



## Shepherd Center Pharmacy Residency Policy Manual

### 1. Staffing Policy

- 1.1. Upon approval of staffing privileges by the Residency Pharmacy Director (RPD) after orientation, the resident will begin assisting pharmacists with staffing duties. The resident will be required to staff every fourth weekend (Saturday and Sunday) and one weekday every week. Weekday shift times and lengths will be determined based on resident competency. The resident is expected to staff one major holiday. Pharmacy Residents are required to complete a minimum of 240 staffing hours.
- 1.2. These shifts may change to biweekly or once a month as the resident progresses. This will commence no earlier than September of the residency year to allow the resident ample time to train and become accustomed to the hospital policy and procedures. The depth of the resident's level of responsibility will increase during the residency year as the resident develops further knowledge and competency with distributive and clinical services. Shifts requiring increasing professional independence will be assigned progressively to the resident during the program, as outlined in the Pharmacy Practice Syllabus.
- 1.3. Pharmacy Residents are not compensated beyond their Pharmacy Residency salary for required staffing hours.
- 1.4. Pharmacy Residents may also be requested to staff additional hours beyond required staffing hours based on department needs. Any additional staffing hours must be requested by the Director of Pharmacy and approved by RPD. Pharmacy Residents are paid at a fixed shift rate for additional staffing hours.
- 1.5. Pharmacy Residents are required to participate in the Emergency Staffing Plan at the discretion of the Director of Pharmacy.
- 1.6. All staffing (including additional hours) shall not exceed those as outlined in the ASHP Duty-Hour Requirements for Pharmacy Residents.

## 2. Leave Policy

- 2.1. Any leave greater than 85% in a rotation LE will be required to make up the remaining days taken on the leave. (i.e., if a resident takes six days to leave, they will be required to make up two days during Scholarly weeks).
- 2.2. Any required staffing shifts missed will be required to be made up.
- 2.3. Any leave greater than the accumulated Paid Days Off (PDO) is without pay.
- 2.4. In the event of a serious medical or family emergency requiring extended leave, Shepherd Center may grant leave with RPD approval based upon Center needs. The maximum allowable length of extended leave is eight weeks.
- 2.5. Per the American Society of Health-System Pharmacists (ASHP), programs must be a minimum of 12 months and a full-time practice commitment or equivalent. Residents taking leave greater than paid leave allowed (24 days) will be required to make up at the end of the year.
- 2.6. Extended leave may extend the training period to reach an acceptable level of performance to graduate from the program. Extended leave make-up time must be completed within six weeks of the date the program was scheduled to be completed, or the resident forfeits the privilege of receiving the Certificate of Completion of the program and is dismissed from the residency program.
- 2.7. Extended leave time beyond allowed PDO is without pay. For example, if a resident took an extended leave and they have 10 days of PDO days remaining out of the 24 PDO days, they must use the 10 PDO days remaining and then will need to make up the remaining days taken on the extended leave without pay.
- 2.8. Open and timely communication is critical for the residency program to support the resident. The resident must clearly and immediately communicate an extended leave request with the RPD following an emergency. A written plan, including how the residency program's goals and objectives will be met and the expected date of return, must accompany the leave request and will be developed by the RPD along with the resident to ensure the achievement of residency requirements and fair treatment of the resident. The written plan will be reviewed and approved by the RAC and may include extending the program past the original end date by the number of days the resident is on extended leave.
- 2.9. Leave requests of greater than 8 weeks may jeopardize the resident's completion of the residency program due to the inability to complete requirements. If the residency program is unable to grant the requested leave, such as in circumstances where the request does not comply with Shepherd Center policies and the resident is unable to meet the program requirements

during 12 months of training, the resident will be notified as soon as possible. The resident will then be asked to voluntarily terminate the program by submitting a written letter to the RPD and will not receive a certificate of completion.

### **3. Pharmacy Resident Termination**

If a resident is making progress, up to three Resident Performance Improvement Plans can be developed and executed to guide the resident to successful completion of the residency requirements. In the case where the initial or a subsequent Resident Performance Improvement Plan is not followed or cannot be implemented, improvements are not made as required, or learning experiences are not repeated as specified, the resident may be subject to remedial work or immediate dismissal. A decision for the termination will be decided upon with input gathered from the Director of Pharmacy, the resident's preceptors and Resident Advisor, the Residency Advisory Committee, and the Human Resource department as necessary.

Violations of the Code of Conduct, such as behaviors, performance, attendance, and/or tardiness, will result in starting disciplinary action at any of the levels up to and including dismissal. In these cases, the Employee Handbook policies will be followed. The resident may be placed on suspension without pay or administrative leave, pending an investigation of the alleged infraction. The resident will be notified by the RPD of placement on any administrative leave.

Specific concerns, behaviors, or actions that may be cause for immediate termination include:

- a. The resident fails to obtain pharmacy licensure in the State of Georgia within 90 days of the residency start date (unless otherwise specified by the ASHP Commission on Credentialing and Board of Directors).
- b. The resident knowingly or due to negligence of action places a patient, employee, or any other person in danger.
- c. The resident displays acts or threats of violence toward any other person, including aggressive behavior or stalking.
- d. The resident is found to be using alcohol, illegal substances, or other recreational substances at any time during work and non-work hours that interfere with the ability to perform job duties in a professional, responsible, and safe manner (refer to the Alcohol and Drug-Free Workplace Policy located in the Employee Handbook).
- e. The resident is found to carry, possess, or use any weapon on any Shepherd Center premises.
- f. The resident falsifies information on a document.
- g. The resident commits plagiarism as determined by the RAC after a review of the materials suspected of being plagiarized.

- h. If the resident is absent from work for an extended period without approval from the RAC (see section 2 on Leave Policy).
- i. The resident sexually harasses a patient, employee, or any other person.
- j. The resident commits an act of vandalism or theft of Shepherd Center property.