

ST. PETER'S HOSPITAL PGY-1 PHARMACY PRACTICE RESIDENCY AGREEMENT

St. Peter's Hospital (hereafter known as SPH) hereby offers the ST. PETER'S HOSPITAL PGY-1 PHARMACY PRACTICE RESIDENT, (hereafter known as the RESIDENT), a twelve (12) month, full-time practice appointment as a PGY-1 Pharmacy Practice Resident in the PGY-1 Pharmacy Residency Training Program (hereafter known as the PROGRAM) starting **June 24, 2024, through June 21, 2025.**

RESPONSIBILITIES OF THE PROGRAM

The PROGRAM shall be responsible for providing, supervising and evaluating the educational and clinical activities of the RESIDENT. The PROGRAM shall conform to *The Residency Learning System (RLS) Model of the American Society of Health System Pharmacists (ASHP)*. The PROGRAM contains RLS's comprehensive set of goals and objectives; instructional strategies, methods, and techniques; and evaluation strategies. The PROGRAM will focus on those goals and objectives that are most important for the RESIDENT to achieve. The PROGRAM will provide evaluations and periodic feedback to the PGY1 residents to guide the resident in accomplishing our PGY1 goals and objectives. The PROGRAM shall have the responsibility for providing such administrative support as is required by this agreement, including but not limited to administration, supervision, and the provision of salary stipend, travel stipend and benefits. The PROGRAM agrees to provide a suitable environment for education and a training program that meets the standards recommended by ASHP. Many items are provided by The PROGRAM as outlined in the SPHP organizations' policies and procedures: e.g. HIPAA, disability insurance, Human Resources – Behavior in the Workplace policy, counseling, medical, psychological and other support services. The RESIDENT will be eligible for health benefits and any other benefits as explained by Human Resources. Please refer to St. Peter's Health Partners (SPHP) – all Human Resources policies for Employees. The relevant PROGRAM policies and documents are listed as References and can be accessed on the program website.

RESPONSIBILITIES OF THE RESIDENT

The RESIDENT agrees to:

1. To perform satisfactorily all of the duties and obligations of their position in the PROGRAM as determined by the Residency Advisory Committee (RAC).
2. Comply with chain of command, the RESIDENT is directly responsible to and is under the supervision of the Residency Program Director (RPD), Residency Program Coordinator (RPC) and St. Peter's Health Partners Systems Director of Pharmacy (DOP).
3. If the RESIDENT is not a New York State Registered Pharmacist at the commencement of the PROGRAM the RESIDENT agrees to obtain a NYS Pharmacy Intern Permit by the 1st day of the residency. If a RESIDENT is unsuccessful in fulfilling this requirement, they will be terminated from the PROGRAM immediately.
4. Obtain licensure as a New York State Registered Pharmacist prior/within 120 days of the start of the residency. If a RESIDENT is unsuccessful in fulfilling this requirement, they will be terminated

from the PROGRAM.

5. Develop a personal Resident Development Plan of self-study and professional growth, update the plan with the guidance of the RPC and/or RPD. Such plan will include at least the following important components for successful completion of the program. Refer to the current Resident Development Plan for details.
6. Fulfill the resident schedule of duty time at SPH minimum 80 hours per 2 week pay period in compliance with duty hour policy.
 - a. Pharmacy staffing responsibilities include at least two weekend 8 hour shifts and one 4 hour shift weekend of pharmacist staffing duty per month.
7. Attend all organizational, pharmacy department programs and important departmental and pharmacy facilitated multidisciplinary committee meetings.
8. Obtain membership in American Society of Health-System Pharmacists (ASHP) and the New York State Council of Health-system Pharmacists (NYSCHP) prior to the ASHP Annual Midyear Clinical Meeting.
 - a. Attend ASHP Annual Midyear Clinical Meeting for (minimum 4 days) and New York State Council of Health-system Pharmacists (NYSCHP) Residency Research and Practice Forum (min. 3 days).
 - b. Participate in recruitment and selection of PGY1 candidates
 - i. Career Fair(s) and Residency Showcases (October-November), others as assigned
 - ii. ASHP Annual Midyear Clinical Meeting (December), SPH PGY1 residency showcase
 - iii. SPH Pharmacy Department residency candidate interviews and recruitment events (January – March)
9. Fulfill all the required competencies and educational requirements of the PROGRAM and accept the obligation to provide safe, effective and compassionate patient care as assigned or required under the circumstances.

STIPEND

SPH will provide the RESIDENT with an annual stipend of \$48,000 in equal bi-weekly installments consistent with SPH 2-week long pay periods and paydays. All of the compensation and benefits paid and provided to the RESIDENT during the twelve (12) month term of this Agreement as set forth herein, shall continue in full force and effect while the RESIDENT is on a patient care rotation away from SPH.

SPH will provide a \$1750 meeting allowance for approved professional meeting attendance, approved meetings are determined by the PROGRAM, ASHP Annual Midyear Clinical Meeting and NYSCHP Residency Research and Practice Forum. The meeting allowance will be reimbursed to the resident for approved costs associated with attendance as determined by the SPHP policy for educational meeting travel expenses. Total approved reimbursement cost will not exceed the \$1750 meeting allowance.

