



Department of Pharmacy
PGY1&PGY2 Health-System Pharmacy Administration and Leadership
Residency Program Manual (Abbreviated)
2023-2024

The combined PGY1&PGY2 Health-System Pharmacy Administration and Leadership Residency Program is a two-year residency established to provide specialty training for residents interested in health-system pharmacy administration. As a PGY1, the pharmacy resident will complete all the requirements of the PGY1 pharmacy practice residency at Rush University Medical Center. Experiences are tailored to the individual resident's background and interests. As a PGY2, the pharmacy resident will be exposed to a variety of practice areas including Clinical Pharmacy Services and Formulary Management, Inpatient Pharmacy Operations, Medication Safety and Pharmacy and Hospital Administration.

Purpose Statement:

PGY2 residency programs build upon Doctor of Pharmacy (PharmD) education and PGY1 pharmacy residency training to develop pharmacist practitioners with knowledge, skills, and abilities as defined in the educational competency areas, goals, and objectives for advanced practice areas. Residents who successfully complete PGY2 residency programs are prepared for advanced patient care or other specialized positions, and board certification in the advanced practice area, if available.

Goals: The primary goal of the program is to graduate compassionate pharmacy leaders who excel as both clinicians and leaders in an academic medical setting. This overarching goal will be completed through exposure to a variety of opportunities where the resident will serve as a leader by participating in various administrative projects and rotations. The resident will have opportunities to develop skills in project management and department leadership through both hospital and system-wide pharmacy projects. The resident will have an opportunity to enhance teaching abilities through didactic lectures to other disciplines in the medical center as well as at colleges of pharmacy, self and peer evaluation and being a preceptor to first year pharmacy residents and Doctor of Pharmacy Students. The program will also develop research skills through completion of a longitudinal research project and manuscript preparation.

The residency program is designed to comply with the published accreditation standards of the American Society of Health-Systems Pharmacists (ASHP).

Structure of the PGY1&PGY2 Residency Program: The residency program will be 24 months in duration. The first 12 months will follow the requirements of the PGY1 pharmacy practice residency and the second 12 months will consist of the following learning experiences:

<p>Required rotations:</p> <ul style="list-style-type: none"> • Clinical Operations/Formulary Management • Inpatient Pharmacy Operations • Medication Safety • Pharmacy Leadership • Pharmacy Residency Recruitment • Practice Management and Pharmacy Automation 	<p>Elective rotations:</p> <ul style="list-style-type: none"> • Ambulatory/Retail Operations • Hospital Operations • Outpatient Oncology Administration • Pharmacy Informatics • Sterile Products
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Longitudinal experiences:

- The staffing component will occur every fourth weekend as the pharmacist in charge
- Pharmacy administrator on-call
- Grand rounds

Activities of the PGY2 residency program:

- Precept IPPE, APPE and PGY1 pharmacy residents
- Research project/manuscript development
- Development of or updating of a practice guideline or policy
- Drug Monograph (or oversight of PGY1, if available)/Cost Savings Project
- Committee membership

Committee Assignments: The resident will be assigned to a committee for the year (see list below). The resident will be expected to attend regularly scheduled meetings of the assigned committee. Examples include:

- Nursing-Pharmacy Committee
- Medication Use Evaluation Committee
- Pharmacy, Nutrition, and Therapeutics (PNT) Committee

Department Meetings: The resident is expected to attend all departmental staff meetings, unless excused by the residency program director.

Mentor: The resident will be expected to select a mentor from the Department of Pharmacy at the beginning of the PGY1 year. The resident may choose to have the same mentor for both years or select a mentor during the PGY2 year with an administrative focus. The resident’s mentor will be expected to attend all resident quarterly evaluations.

Pharmacy Grand Rounds: Pharmacy Grand Rounds are held weekly. The resident presenting will rotate through all 17 residents. Advance notice to the Pharmacy Department is expected by the resident of their grand rounds so that attendance is optimal. RedCap is used to provide feedback.

Typical Monthly Schedule PGY2 Year:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Rotation service	2 Rotation service	3 Rotation service	4 Rotation service	5 Rotation service	6 Staffing
7 Staffing	8 Rotation service	9 Rotation service <i>1p – PGR</i>	10 Rotation service	11 Rotation service	12 Rotation service	13
14	15 Rotation service PAOC	16 Rotation service <i>1p-PGR</i> PAOC	17 Rotation service PAOC	18 Rotation service PAOC	19 Rotation service PAOC	20
21	22 Rotation service	23 Rotation service <i>1p-PGR</i>	24 Rotation service	25 Rotation service	26 Rotation service	27 Off
28	29 Rotation service	30 Rotation service <i>1p – PGR</i>				

PGR=Pharmacy Grand Rounds; PAOC=Pharmacy Administrator on Call

Residency Advisory Committee: The Residency Advisory Committee (RAC) is made up of all Residency Program Directors (RPD), a subset of pharmacists and the chief resident. The goals of the RAC are to oversee more directly the structure and requirements of the PGY1 and PGY2 residency programs and assist the program directors with maintaining requirements for ASHP accreditation. Goals of the RAC are as follows:

1. Maintain appropriate structure and organization of the PGY1 and PGY2 programs
2. Assist in the updating and/or development of changes to the program
3. Assist in evaluation of candidate applications
4. Provide guidance to RPD and the pharmacists in planning of the residency rotation schedule

5. Assist in establishing a minimum standard for individuals who wish to participate in the precepting of residents
6. Any other issues that the RPDs or RAC deems necessary

Salary: The PGY1 Pharmacy & PGY2 Health System Pharmacy Administration and Leadership (HSPAL) will be paid approximately \$50,336 during the PGY1 year and \$52,707 during the PGY2 year. Checks are issued every other Friday via direct deposit, which is set up through the payroll department.

