

# USC School of Pharmacy

**Pharmacy Residency Programs**

**2021 – 2022**

## Introduction

The pharmacy practice residency programs offered by the University of Southern California in conjunction with the LAC+USC Medical Center Health Network, Hollywood Presbyterian Medical Center, Huntington Hospital, Clinicare, Ralph's Community Pharmacy, USC Campus Pharmacy, USC/Norris Comprehensive Cancer Center and Hospital, Keck Hospital of USC, Veterans Affairs Greater Los Angeles Healthcare System, and various Community/Safety Net Clinics are one-year, postgraduate, non-degree training programs. Available PGY1 and PGY2 residency programs are as follows:

- PGY1 Pharmacy practice with acute care emphasis
- PGY1 Pharmacy practice with ambulatory care emphasis
- PGY1 Pharmacy practice with ambulatory care/psychiatric emphasis
- PGY1 Community Pharmacy
- PGY2 Ambulatory Care Pharmacy
- PGY2 Community Pharmacy - Pain Management/Rheumatology
- PGY2 Infectious Diseases Pharmacy Practice
- PGY2 Oncology Pharmacy Practice
- PGY2 Psychiatric Pharmacy Practice

The residency programs offered through the University of Southern California School of Pharmacy are primarily designed to train and develop advanced skills in **pharmacy practice and teaching** while increasing the resident's knowledge base through direct exposure. Depending on the area and the resident's focus, the resident will receive extensive clinical experience in primary, secondary, and tertiary care settings. In the various practice setting rotations the resident will refine their skills and develop expertise as a drug therapy specialist through the provision of patient care services. Teaching skills of the resident will be developed in both the clinical and classroom settings. A Teaching Certificate program is available for residents interested in a career in academia or working in settings which involve teaching (e.g., precepting student pharmacists/residents/other healthcare trainees, education of staff). Elective and assigned projects will enable the resident to develop administrative, analytical and research skills.

Upon satisfactory completion of the one-year residency as determined by the Checklist for Completion of Residency Requirements, the participant will receive a Certificate of Completion of a Residency issued by the University of Southern California School of Pharmacy.

## Resident Qualifications

All graduates of an accredited College of Pharmacy who have completed a Doctor of Pharmacy degree who are licensed or are eligible for licensure as a pharmacist in the State of California during the residency training period may apply. The resident should be comfortable and competent in clinical situations.

Criteria for selection to the USC School of Pharmacy residency program include:

1. Leadership abilities
2. Professional development
3. Professional competence
4. Communication skills
5. Scholastic achievements
6. Dependability and ability to work with others.

These criteria may be determined through personal interviews, peers, pharmacy school transcripts, evaluations by instructors and supervisors, and letters of recommendation in conjunction with the application. Persons involved in the review process include RPDs, preceptors, faculty, residents, the Associate Director of Residency Programs, and the Director, Residency and Fellowship Programs. The preceptors and residents along with the RPD determine individual program rubric criteria, review and score applications, and interview candidates. The RPD is responsible for managing the interview process (including inviting candidates for an interview) and the final ranking of candidates to be submitted to PhORCAS. The Associate Director of Residency Programs and the Director, Residency and Fellowship Programs may be included in individual program processes as deemed appropriate by the RPD.

A standard procedure is used by the USC Residency Programs to formally evaluate the qualifications of applicants to the program. The Residency Council meets to determine the minimum requirements (e.g. grade point average) needed for full application review. Individual residency programs may set more stringent minimum requirements through their Residency Advisory Committees. Each residency program uses a point-based rubric specific to their program for full application review and scoring of each candidate who meets the general residency program minimum requirements. The candidates are then ordered based upon the total score. Candidates are invited for an interview based upon their total application score and available residency slots (typically 6-12 interviews are conducted per residency slot). A point-based rubric system is also used for interviews involving a large number of candidates and interviewers. Programs with a smaller number of

interviewers and candidates may opt to rank candidates as a group immediately following the interviews but must document how the interview ranking was determined. The final ranking resident rankings for each program is determined by one of the following methods: Combination of application and interview score or interview score/ranking only. The resident rankings for each program are then presented to the Residency Council for review and approval. As the residents are part of our teaching faculty, the recommendations for appointment of the residents by the Residency Council are presented to the faculty for their review before being forwarded to the Dean's office for final approval by the USC School of Pharmacy.

