residents quarterly to update the CDP, documenting appropriate and necessary modifications to accommodate the resident's needs and changing interests. The CDP will include the resident's schedule and note modifications.

Through PharmAcademic, the program shall maintain a record of evaluation for each PGY1 and have it accessible to the PGY1 and other authorized personnel.

PGY1s will participate in the annual confidential review of the program, rotations, conferences, and teaching opportunities, but are also encouraged to offer recommendations for Residency Program improvement throughout the Residency year.

The Residency Program Director must provide a final evaluation for each resident who completes the program. The evaluation must include a review of the PGY1's performance during the final period of training and should verify that the trainee has demonstrated sufficient professional ability to practice completely and independently. The final evaluation shall be made part of the PGY1's PharmAcademic record and maintained by the Program Director or his/her designee.

## DUE PROCESS AND DISCIPLINE GUIDELINES

Employment at RCHSD is based upon the mutual consent of the employee and department leadership. Either the employee or the employer may terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

RCHSD recognizes that events may occur in which an employee's actions or behavior require feedback and course correction. With certain exceptions cited below, corrective/disciplinary action is generally intended to provide the guidance needed to allow the employee to perform and act successfully in their role.

Corrective/disciplinary action may be imposed for any employee who fails to comply with federal and state law, organizational policies and procedures, standards of conduct, or any other compliance policy and procedure, including any policies and procedures regarding the privacy, security and confidentiality of patient and RCHSD information. Violations include, but are not limited to any unauthorized access, use, disclosure, destruction and/or storage of confidential information.

At the discretion of leadership, disciplinary action will be determined as appropriate, given the facts and circumstances of each violation. Other relevant factors may also be used in determining the appropriate discipline or corrective action to be imposed. Although disciplinary action may be used in a sequential manner of increasing severity, this policy does not mandate the use of a lesser sanction or imply a particular progressive sequence.

Each violation will be evaluated on a case-by-case basis. Where corrective/disciplinary action may reasonably be expected to lead to performance improvement, the corrective/disciplinary action process may be initiated at the sole discretion of RCHSD's leadership (President, Senior Vice President, Vice Presidents, Senior Managing Directors, Directors and department leadership).

Corrective/disciplinary action may include, but is not limited to performance coaching, verbal warning, written performance or behavioral expectations, written warning, suspension of duties

without pay, involuntary demotion/disqualification, change of schedule/duties/work site, or any other actions deemed appropriate by management. Violations of applicable laws and regulations, even unintentional, could potentially subject the employee or RCHSD to civil, criminal or administrative sanctions and penalties; therefore, any employee engaging in a violation of any law or regulation may be terminated from employment. Additionally, in such circumstances, the necessary information will be provided to appropriate law enforcement, licensure and/or accreditation authorities.

Recommendations for reduction in time, final written warnings, performance improvement plans (non-coaching) and termination must be completed in consultation with Human Resources and approved by the Vice President. Written documentation of corrective/disciplinary action will be filed in the employee's personnel files in Human Resources.

Procedures regarding disciplinary action:

- Department leadership is encouraged to consult with the Human Resources Department and/or Compliance or Privacy Officer, depending on the violation, for any questions or prior to imposing corrective/disciplinary action. Collaboration ensures that discipline and corrective action are appropriately and consistently applied throughout the organization.
- Once appropriate action is determined, department leadership shall communicate the discipline to the affected employee.
- Written documentation of the corrective/disciplinary action is to be signed by the employee. The signature does not necessarily imply that the employee is in agreement with the corrective action, but acknowledges receipt of the written documentation. One copy will be given to the employee and the other copy will be distributed to the departmental file. The original will be placed in the employee's file in the Human Resources Department.
- Leadership is responsible for appropriate and timely follow-up and documentation of behavioral and/or performance expectations/concerns.
- Leadership must consult with the Human Resources department prior to implementing a reduction in hours or termination action. Vice President's approval is required for these actions.

## LICENSURE REQUIREMENTS FOR PGY1S

### CALIFORNIA INTERN PHARMACIST AND PHARMACIST LICENSE

The RCHSD Pharmacy Residency PGY1 Programs require all PGY1s to have obtained their California Intern Pharmacist License prior to the Appointment Residency Year.

The Resident shall obtain licensure as a Pharmacist in California within ninety (90) days from Residency initiation, approximately the first Monday in October of the Residency year. If the Resident fails to achieve California Pharmacist licensure in this timeframe, the following occur:

- The Resident will immediately notify the RPD of their failure to meet this program expectation.
- Within three business days of notification, the Resident and RPD will develop a plan, including educational resources, study plans, re-examination dates, and re-examination enrollment.
- The Resident will be responsible for obtaining required study materials as well as all examination expenses.