Teaching Responsibilities: Residents will provide in-services on specific rotations to medical and nursing personnel. Participation in certain workshops or lectures may be an option for each resident at the schools of pharmacy Rush has affiliations with. In addition, there will be introductory pharmacy experience (IPPE) students that will be assigned to the residents intermittently throughout the year. The RPD will facilitate orientation and expectation to the precepting of the IPPE course with the residents.

There will be more options for further teaching available at the Chicago colleges of pharmacy, Rush University and possibly the Rush College of Nursing. Be sure to express interest in additional teaching opportunities to the RPD during each quarterly evaluation, or sooner.

Residency Annual Report: The resident will be expected to provide an annual report of all completed projects at the end of the year. The report will be utilized to document the cost-effectiveness of a resident versus a full-time pharmacist. The report can be managed and submitted electronically at the end of the year.

Staffing/Sick Leave/Leave of Absence/Overtime/Duty Hours: The resident will be entitled to approximately 22 days of paid time off (PTO). The resident must take approximately 8-10 days off prior to January 1. This can be taken at any time based on PTO accrual with the approval of the RPD and preceptor whose rotation the resident is currently on. It will be expected that the resident request time off well in advance to allow for appropriate coverage.

- The resident will be allotted 5 days for professional meetings (not taken from PTO bank).
- Official hospital holidays will be considered PTO time, unless the holiday falls on the resident's scheduled workday.
- The resident is strongly encouraged to use all PTO prior to the end of residency.
- Residents are not permitted to use PTO during the final two weeks of residency unless approved by the RPD.

Professional Attire: Scrubs are not permitted on days the resident conducts a formal presentation or attends an interdisciplinary meeting. Two lab coats will be ordered for the resident in July.

Travel Reimbursement: The policy outlines the process for requesting and obtaining travel approval. In contrast to the policy, residents are reimbursed up to \$1,500 for travel.

LEAP: LEAP (Linking Education and Performance) will allow each resident \$1000 annually (Jan-Dec) to be used towards continuing education programs (e.g., registration for local and national meetings may be submitted for reimbursement). Documentation from the meeting will need to be submitted; therefore, compensation will be provided after the meeting has occurred.

Parking Information: The medical center provides both sheltered and non-sheltered parking facilities. Additional parking information including rates can be obtained by calling the Parking Garage Office at ext. 2-6594.

Benefits: <https://www.rush.edu/rush-careers/employee-benefits>

Licensure: All registered pharmacists are required to have their current license by 120 days after the first day of the residency. If the resident does not have pharmacist license by the beginning of the residency, he/she must have a valid Illinois technician license. All residents are expected to be licensed as a pharmacist in Illinois and are encouraged to get their dates for testing as soon as possible.

Confidential Information: The resident will be exposed to a variety of confidential information throughout the year. Such information must be kept private and comply with HIPAA standards. The resident will receive HIPAA training during the orientation month.

Resident Dismissal Policy: Residents are expected to conduct themselves in a professional manner and to follow all pertinent university, medical center and departmental policy and procedures.

A resident may be dismissed from the residency if he/she:

- fails to present themselves in a professional manner
- fails to follow policy and procedures
- fails to get licensed by the date that is reflected in the departmental policy on licensure
- fails to perform at a level consistent with residency program expectations (i.e. consistent poor evaluations without evidence of improvement)

Successful Completion of the Residency: Structured evaluations using PharmAcademic will be conducted throughout the residency program to provide feedback regarding both resident's performance and effectiveness of training. Orientation to PharmAcademic will be conducted during July of each residency year. It is important to complete these evaluations in a timely manner so that comments are useful for subsequent rotations, both for preceptor and resident. ***A "timely manner" is defined as within one week of the completion of the learning experience.*** Residents and preceptors should complete their respective evaluations independently, and then meet in person within a week of the end of the rotation to discuss the evaluation.

All required goals and objectives (as indicated by an "R" below) will be taught and evaluated at multiple points and during multiple learning experiences during the residency year. The extent to which these goals and objectives must be achieved for the residency in order to successfully complete the program is outlined below.

1. Achievement of 100% of the R1 goals from the accreditation standard
2. Achievement of at least 80% of all remaining R goals from the accreditation standard
3. Fulfillment of pharmacy practice service weekend and holiday coverage
4. Successful completion of the primary research project
 - a. The research project must be presented in a final written form, manuscript format, to the residency RPD and the residency research advisor (if different) AND be acknowledged as successful, prior to receiving the residency certificate
5. Successful completion of a medication use evaluation or quality project
 - a. This project must be presented in a final written form and to an interdisciplinary committee AND be acknowledged as successful by the RPD
6. Successful completion of all required presentations
 - a. Grand rounds I
 - b. Grand rounds II
 - c. Presentation of research project outside of Rush (e.g., ILPRC, local or national specialty meeting)
7. 100% completion of PharmAcademic evaluations with at least 90% completed within 7 days of the due date

Achievement for the residency (ACHR) for non-R1 goals is defined as achievement of a given goal in a **single learning experience** as evaluated by an individual preceptor (a "4" or "5" on the PharmAcademic evaluation scale).