Verification of the completion of a PGY1 residency for PGY2 residents will be completed within the first month of the residency program. The PGY2 resident will need to submit a copy of their PGY1 residency certificate to the Residency Programs office. A signed letter sent directly to the Residency Programs office from the PGY1 RPD confirming successful completion of the PGY1 residency will be accepted in lieu of a certificate if it is not yet available.

## Organization of the Residency Programs

The pharmacy residency programs at the USC School of Pharmacy are organized under the Department of Clinical Pharmacy. The Director, Residency and Fellowship Programs chairs the Residency Council and is responsible for the overall direction of the residency training programs. The Residency Council has responsibilities for the following:

- Develop Long-term Program Goals
- Evaluation of Residency Programs, Mentors, Preceptors
- Allocation of Residency Positions
- Approve Residents' Teaching Activities

The Residency Council composed of residency program directors (RPDs), resident representatives, Associate Director of Residency Programs, and Director, Residency and Fellowship Programs perform activities such as...

- Propose to the faculty the number of residents with justification, identified mentors, and proposed schedule
- Planning specific programmatic activities within each residency program consistent with the overall residency programming
- Identify mentors for each resident in the respective programs
- Manage scheduling of rotations and preceptors
- Coordinate residents' activities consistent with overall residency programming
- Recruit, interview, recommend list of acceptable residency applicants to faculty

## **Resident Class Leadership Opportunities**

### **Resident Representative**

The residents will select two Resident Representatives from their group by majority vote. One resident is selected to represent the USC-paid residents and the other is selected to represent the residents of affiliated residency programs in the VA Greater Los Angeles Health System, Huntington Hospital, Hollywood Presbyterian Medical Center, etc. The Resident Representatives may serve the entire year or may make a change in January so that others may have an opportunity to serve. In addition, the Resident Representatives may be replaced if the majority of the residents deem it necessary.

The Resident Representatives' responsibility is to act as leaders for the group, to assist the Director, Residency and Fellowship Programs and Associate Director of Residency Programs, and to communicate information to the residents. Their responsibilities include but are not limited to the following:

1. Serve as Resident Representatives on the Residency Council.
2. Serve as chair at the residents' meetings.
3. Maintain attendance record of residents at scheduled activities.
4. Remind residents of deadlines, commitments, and events and insure that requested forms and reports are completed and returned by the residents.
5. Act as a liaison between the residents and the Director, Residency and Fellowship Programs and Associate Director of Residency Programs including scheduling and attending quarterly debrief meetings to represent the residents.
6. Coordinate the schedule of the Residency Showcase including the set-up/take down/transport of showcase materials.
7. Organize Patagonia custom jacket order for residents
8. Create a powerpoint presentation for the end of the year banquet
9. Introduce residents who are presenting at the weekly case conference reviews
10. The Resident Representatives may delegate aspects of their responsibilities with the approval of the Director, Residency and Fellowship Programs.

### **Resident Social Chairs**

The residents should identify two Social Chairs who will coordinate and plan activities for the residency class. The intent is to provide some levity and fun activities to encourage participation among the residents aside from their professional responsibilities during the residency training activities. Some of these activities can include outings, or simply activities planned during the residents' meeting, etc.

### **Resident Wellness Committee (RWC)**

The residency program can at times be very busy and stressful. The purpose of the RWC is to address resident well-being during the residency year. The membership of this committee consists of all interested

residents and is chaired by the Associate Director of Residency Programs. The RWC meets at regularly scheduled times during the year to discuss issues related to the mental well-being of our residents and takes steps, as necessary, to address issues that may negatively impact resident well-being. The RWC also assists in the identification of topics related to wellness and/or psychological aspects of caring for patients to be included as part of the resident teaching seminar each year. The residency programs is represented on the USC School of Pharmacy Project Wellness committee by 1-2 members of the RWC who serve as liaisons. Other leadership positions may be available through the RWC as needs dictate.

