PHARMACY RESIDENCY POLICY AND PROCEDURE DOCUMENT

STATEMENT OF COMMITMENT TO GRADUATE PHARMACY EDUCATION

UC San Diego Health (to be referred to as UCSDH) is committed to post-graduate pharmacy education as a central component of its mission to improve the health of the public. UCSDH seeks to educate outstanding pharmacists. Investing in post-graduate education assures that current residents and future generations of health care professionals are prepared for California’s and the nation’s evolving health care needs. In this context, UCSDH is committed to providing the necessary educational, financial, and human resources required to ensure excellence through the continuum of graduate education.

UCSDH provides a supportive and challenging educational environment in which residents of diverse backgrounds can prepare themselves for careers characterized by commitment to excellence in service through patient care, research, teaching and lifelong learning. Clinical faculty members and health system practitioners offer pharmacy residents state-of-the-art knowledge, demonstrate the latest developments in patient care, model compassionate and ethical care, and provide guidance and supervision to ensure patient health and safety.

UCSDH furnishes a financially secure and educationally enriched environment for organized residency programs in which pharmacy residents develop personal, ethical, clinical and professional competence under careful guidance and supervision. Programs will assure the safe and appropriate care of patients as well as the professional growth and skill development of the resident.

The graduate pharmacy residency programs are designed to provide pharmacy residents with the knowledge, skills, and attitudes that serve as the basis for competent and compassionate clinical practice, scholarly research and public service. Pharmacy residents are encouraged to develop the capacity for self-evaluation and to sustain a lifetime of responsible and committed practice of pharmacy. The educational program prepares pharmacy residents to continue their own education and to teach their patients, colleagues, and students throughout their working years. UCSDH’s post-graduate pharmacy programs are committed to ensuring that pharmacy residents understand the scientific foundation of pharmacy, apply that knowledge to clinical practice, and extend that knowledge through scholarly research and teaching. Pharmacy residency programs provide the experience necessary for pharmacy residents to master the clinical skills and knowledge needed to evaluate and care for their patients.

UCSDH provides a collaborative environment with a broad array of educational opportunities, including diversity in patient populations, specialty services, technological resources and educational programs.

While the pharmacy residency programs are designed to support the resident in achieving the ASHP Residency Competency Areas, Goals, and Objectives as well as the pharmacy residents’ professional goals for residency, UCSDH is responsible for enforcing a safe and supportive learning environment for all pharmacy residents. The pharmacy residency programs follow the policies and procedures outlined below in alignment with UCSDH and departmental policies and procedures as well as Human Resources’ defined benefits and requirements.
The purpose of this document is to provide a statement of UCSD policy applicable to all pharmacy residents, considered pharmacy residents at UCSD. Eligible residents are those who

- Have received a Doctor of Pharmacy from an American College of Pharmacy Education (ACPE) accredited school of pharmacy or graduate of an international school of pharmacy and;
  - Hold a current, valid Visa, that extends through the entire residency appointment and does not require sponsorship and;
  - Hold a valid, full and unrestricted pharmacist license in the State of California, and;
  - Is eligible to participate in the ASHP PhORCAS Application and Matching Program and;
- Have been accepted into an organized program at UCSD for the purpose of obtaining advanced education and training, leading to eligibility for residency certification of completion, and, for PGY2 residents, recognition in a specialty field of pharmacy. To the extent possible, UCSDH shall uniformly and equitably apply the published policies and standards affecting the residents.

For purposes of these policies and procedures, pharmacy residents shall include PGY1 and PGY2 pharmacy residents.

Onboarding pharmacy residents are required to attest they have read and understand this document by signing and dating this document.

### POST-GRADUATE PHARMACY RESIDENCY PROGRAMS SPONSORED BY UC SAN DIEGO HEALTH

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UCSD PGY1 PHARMACY RESIDENT POSITION DESCRIPTION

The goal of the graduate pharmacy education training program at UCSDH is to provide pharmacy residents (PGY1 residents) with an extensive experience in the art and science of pharmacy and in all aspects of the medication use process so they are able to achieve excellence in the care and treatment of their patients, research, and teaching. Residents will be encouraged, trained, and required to take ownership of the outcomes of their patients as they provide evidence-based contributions and recommendations in a multidisciplinary team environment of care. Residents completing a UCSD PGY1 Pharmacy Residency will be competent in the management of medication therapy for various disease states in a variety of health care settings and for diverse patient populations. These pharmacists are trained and educated in teaching modalities for health care professionals, patients, students, and the community. PGY1 pharmacy resident graduates will be eligible to participate in advanced training, such as PGY2 specialty programs, and residents will be eligible to sit for board certification and to practice in the acute and ambulatory care settings. To achieve these goals, the pharmacy resident agrees to do the following for the duration of their residency training at UCSDH:

