



Category: Pharmacy Residency

Title: Successful Program Completion and Residency Certificate

Applies to:

- St. Peter's Health Partners (SPHP)
- All SPHP Component Corporations
- The following SPHP Component Corporations:**
 - St. Peter's Hospital – Pharmacy Residency**
- St. Peter's Health Partners Medical Associates (SPHPMA)

TABLE OF CONTENTS

[PURPOSE](#)..... 1

[POLICY STATEMENTS](#) 1

[SCOPE OF AUTHORITY / COMPETENCY](#)..... 1

[DEFINITIONS](#)..... 2

[PROCEDURE](#)..... 2

LINKS

[REFERENCES](#) 3

PURPOSE

To define the parameters of the successful completion of the PGY1 Pharmacy Residency Program

POLICY STATEMENTS

To successfully complete the PGY1 Pharmacy Residency Program, the resident must complete the defined parameters.

SCOPE OF AUTHORITY / COMPETENCY

PGY1 Pharmacy Residents, Preceptors, Residency Advisory Committee, Residency Program Director, Residency Program Coordinator

DEFINITIONS

- ACHR – Achieved Goal For Residency
- ASHP – American Society of Health-System Pharmacist
- RAC – Residency Advisory Committee
- RPC - Residency Program Coordinator
- RPD – Residency Program Director
- RSM – Residency Staff Meeting

PROCEDURE

1. Upon successful completion of all program requirements and compliance with all conditions of the residency program, the resident shall be awarded a certificate indicating successful completion of the residency program. This certificate will attest that the resident has achieved competencies consistent with and in accordance with accreditation standards as set forth by ASHP and/or other accrediting bodies.
 - a. Residents that fail to complete program requirements shall not be awarded a certificate of completion of the residency program.
2. Certificates will only be awarded to residents who have completed requirements and expectations for completion of the residency program as follows:
 - a. Minimum of twelve months of training,
 - b. All required activities, projects and presentations (see [Resident Development Plan](#)) -
 - i. Required duties and responsibilities
 - ii. Required products requiring completion
 - iii. Required presentations
 - c. Achievement of the program's educational goals and objectives,
 - i. Objectives are scored "achieved for residency" (ACHR) with modification as specified below. The RPD is responsible to determine if each objective is accomplished to the level of ACHR (goal scores are not considered). The RPD will weight scores provided by the preceptors from feedback and evaluations.
 1. Modifiers:
 - a. Objectives [R1.1.1 – R1.1.8 and R1.2.1] must ALL be scored as "achieved for residency" (ACHR)
 - b. All other objectives: no more than 5 objectives scored as "satisfactory progress". None of the objectives may be scored as "needs improvement".
 - d. Submission of a complete electronic e-portfolio including files of required written projects, presentations, assignments and activities,
 - e. Turned in the employee identification badge, equipment, pagers, keys, phone and other hospital property prior to receiving the certificate.
3. Failure to meet established Pharmacy Resident job performance standards where completed requirements and expectations for completion of the residency program are not met will be addressed by the RPD and RAC with an appropriate corrective action plan (HR- Corrective Action). Corrective action will also be taken when conduct or behavior is inconsistent with policy.
 - a. All requirements must be successfully completed within 12 months from the start of the program or will result in dismissal from the program without a certificate of completion.
4. In the case of a qualifying extension of the program. (Qualifying elected or family medical leave of absence) the resident may extend the program for up to an additional 6 months.

- a. All requirements must be successfully completed within 18 months from the start of the program (e.g. Start 07/01/2019 must be completed by 12/31/2020) or will result in dismissal from the program without a certificate of completion.

LINKS [SPH PGY1 Pharmacy Residency Certificate of Completion](#)

REFERENCES

Approving Official: Systems Director of Pharmacy		Effective Date: 12/1/2019
Key Sponsor: Residency Program Director		
Reviewed By: Residency Advisory Committee		Original Date: 1/1/2012 Reviewed/Revised Date: 12/17/2015, 09/30/2016, 01/19/2017, 07/01/2017, 12/01/2019*, 09/03/2021** *Reviewed, No Revisions **Revised without Full Review
Search Terms: PGY1, pharmacy residency, certificate		
Replaces: Successful Program Completion and Residency Certificate, 1/2012		