**Diversity, Equity, and Inclusion (DEI)**

The residency programs are committed to DEI within, and outside of our programs. The residency programs is represented on the USC School of Pharmacy DEI committee by 1-2 residents who serve as liaisons.

## Salary and Benefits

Individuals accepted to the **Pharmacy Residency Programs** at the University of Southern California School of Pharmacy actively participate in a twelve-month training and teaching program normally beginning July 1 and ending June 30 of the following year. Upon satisfactory completion of the twelve-month program, individuals will receive a **Residency Certificate-of-Completion**.

Residents accepted in the program are appointed as non-exempt staff with faculty appointments as **Adjunct Clinical Instructor of Pharmacy Practice**. Those paid by USC receive a fixed-term contract; those paid by an affiliate job site are appointed voluntary faculty status at USC. The resident will abide by the applicable University regulations, policies and procedures. Professional liability insurance is provided in the various institutional job sites.

Residents salaried at USC are eligible for the following:

1. **Annual Salary.** The annual salary is approximately \$59,000. \* Staff at USC are paid bi-monthly basis. If the 26th of the month is a weekend or University closed holiday, payday is the previous workday.

2. **Fringe Benefits.** A fringe benefit orientation is provided the first workday in July. The resident has a period of 60 days from your full-time hire date to enroll in benefits. The 60-day enrollment eligibility window is strictly enforced. Fringe benefits include health care insurance, voluntary retirement plan, basic and supplemental term life insurance, and various other options.

3. **Separation & Layoff Pay.** No separation or layoff benefits are paid to employees hired under fixed term contracts.

4. **Continuation of Health Benefits After Termination.** After termination of your USC employment, the resident will be eligible to continue your health benefits for eighteen (18) months via **COBRA**, the Consolidated Omnibus Budget Reconciliation Act. The resident will be charged the full cost of benefits plus a 2% administrative fee. There will be no University contribution.

5. **Vacation Time.** Twelve (12) working days per twelve-month contract per year are granted each resident for vacation time. Requests for vacation are submitted in writing to the Director, Residency & Fellowship Programs, for approval at least two weeks prior to the requested time off. Vacation requests

are considered in the order in which the requests are submitted and approved contingent upon sufficient pharmacist coverage of the pharmaceutical services sites and teaching commitments. Job interviews, site visits, personal appointments, etc. count as vacation days. Vacation time should be used within the twelve-month appointment period.

6. **Professional Leave.** Professional leave to attend meetings and/or conventions is arranged on an individual basis. Requests for professional leave are submitted in writing to the Director, Residency & Fellowship Programs, and are approved contingent upon sufficient pharmacist coverage of the pharmaceutical services sites and teaching commitments. Residents are eligible for reimbursement, at minimum, for some expenses related to professional meetings. The amount of funding available for each resident for the year will be announced at Orientation. Additional leave beyond the assigned activities at the professional meetings will count as vacation/personal leave time. These include job interviews, site visits, personal appointments, etc.

7. **Sick Leave and Family Care and Medical Leave.** Sick leave is accrued at the rate of one day per month for each resident. Residents may not use sick time before it is accrued. Residents are generally not eligible for Family Care and Medical Leave due to the requirement of USC employment for at least 12 months by the start of the leave.

8. **USC Identification.** Upon receipt of a USC identification, you are eligible to use the USC libraries, to receive discounts at the USC bookstores, to attend USC cultural events, to submit applications for seasonal tickets to USC athletic events, to apply for membership in the Faculty Center, and to enroll in pharmacy postgraduate education courses at no charge. The resident is also eligible for discounts with various national hotel and car rental vendors, and southern California amusement sites. Upon completion of the Pharmacy Residency Program and/or termination of employment, the residents agree to surrender the University ID card to the School of Pharmacy.

9. **Drug Testing.** Drug testing is not required by USC but may be required by individual clinical sites. The resident will be informed by the RPD at the time of assignment to the clinical site if drug testing is required.