- The Resident will retake the exam as soon as is allowable under California Pharmacy Law.

If the Resident fails to obtain licensure as a Pharmacist in California by the first Monday in November:

- The Resident and RPD will reassess the development plan outlined above.
- The Resident will retake the exam as soon as is allowable under California Pharmacy Law.
- The Residency Program calendar shall extend by that time until licensure is successfully achieved, or until three unsuccessful attempts.

Rady Children’s Hospital Residency Program allows for retaking the NAPLEX or CJPE exams up to three (3) times. Failure to obtain licensure as a Pharmacist in California by the third attempt will result in the immediate termination of the Resident.

Once licensed, PGY1s must maintain a full and unrestricted license in order to continue their appointment. Should a PGY1’s license be placed on probation, his/her continuation in training will be at the discretion of the Program Director and the Pharmacist in Chief. Appointments will not be made for any candidate or PGY1 who is on probation from the California Pharmacy Board.

### Graduates of International Pharmacy Schools

Rady Children’s Hospital Pharmacy Residency programs are ASHP-accredited and participate in the Match;

Excerpt from the ASHP Resident Matching Program website: (<https://natmatch.com/ashprmp/abouteligibility.html>): “To participate in the Match, an applicant must be a graduate of or graduating from an ACPE-accredited college of pharmacy, or otherwise be eligible for licensure. Applicants who are graduates of a foreign school of pharmacy must provide, prior to registering for the Match, either a copy of their license for each state in which they are licensed, or a copy of their Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate. Information concerning the FPGEC certificate may be obtained by contacting the National Association of Boards of Pharmacy, 1600 Feehanville Drive, Mount Prospect, IL 60056, telephone 847-391-4406, web site [www.nabp.net](http://www.nabp.net).”

### CRIMINAL BACKGROUND CHECK POLICY

Completion of a satisfactory Criminal Background Check (CBC) is a requirement for all newly appointed pharmacists in training sponsored by RCHSD, (effective 6/23/08). During training, once licensure is required, the ability to obtain and maintain licensure will serve as evidence of an ongoing satisfactory CBC.

#### PROCEDURES

- Contracts sent by the Department of Pharmacy, Residency Programs and Human Resources will include a statement about the requirement of a satisfactory CBC and completion of an attestation questionnaire as a condition of employment
- CBC’s will be performed by a reputable company through the usual business contracting arrangements
- Matched pharmacists-in-training will be asked to provide appropriate authorization, with the pertinent identifying information necessary to initiate the check
- Those undergoing the CBC will have an opportunity before any information is released to RCHSD to review the data for accuracy

- The following databases would be searched:
  - ~ Social Security number validation
  - ~ Analyzed Social Security number search
  - ~ County criminal records search
  - ~ Nation criminal file search
  - ~ National sexual offender database search
  - ~ Sanctions Base search
  - ~ Motor vehicle records/driving records search
- CBC reports for new pharmacists-in-training will be reviewed by the Human Resources Department, who will make a decision about entry into the program. There is no appeal to this decision.

#### TRAINING AT AFFILIATED GME TRAINING SITES

Additional screening and procedural requirements may be mandated by affiliated institutions while trainees are rotating through those sites as a part of their training program at RCHSD.

#### TRAINING IN ART

PGY1s who are in training programs involved with responding to code blue are required to be certified in a Resuscitation Training program approved by RCHSD. Trainees in other programs are encouraged to become certified.

### EDUCATIONAL ENVIRONMENT CONDUCIVE TO OPEN EXCHANGE OF IDEAS

RCHSD assures an educational environment in which PGY1s may raise and resolve issues without fear of intimidation or retaliation by administration, faculty and/or staff through the following organizational system.

PGY1s may bring forward issues regarding their working environment and their educational programs in a confidential and protected manner at any time. PGY1s are also encouraged to discuss issues that require attention or resolution regarding their educational experience with their Residency Program Director and with the Pharmacist-in-Chief.

### PGY1 PHARMACIST RESIDENTS, RPD, PIC REVIEW / APPROVAL

The PGY1 Policy and Procedure Document will be reviewed on an annual basis, or as otherwise needed, by the Residency Advisory Committee Chair and the Pharmacist in Chief.

Approved:

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Gale Romanowski, Pharm.D., BPPS  
Residency Program Director  
Rady Children’s Hospital

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Date

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Mark Sey, Pharm.D.  
Pharmacist in Chief  
Rady Children’s Hospital, San Diego

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Date

I have received and have reviewed this document

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PGY1 Resident