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| Policy Title: Pharmacy Resident Early Commitment Process for Internal Applicants | Version Number: 3.0 |
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| Approved By Signature below: | Date: February 2024, August 2024, December 2024 |
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Purpose:

Define the process by which post graduate year one (PGY1) pharmacy residents at Inova Health System (IHS) may apply for a post graduate year two (PGY2) pharmacy residency within IHS.

Applies to:

All pharmacy residents currently enrolled in any IHS PGY1 residency. PGY1 Community Pharmacy residents are eligible to early commit to the PGY2 Ambulatory Care and Medication Safety Pharmacy Residencies only.

To apply via the early commitment process, the PGY1 resident must:

- Be in good standing with the program as evidenced by scores of ≥ 2 (quarter 1) and ≥ 3 (quarter 2) on all PharmAcademic evaluations
- Be successfully meeting all hard deadlines
- Not have current performance improvement plans
- Not be in progressive discipline at the step of written warning or higher
- Have completed or be in the process of completing a learning experience in the desired specialty area; for Emergency Medicine and Critical Care this must occur at IFMC

Definitions:

None

Policy Description:

PGY1 pharmacy residents who decide early in their PGY1 year that continued training in the form of a specialty residency is desired may be eligible to apply early internally to an IHS PGY2 pharmacy residency program. Incoming PGY1 residents will be informed of the early commitment process and all available PGY2 pharmacy residency programs within IHS each year during orientation. Residents who are potentially interested in early commit, should notify their PGY1 Residency Program Director no later than **August 1st** so a rotation in the desired specialty may be scheduled before the early commit decision deadline.

- Due to rotation availability, if more than 2 PGY1 residents notify their PGY1 Residency Program Director of their interest in applying for early commit to the same PGY2 program, that PGY2 program may not participate in the early commit process and standard residency match process will apply.

Internal candidates are not required to participate in early commitment and may apply for PGY2 residency positions during the standard ASHP PGY2 residency match process.



Application process

- Application requirements for internal candidates are different from those of external candidates due to the availability of evaluations, customized training plans, and quarterly updates to PGY2 program directors and preceptors. To facilitate this, the PGY2 Residency Program Directors will be listed as preceptors for all PGY1 programs. Interested PGY1 residents should submit the following to the PGY2 Residency Program Director (RPD) by the **first Friday in November**:
 - Updated curriculum vitae
 - Letter of intent

Interview process

- Interviews for internal applicants will be conducted **prior to ASHP Midyear Meeting**, be consistent with external candidate procedures, and include meetings with the following individuals:
 - PGY2 RPD
 - Panel of PGY2 residency program preceptors
 - Current PGY2 pharmacy resident
 - Pharmacy leadership for Emergency Medicine and Critical Care PGY2
- External candidates will also be interviewed via the American Society for Health-System Pharmacy's (ASHP) Personal Placement Service (PPS) at the Midyear Clinical Meeting prior to finalizing the early commit decision. Residents are also encouraged to participate in PPS to ensure they have thoroughly evaluated their career options.

Selection Process

- The PGY2 RPD will convene an initial meeting of all individuals that participated as interviewers within 5 working days of the last internal candidate interview to discuss the acceptability of the internal candidate(s) for the PGY2 residency program.
- The PGY2 RPD will convene a second meeting of all individuals that participated as interviewers the Friday following the ASHP Midyear Clinical Meeting (ie, the day after the meeting ends) to provide feedback on external candidate interviews and finalize the early commit decision.
- The early commit decision will be communicated to the internal applicants the Friday following Midyear.
 - If the internal candidate is selected for the position, a letter confirming the offer and acceptance will be provided to the resident.
 - Candidates will be given at least 5 working days to make their decision.
 - The residency program acceptance letter must be signed and returned to the PGY2 RPD by the National Matching Service early commit deadline (usually the following Friday).
 - Additionally, the resident and the PGY2 RPD will sign the early commitment letter of agreement (available at:



- <https://natmatch.com/ashprmp/ecp.html>) and submit to the National Match Service by the established deadline.
- The resident will transition into the PGY2 specialty residency position following completion of the PGY1 pharmacy residency program.
 - If the internal candidate is not selected for early acceptance into the PGY2 program to which they applied, the candidate's interview scores will be carried forward and evaluated as part of the program's standard selection process.
 - Per the rules of the ASHP Match, the resident will need to submit an application via Phorcas if they would like their scores to be considered.
 - As the early commitment interview process, as outlined above, differs slightly from the standard interview process, some additional interview components (eg, a presentation) may be required. If this is the case, the PGY2 RPD of the applicable program will reach out to the internal candidate to inform them of these requirements and schedule a time for completion.