## **Goals and Objectives**

The overall goals of the pharmacy residency programs of the University of Southern California School of Pharmacy are to train a resident to be competent in the provision of pharmaceutical care and to train the resident to be competent as an educator. In the process of achieving this, the goals include:

1. To develop the resident's understanding and philosophy of pharmaceutical care so that with this conceptual base they will be able to contribute to the development of the profession.
2. To develop the resident's knowledge and appreciation of how other health care professionals approach patient care and their responsibilities so they may work with them more effectively.
3. To develop the resident's communication skills so they may effectively manage patients by recognizing their needs and sensitivities.
4. To develop the resident's clinical expertise as a drug therapy specialist in their particular area of interest.
5. To develop the resident's teaching skills in both clinical and classroom settings for the education of pharmacy students and other health care professionals.
6. To provide the resident exposure to various types of pharmacy services and drug delivery systems.
7. To provide the resident with opportunities to work on projects that could involve either program development or clinical research.
8. To develop writing skills and prepare a manuscript for publication. The manuscript is due at the start of the Western States Conference for Pharmacy Residents, Fellows, and Preceptors normally held in May of the residency-training calendar.

## **Activities and Responsibilities**

The following resident activities and responsibilities have been developed toward achievement of the aforementioned goals. Specific objectives are identified for each rotation or area of specialization.

Resident activities and responsibilities are divided into three primary components. 1) patient care, 2) teaching; and 3) project/research.

### **Service Responsibilities (Clinical Practice)**

The residents will be assigned specific patient care responsibilities on each rotation. The responsibilities may include but are not limited to the following:

1. Attend and participate in patient rounds with the health care team.
2. Provide drug information and consultation where appropriate.
3. Ensure the selection of appropriate drug therapy.
4. Ensure accurate distribution and administration of medications including preparation of parenteral drug products in their respective practice sites at appropriate.
5. Provide initial and follow-up patient care using objective and subjective monitoring parameters.
6. Provide patient focused care.
7. Provide patient counseling and take patient drug histories.

### **Teaching Responsibilities**

**To Fourth Year Student Pharmacists (P4):** The residents are responsible for teaching and for serving as a role model pharmacist to fourth year student pharmacists during their advanced pharmacy practice experiences (APPE). This will involve serving as a preceptor during team-based experiences, small group conferences and one-on-one interaction with the students. Specific responsibilities vary with each rotation and are outlined in the respective sections of the syllabus dedicated to the various rotations. All residents are also responsible to create Continuing Professional Development (CPD) or Continuing Education (CE) materials for the Capstone (Pharmacy Review) course that P4 students take after completing their APPE rotations to assist them in preparing them for the NAPLEX and CPJE. This course also provides CE to pharmacists who desire an update in a particular pharmacy topic area or areas and will allow the resident the experience of developing a CE program.

**To Second- and Third-Year Student Pharmacists (P2, P3):** Each resident will be responsible for teaching activities associated with the Case Conference Series for P2 or P3 students. Specific teaching responsibilities include 1) developing teaching materials for the case conferences, 2) facilitating a discussion group for Case Conference for one (PGY2) or two (PGY1) semesters, to be held weekly during the school year, and 3) evaluating the case conference discussions and provide formative feedback to students for each weekly case. In addition, the residents will be responsible for serving as a preceptor for

introductory pharmacy practice experiences (IPPE) for the second- and third-year pharmacy students in the clinical practice settings as appropriate. All PGY2 residents will provide a minimum of one didactic lecture in a therapeutics course related to their specialty area.

**To First Year Student Pharmacists (P1):** Residents assigned to P3 case conference in the spring will also serve as case facilitators for the P1 student pharmacists as part of the Introduction to Therapeutics course. Responsibilities of the resident mirror those related to the Case Conference series.

**To Undergraduate Students Interested in Pursuing a Doctor of Pharmacy Degree:**

Undergraduate students shadowing pharmacists in clinical practice sites may be assigned to a resident as part of their learning experience. All PGY1 residents will also provide a minimum of one didactic lecture to undergraduate students who are enrolled in pharmacy-related undergraduate courses.