SCHEDULE, TIME OFF and Leave of Absence

The RESIDENT shall be responsible to a minimum routine daily schedule of 8:00 - 4:30pm in order to achieve at least 80 hours per 2 week pay period. Additional and alternative scheduled hours are to be determined by the Residency Program Director or Pharmacy Manager. The RESIDENT shall document and submit to the program all duty hours including moonlighting (internal or external), refer to SPH

Residency Policy – Duty Hours and Staffing. The RESIDENT shall be entitled to sixteen (16) days off during the term of this Agreement.

Some limited additional educational training time away from the hospital may be required and PROGRAM will provide time away from the hospital to the RESIDENT for Advanced Cardiovascular Life Support (ACLS) 2 (two) days; Basic Life Support Healthcare Provider (BLS) 1 (one) day; ASHP Annual Midyear Clinical Meeting 4 (four) days; New York State Council of Health-system Pharmacists Residency Research Forum & Annual Assembly 3 (three) days.

Absences greater than 37 days must be made up before a certificate stating completion of the PROGRAM will be issued. All time off must be managed in compliance with the SPH Residency Policy – Paid Leave and other applicable SPHP HR- policies as well as ASHP ACCREDITATION STANDARD FOR POSTGRADUATE PHARMACY RESIDENCY PROGRAMS.

LIABILITY INSURANCE

SPH provides limited hospital professional general liability and managed care errors and omissions insurance; however, it is strongly recommended that the RESIDENT carries their own professional liability protection in addition to the hospital coverage.

INTERNET PHONES (IP)

The PROGRAM will provide the RESIDENT with a SPH internet phone (IP). The IP must be used during the hours of the rotation, as designated by the rotation preceptor, and staffing periods. The RESIDENT must return calls as soon as possible and within fifteen (15) minutes. Personal mobile phones should not be used for personal calls/texts during the resident's work scheduled hours.

PROGRAM POLICIES

Program policies, requirements for successful completion of the program, and expectations of residents in the program are provided (electronically) to interviewees prior to or on the interview date.

Program policies appear on the official PROGRAM resources page.

Link: [SPH PGY 1 Residency Program](#)

DISCIPLINARY ACTION

All disciplinary actions, including poor attendance and unsatisfactory performance, will follow St. Peter's Health Partners Attendance Guidelines Policy, HR Corrective Action Policy and HR Behavior in the Workplace Policy.

TERMINATION

SPH may terminate this agreement based upon the RESIDENT'S breach of any of the provisions of said agreement. Said termination shall become effective only after the RESIDENT has sufficient time to resolve the breach according to the HR Corrective Action Policy and HR Behavior in the Workplace Policy, unless patient safety is endangered, then termination may be effective immediately. The RESIDENT may terminate this agreement based upon SPH'S breach of this agreement provided any such termination shall not become effective until SPH has had fifteen (15) days to resolve any such breach. Refer to SPHP HR Corrective Action Policy

GRIEVANCES

A grievance shall be defined as a dispute or complaint arising involving the RESIDENT, relating the interpretation, application, or performance of duties as outlined in this agreement, and/or any other breach or termination of this agreement. Grievances shall be processed and disposed of in the following manner:

Step 1: The RESIDENT having a grievance may refer the same in writing, within fourteen (14) calendar days of the event giving rise to the grievance, to the RPD, with a copy to the SPHP Director of Pharmacy. The RPD or their designee shall give their response to the grievance in writing to the RESIDENT not later than fourteen (14) calendar days after presentation of the grievance.

Step 2: If step 1 is unsuccessful in resolving the grievance, the RESIDENT may request in writing, within seven (7) calendar days, review of the grievance by the SPHP Director of Pharmacy. Upon receipt of the grievance, the SPHP DOP shall investigate and respond to the grievance within fourteen (14) calendar days. The findings and recommendations of the SPHP DOP will be final.

TERM

The term of this twelve (12) month agreement and terminate upon successful completion of the residency program and receipt of residency certificate. CERTIFICATES will only be awarded to residents who have completed the following: Please refer to SPH Residency Policy – Successful Program Completion and Residency Certificate

THIS INSTRUMENT CONTAINS THE ENTIRE AGREEMENT BETWEEN THE PARTIES. ANY REVISION OR AMENDMENT TO THIS AGREEMENT SHALL ONLY BE VALID AND BINDING IF IN WRITING AND EXECUTED BY BOTH PARTIES.

IN WITNESS WHEREOF, THE PARTIES HERE TO HAVE EXECUTED THIS AGREEMENT ON THE DATE AND YEAR FIRST ABOVE WRITTEN.

Resident
Signature

Resident Name
Printed

Date

Residency Program Director
Signature

Residency Program Director
Printed

Date

SPH Director of Pharmacy
Signature

SPH Director of Pharmacy
Printed

Date

REFERENCES: See [SPH PGY 1 Residency Program](#)

- SPH Residency Policy - Requirements of the Residency Program Director and Preceptors
- SPH Residency Policy - Design and Conduct of the Residency Program
- SPH Residency Policy - Duty Hours and Staffing
- SPH Residency Policy - Paid Leave
- SPH Residency Policy - Pharmacist Licensure
- SPH Residency Policy - Successful Program Completion and Residency Certificate
- SPH Resident Development Plan