



*Expert care with a personal touch*

Please review the following policies and procedures for our program:

### **Corrective Action/ Dismissal of Pharmacy Residents**

The pharmacy resident must abide by all provisions of the Pharmacy Resident Appointment Agreement (contract). Pharmacy residents are subject to probation or dismissal based on failure to meet obligations of the residency program and expectations as defined in the appointment agreement. Further, the resident will sign a copy of this policy stating that they have reviewed and understand the policy at the time that they sign their contractual agreement of employment with the residency program.

If the pharmacy resident fails to successfully complete the Pharmacy licensure examination within ninety days after the start date of the residency program, the resident may be terminated from the program.

The pharmacy resident is also subject to the dismissal process that applies to all hospital employees with regarding to adherence of all hospital, pharmacy and residency policies.

### **Minimum Requirements to Receive a Resident Certificate**

Residents are expected to satisfactorily complete all requirements of the Pomona Valley Hospital Medical Center Residency Program. Only those residents who satisfactorily complete the requirements will receive their Residency Certificate as evidence of program completion. Evaluation of the residents' progress in completing the requirements is done as part of the quarterly review process. The Residency Advisory Committee shall assess the ability of the resident to meet the requirements by established deadlines and work with the resident to assure their satisfactory completion. If a resident is failing to make satisfactory progress in any aspect of the residency program the corrective action policy shall be used (please see corrective action/dismissal policy).

Required activities include but are not limited to the following:

- Completion of a full-time practice commitment for 12 months
- Successfully passing the California State Board of Pharmacy pharmacist examination within the first 90 days of the residency year
- Meet all residency requirements as demonstrated by achievement of all required goals and objectives
- Completion of the Teaching Certificate Program
- Completion of a major project and presentation at pharmacy conference

- Completion of a grand rounds lecture at Pomona Valley Hospital Medical Center
- Participation in resident recruitment activities

## Attendance/Leave Policy

### Attendance:

Residents are expected to attend all functions as required by the RPD and rotation preceptors. All leave requests should be discussed in advance with the appropriate preceptor to assure that service responsibilities can be fulfilled. An excused absence is defined as paid time off (PTO) and discussed with and approved by the respective rotation preceptor and RPD. If for any reason the resident is not able to report to work due to an illness or family care, the resident must speak to the RPD or their direct Preceptor. If the resident is unable to contact the appropriate persons, they may send an email or leave a voicemail and contact the pharmacist on duty. If the resident is sick for three or more days, a doctor's excuse is necessary. If a resident is scheduled for staffing as inpatient pharmacist and they call in sick they must make up this time (additional weekend or shift) on the subsequent schedule. Residents are provided three (3) days for sick leave.

### Leave Policy

### Paid Time Off

Twelve (12) working days per twelve-month contract are granted for paid time off (PTO). Job interviews, personal appointments, days to sit for exams will require use of PTO. Additional leave to attend professional meetings beyond the assigned recruitment or presentation activities will also require use of PTO. PTO should not be scheduled on days the resident is assigned to staff unless prior approval is obtained and due diligence to find coverage has occurred. PTO requests cannot exceed more than 5 days on any one rotation experience without prior approval from RPD and rotation preceptor. PTO requests in June are discouraged and will be reviewed on a case by case basis by the RPD.

### Extended Leave Policy

If an extended absence occurs (i.e. extended family or sick leave), extension of the residency program may be necessary. Opportunity to extend the program with pay will depend on the decision of the Residency Advisory Committee.

### Dismissal

Upon recommendation of the Program Director, and with the approval of the Residency Advisory Committee, a resident may be dismissed during the term of the residency for unsatisfactory performance or conduct. Examples include, but are not limited to the following:

- Unprofessional conduct
- Poor performance in the residency program (as evidenced by failure of a rotation)

- Non-licensure by the California State Board of Pharmacy within 90 days of start date of residency program will result in probation with the need for an immediate remediation plan; non-licensure by January will result in automatic dismissal.
- Revocation of pharmacist licensure by the California State Board of Pharmacy

The recommendation to the Residency Advisory Committee for dismissal shall be in writing, outlining the areas deemed unsatisfactory and the reasons for the dismissal.

### Formal Appeals Process

The resident may initiate a formal appeals process by composing a response within 5 business days from the time of written notification of a warning, probationary action, or dismissal.

- The request to review the action (an appeal) should be submitted in writing to the RPD and Coordinator and received in their office by 4:30pm on the fifth business day after receipt of the warning, probation, or dismissal. Failure to notify the RPD and the Coordinator within this timeframe will be considered acceptance of the warning, probationary action, or dismissal.
- The resident may appear before the RPD and Resident Advisory Board and be given the opportunity to make a statement.