**Other Teaching Responsibilities**

The resident will have opportunities to provide lectures to pharmacy students and other health care professionals during the year as well as facilitate other teaching activities not listed above. Residents may also be required to assist with Objective Structured Clinical Examinations (OSCE) and other teaching activities in the Doctor of Pharmacy curriculum as directed and/or approved by the Associate Director of Residency Programs. A Residency Program Director (RPD) may require additional teaching activities for their program.

### **Teaching Certificate**

The residents have the option to pursue a Teaching Certificate at the USC School of Pharmacy. Requirements for the Teaching Certificate include the completion of the above teaching activities as well as completing other requirements as outlined on the Teaching Certificate Checklist. Residents must receive a score of meets or exceeds expectations on all items to be considered for a Teaching Certificate at the end of the residency year. Please see the separate Teaching Certificate Manual for information related to the Teaching Certificate Program including the Teaching Certificate Checklist. Residents who have an interest in pursuing a career in academia or in participating in teaching activities beyond the basic requirements for the teaching certificate program have an option to participate in an elective longitudinal academia rotation.

### **Resident Project**

Residents in the various rotations will have opportunities to work on projects which may be administrative or clinical research in nature. This will afford the residents the opportunity to gain experience and to develop administrative and research skills. These opportunities are outlined in the respective sections of the syllabus dedicated to the various rotations.

The residents should begin to identify projects for the residency beginning July 1 following meetings with their residency program directors (RPDs). They will be required to present their project ideas to the faculty and their colleagues at the end of August/beginning of September. Papers for presentation and/or publication concerning pharmacy services or patients must be cleared through the appropriate pharmacy supervisors and the University of Southern California Health Science Institutional Review Board (IRB) for approval as necessary. IRB approval will take time, so it is essential that all residents submit their IRB applications no later than October 1. Progress reports on the projects will be performed regularly. It is important that the resident select his/her project early so that it may be prepared in time for presentation in a pharmacy forum such as the Western States Conference for Pharmacy Residents, Fellows and Preceptors normally held in the May of the residency calendar. Residents are highly encouraged to submit Works in Progress abstracts for meetings they are already planning to attend for other reasons (e.g. residency recruitment) such as the California Society of Health-System Pharmacists (CSHP) Seminar in the fall and/or the American Society of Health-System Pharmacists (ASHP) Midyear Clinical Meeting in December.

### **Manuscript Requirement**

A manuscript prepared suitable for publication by the end of the residency training program is a requirement. Upon project completion, residents will document their experiences and prepare a manuscript suitable for publication. The resident will be required to submit drafts of the manuscript at various intervals during the residency for review and feedback. The manuscript required may include projects other than the one presented at the Western States Conference. It may include review articles, case reports, original research, or other topics deemed appropriate by the residency program director. The manuscript must be completed and submitted by the start of the Western States Conference for Pharmacy Residents, Fellows, and Preceptors in order for the resident to satisfactorily complete the residency program.

### **Resident Evaluations**

Residents will be evaluated using PharmAcademic or the equivalent throughout the year in order to maintain standards of performance, ensure improvement during the year, and to achieve program goals and objectives. Evaluations will be performed at regular intervals as determined by the respective residency program directors with both the resident and preceptor discussing and signing off the evaluation at the appropriate intervals. Residents taking consecutive or longitudinal practice experiences in the same practice area from the same preceptor(s) will be evaluated at a pre-determined interval not to exceed three-months as specified by the respective program directors. The evaluation will include such items as achievement of the general goals and objectives of the program, and performance of the activities and responsibilities of each practice area. Evaluations can be completed electronically and kept in the residents' portfolio.

Evaluations for the Teaching Certificate program/learning experience will be completed by the assigned Resident Teaching Mentor (RTM). Residents must upload all teaching documentation to their electronic teaching portfolio on the residency Blackboard site at least one week prior to each quarterly evaluation to allow adequate time for the RTM to review.

### **Preceptor Evaluations**

At the end of each rotation, the resident is required to complete an evaluation of the learning experience and preceptor using PharmAcademic. This will aid in designing an experience so that the resident may benefit maximally from each learning experience. See above section on Resident Evaluations.

