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 available for review by the Residency Program Director.

- A current curriculum vitae
- A completed application
- A completed experience assessment
- Official transcripts of all pharmacy education
- A personal cover letter indicating why post-graduate training is being pursued
- A minimum of three (3) formal letters of professional reference
Applicants must use the official recommendation form in PhORCAS addition to an uploaded formal letter of reference. 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.

Applications will only be accepted through the Pharmacy Online Residency Centralized Application Service, or PhORCAS. This service may be accessed by visiting www.ashp.org/phorcas. Applicants are responsible for completing all required materials and verifying availability of references by 11:59 PM EST of the posted deadline.

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. Notification of final interview offer date will be posted on the program’s website.

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. If applicants are received from a university that uses pass/fail rather than grade point average, the GPA will be removed from consideration and used only after the pass/fail applicant has been placed in either the Interview or Do Not Interview group in order to differentiate among remaining applicants. The Residency Program Director will decide upon a candidate interview list based upon the quantity and quality of applicants using a scoring tool and will review the list with either the Director of Pharmacy or Residency Administrator for agreement. The program reserves the right to make final decisions independently from the scoring tool.

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. Additional interview requirements will be sent via form letter as an e-mail attachment at least 3 business days prior to the scheduled interview.

This residency site agrees that no person at this site will solicit, accept, or use any ranking-related information from any residency applicant.

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:

- 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 time of application along with scoring sheet which determined interview offer.

Committee members may be granted temporary access to PhORCAS for document review as determined by the Residency Program Director to aid in final decision making. 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 goals 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 for a period of two years.

Residency program personnel may never disclose information regarding program rankings, even after the release of the Match results.

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.

E. Failure to Match

If the program does not match with an applicant, the program will abide by the waiting period as determined by the Match for starting the Scramble.

The residency program director will verify with any applicant to the best of his or her ability that the applicant has not been matched to another program through the NRMP nor accepted another offer.
Applicants do not need to be registered with the NRMP to participate in placement activities after the date of the Match.

F. Additional Items

Residency program personnel and applicants may never solicit information regarding applicants’ and programs’ rankings, even after release of Match results.
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?

   5                            4                            3                            2                            1
   excellent      acceptable      poor
5. What is your overall score of the presentation, if attended? 

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6. Communication skills are among the most important to pharmacists. Please comment on the candidate’s written, verbal, and nonverbal communication skills.

7. Do you have any reason to believe that this candidate would not be a team-player and work well with our staff on a day to day basis?

8. Identify any concerns you have about this candidate and their suitability for our program.

9. What specific positive attributes impress you most about this candidate?

Overall, how well do you think this candidate and our residency program would be a good match? All scores except ‘one’ are ACCEPTABLE, score ‘one’ if not acceptable, no matter to what degree that is.

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