## **Residency Program End of Year Awards**

### **Resident of the Year Award**

Each year one resident is selected to receive the *Resident of the Year Award*. This award is designed to recognize and acknowledge one of our residents for his or her leadership qualities. The resident selected ideally should be an example of a "role model" for other residents to follow.

Criteria for the award may include, but are not limited to, qualities such as leadership and commitment to the profession, not only in teaching but also in service and research. The resident should also be someone who has contributed to the overall residency program and is respected among his or her colleagues. The *Resident of the Year candidate is nominated by the residents and selected by the Residency Advisory Committee*. The resident selected will be recognized at the Annual Residency and Fellowship Banquet held at the end of the training period.

### **Excellence in Teaching Award**

Each year one resident will be selected for the *Excellence in Teaching Award* by the Residency Advisory Committee based on nominations submitted by faculty, resident preceptors, residents and students. Consideration will include overall contributions to the USC School of Pharmacy programs from faculty. Candidates for the award must have completed the teaching portfolio which are due at the end of May and be eligible for the USC Teaching Certificate.

### **Project of the Year Award**

There will be two *Project of the Year* awards at the end of the residency year; one for a PGY1 resident and one for a PGY2 resident when appropriate. The *Project of the Year Awards* will be selected by the Residency Advisory Committee based on nominations submitted by the residents and or by the resident's faculty/project advisor. Selection of the Project of the Year Awards includes criteria developed by the Residency Advisory Committee and/or review of poster or platform presentations by the residents. Quality and completion of the manuscript that meets criteria for publication in a scientific or professional journal will be considered as part of the selection process.

### **Preceptor of the Year Award**

This award complements the *Resident of the Year* Award. The intent of this award is to recognize and promote residency preceptors participation, support and interest in our residency programs. All resident preceptors are eligible for the award. Residency program directors (RPDs) will not be considered for this award as they are already recognized for their dedication and commitment to residency training programs by virtue of being appointed RPDs. The preceptor of the year recipient will be selected by the current residency class through a nomination process and to be finalized by May 31. Nominations are to be submitted to the Resident Representative or their designate. The *Preceptor of the Year* selection will be made by the residents using criteria developed by them. The selected preceptor should have demonstrated commitment to the residency program in general as well as to individual residents. Criteria that have been developed by past residents may include the following:

### **Criteria**

1. Be devoted to pharmacy education for all residents, students, peers, and colleagues.
2. Devote time to assist residents when needed.
3. Be interested in developing the expertise of the resident.
4. Be devoted to research for the betterment of pharmacy.
5. Possess leadership qualities.
6. Be compassionate.
7. Be involved with extracurricular pharmacy activities.
8. Be responsible.
9. Be an expert of their area of specialty.
10. Be respected by their colleagues.
11. Demonstrate exemplary teaching abilities.
12. Be a role model for the residents.

### **Teaching Faculty of the Year**

This award complements the Excellence in Teaching Award. The intent of this award is to recognize and promote faculty participation, support, and interest in the teaching certificate program. All faculty involved with the teaching certificate program, including faculty advisors and teaching mentors, are eligible for this award. The Associate Director of Residency Programs will not be considered for this award as this person is already recognized for their dedication and commitment to teaching in the residency training programs by virtue of being appointed to this position. The teaching faculty of the year recipient will be selected by the current residency class through a nomination process and be finalized by May 31, Nominations are to be submitted to the Resident Representative or their designate. The Teaching Faculty of the Year selection will be made by the residents using criteria developed by them. The selected teaching faculty should have demonstrated commitment to the teaching certificate program in general as well as to individual residents. Suggested criteria for this award that could be considered by the residents include devotion to the activities of the teaching certificate program, quality of the guidance and feedback provided to residents in the development of teaching skills and materials, leadership in teaching and the scholarship of teaching, and role model behavior when interacting with residents and students.

## **Program Structure and Rotations**

### **Schedules**

The University of Southern California School of Pharmacy offers both Postgraduate Year One (PGY1) and Postgraduate Year Two (PGY2) pharmacy residency programs. Prior to the start of the residency program, each resident will complete the "Resident Assessment and Program Planning" worksheet and submit to the resident program director (RPD). Based on this information the resident's schedule is planned in advance with changes to be made during the year as necessary. During the year program changes will be made to tailor the resident rotations to fit the individual needs and interests of the resident. Each resident will report to the faculty preceptor of each rotation to determine and review his/her responsibilities as outlined in each rotation syllabus. All patient care activities are supervised by qualified faculty/preceptors for the residents in their respective practice areas. Duty hours are defined as clinical and academic activities related to the residency program and are not to exceed 80 hours per week averaged over a four-week period inclusive of all in-house call activities. Outside employment a.k.a. moonlighting is allowed as long it is cleared with the RPD and it does not interfere with the residency training and the combined time (residency duty hours plus outside employment) does not exceed the 80 hours per week. Changes in rotation schedules and selection of elective rotations shall require review by the specific RPD

### **Training and Educational Seminars**

As part of the residency, the residents are required to attend regularly scheduled business meetings, training and educational courses, and seminars. Failure to complete coursework and seminars will result in non-completion of the residency. Seminars and courses provided during the residency include the following:

1. Physical Assessment Training
2. BLS and ACLS Training
3. Teaching Skills Course
4. Research Methods in Clinical Pharmacy
5. Leadership and Professional Development Workshop

Residents are also expected to attend all case conference reviews during the semester(s) in which they are facilitating case conference and/or skill labs.

### **Vacation and Professional Leave Time**

Residents requesting vacation leave must submit a written request to the Director at least two weeks in advance to be considered. Sufficient personnel must be available to maintain teaching service and administrative commitments normally performed by the individual. Residents may NOT take time off when they have classroom teaching responsibilities. Vacation leave is subject to approval by the individual's rotation faculty preceptor and the program director. Requests for vacation leave will be honored in the order in which they are submitted. See Appendix A.

Residents requesting leave for attending professional meetings must be submitted in advance. Attendance at professional meetings beyond assigned activities at the professional meeting will count as vacation time. As above, vacation leave, teaching, service and administrative commitments must be covered during the individual's absence. Approval criteria for leave requests will include but will not be limited to the following factors:

1. Presentation of papers at a meeting.
2. Participation in the meeting as an officer of the sponsoring organization.
3. Necessity of attending the meeting.
4. Previous attendance at the meeting.

Leave for job interviews, site visits, and personal matters, etc., are to be counted as vacation time. A resident's absence from any given rotation due to leave time may not exceed 25% of the rotation length. Excessive absences due to protracted sick leave or other leave time will necessitate a review of the resident's progress by the Residency Council and may result in the extension of the residency program beyond the 12 months period. The length of time the program can be extended will be determined by the RPD.

### **Completion of Residency Requirements/Expectations and Dismissal Guidelines**

For the resident to complete the residency program, he/she shall meet all residency requirements as stated on the Checklist for Completion of Residency Requirements for All Programs as well as the requirements for their individual program, as presented at the beginning of the residency year. The resident will attend all activities regularly scheduled and organized for the residency year. Residents missing more than 25% of any scheduled activities or practice experience are required to make up content or materials

missed during that time to satisfactorily complete the residency. This may include extending the residency beyond the normal schedule of June 30 to make up requirements for completion of the residency.

Those residents who miss 25% or more of the scheduled activities for any reason will receive written notice of their deficiencies and the need to correct the situation as necessary. In addition, the resident must have successfully passed the California State Board of Pharmacy examination and prepared a manuscript suitable for publication (see Residency Projects) prior to receiving the Residency Certificate.

The resident is subject to dismissal from the residency-training program may result of any one of the following conditions:

- 1) unprofessional conduct
- 2) poor performance in the residency program, (e.g., not able to achieve goal and outcomes as required by the residency program, failure to remediate per the individualized remediation plan)
- 3) non-licensure by the California State Board of Pharmacy by January of the residency program year (end of the second quarter of the residency program year).
- 4) revocation of the pharmacist's license by the California State Board of Pharmacy

Neglect of service, patient care, or teaching responsibilities; failure to participate in scheduled coursework and seminars; and insubordination are some examples of unprofessional conduct exhibited by a resident. Documented incompetence in patient care and teaching activities are two examples of poor performance in the residency program. Residents who are performing at a subpar level or failing to progress and at risk for dismissal will be provided an individualized remediation plan (i.e., corrective action plan) to be agreed upon by both the resident and the RPD. The Director, Residency and Fellowship will be notified should such a plan need to be implemented. Residents who fail to remediate per the agreed upon plan are subject to extension of their residency program or dismissal.

Residents who are not licensed to practice pharmacy in the State of California by the end of September may be subject to dismissal from the residency program, unless extenuating circumstances exists as deemed by the USC Residency Council. Residents who are not licensed in the State of California by January 1 will be dismissed within 30 days of notification of failure to achieve licensure.

Residents who are subject to dismissal will be advised in writing of the events leading to recommendation for dismissal by the Director, Residency and Fellowship Programs. The resident will have an opportunity to respond to the events leading to recommendation for dismissal. The Residency Council will review events leading to dismissal of the residents for disposition. The resident must have completed 2/3 of the residency as a licensed pharmacist for completion of the residency as required per ASHP accreditation standards. Extension in the residents' training program will be made accordingly to meet the Accreditation standards.



## Appendix B

### Checklist for Completion of Residency Requirements for All Programs\* Due: June 25, 2022

Resident Name: \_\_\_\_\_ Program: \_\_\_\_\_

**Please Initial: Resident/Residency Program Director (RPD)**

- \_\_\_\_\_/\_\_\_\_\_ 1. Complete all required learning experiences (as determined by individual residency program)
- \_\_\_\_\_/\_\_\_\_\_ 2. Complete all required PharmAcademic documentation (as determined by individual residency program)
- \_\_\_\_\_/\_\_\_\_\_ 3. Obtain (if needed) and maintain active Basic Life Support (BLS) certification throughout the residency year. Dates (month/day/year) of active BLS certification: \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_\_ 4. Provide patient care services as a licensed pharmacist in the state of California for at least two-thirds of the residency year. License obtained on \_\_\_\_\_ (month/day/year)
- \_\_\_\_\_/\_\_\_\_\_ 5. Precept six hours of community health fairs or equivalent activities (as determined by the residency programs in the event health fairs cannot be held) through the USC School of Pharmacy
- \_\_\_\_\_/\_\_\_\_\_ 6. Precept one first year pharmacy student (P1) skills labs at the USC School of Pharmacy
- \_\_\_\_\_/\_\_\_\_\_ 7. Develop teaching materials and present content for one case conference session, one didactic lecture, and one continuing professional development program through the USC School of Pharmacy
- \_\_\_\_\_/\_\_\_\_\_ 8. Facilitate small groups discussions in case conference and/or introduction to therapeutics for one (PGY2) or two (PGY1) semesters at the USC School of Pharmacy
- \_\_\_\_\_/\_\_\_\_\_ 8. Prepare a written manuscript that meets guidelines for submission to a peer-reviewed journal  
Target journal: \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_\_ 9. Give a platform or poster presentation related to the residency research project at a regional, state, or national meeting  
Meeting name: \_\_\_\_\_ Presentation date: \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_\_ 10. Write a reflection of the residency year (minimum of 1 page in length) which includes both areas of strength and improvement for the resident as well as areas of strength and improvement for the individual residency program (attach copy to this checklist).
- \_\_\_\_\_/\_\_\_\_\_ 11. Complete an exit interview with the RPD. This interview should include discussion of the written reflection by the resident

\* Please see additional individual program requirements on the program specific checklist.

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I acknowledge that each of the above requirements has been completed. If any deficiencies exist, I understand that I will not receive certificate of completion of the residency program until all these requirements are fulfilled.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

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The resident has completed all of the requirements of the residency training program as defined by USC School of Pharmacy Residency Program and is to granted certificate of completion of the program.

Residency Program Director \_\_\_\_\_

Date \_\_\_\_\_