1. Be committed to the values and mission of UCSDH and the Department of Pharmacy
2. Develop and participate in a personal program of self-study and professional growth with the guidance from pharmacy preceptors, advisors, staff, faculty and the Residency Program Director (RPD)
3. Under the supervision of pharmacy preceptors, staff, faculty and the RPD, participate in safe, effective and compassionate patient care, consistent with the pharmacy resident’s level of education and experience
4. Participate fully in the educational activities of the residency program, including all learning experience requirements assigned, and assume responsibility for the teaching of more junior pharmacists, students, patients and allied health professionals
5. Participate in institutional programs and activities and adhere to established practices, procedures and policies of the institution
6. Participate in committees of the Department of Pharmacy and system-wide committees as assigned by the RPD or rotation preceptors
7. Develop an understanding of ethical, socioeconomic, medical/legal issues that affect fiscally responsible pharmacy practice and patient care
8. Perform all duties in accordance with the established practices, procedures and policies of the institution, its programs, clinical departments and other institutions to which the resident is assigned as well as the State of California and the California Board of Pharmacy
9. Strict adherence to the moonlighting policies of the Pharmacy Residency Program
10. Comply with the duty hours and working conditions policies of ASHP, UCSDH, and the program in which the resident is appointed
11. Adhere to the learning experience and staffing schedules, as assigned
12. Document patient care activities appropriately and in a timely manner
13. Participate in the PharmAcademic evaluation system, including evaluation of self, preceptors, learning experiences and the Residency Program in a timely manner; in addition, pharmacy residents must seek, participate in, and apply to practice constructive verbal and written feedback that directs their learning
14. Comply with the licensure requirements of the program in which the resident is appointed; PGY1 Pharmacy Residents must have an active and clear California pharmacy intern license prior to the start of their residency, obtain their California pharmacist license within 90 days of the start of the residency appointment and maintain an active and clear pharmacist license throughout the duration of their residency
15. Comply with specific/special requirements of affiliated institutions to which the pharmacy resident may rotate as part of their training; these requirements may include, but are not limited to, criminal background checks, substance abuse testing, and health screenings
16. Adhere to the policies defined in the UCSDH Pharmacy Residency Policy and Procedure Document for Pharmacist Residents
17. Adhere to the UCSDH use of email policy

**UCSDH PGY2 PHARMACY RESIDENT POSITION DESCRIPTION**

The goal of the graduate pharmacy education training program at UCSDH is to provide pharmacy residents (PGY2 residents) with an extensive experience in all aspects of the medication use process so they are able to achieve excellence in the pharmaceutical care of their patients. Residents will be encouraged, trained and required to take ownership of the outcomes of their patients as they provide evidence-based contributions and recommendations in a multidisciplinary team environment of care. Residents completing the UCSDH PGY2 Pharmacy Residency will build on Doctor of Pharmacy (Pharm.D.) education and PGY1 pharmacy residency programs to contribute to the development of clinical pharmacists in specialized areas of practice. Our PGY2 residencies provide residents with opportunities to function independently as practitioners by conceptualizing and integrating accumulated experiences and knowledge and incorporating both into the provision of patient care or other in advanced practice settings. Residents who successfully complete an ASHP-accredited PGY2 pharmacy residency are prepared for advanced patient care, academic or other specialized positions, along with board certification, if available. To achieve these goals, the pharmacy resident agrees to do the following performance expectations and other related duties as assigned.

1. Develop and participate in a personal program of self-study and professional growth with the guidance from pharmacy preceptors, advisors, staff, faculty and the Residency Program Director (RPD)
2. Under the supervision of pharmacy preceptors, staff, faculty, and the RPD, participate in safe, effective and compassionate patient care, consistent with the pharmacy resident’s level of education and experience
3. Participate fully in the educational activities of the pharmacy residency program, including all learning experience requirements assigned, and assume responsibility for the teaching of more junior pharmacists, students, and allied healthcare professionals
4. Participate in institutional programs and activities and adhere to established practices, procedures, and policies of the institution
5. Participate in committees of the Department of Pharmacy and hospital committees as assigned by the RPD or learning experience preceptors
6. Develop an understanding of ethical, socioeconomic, and medical/legal issues that affect fiscally responsible pharmacy practice and patient care
7. Perform all duties in accordance with the established practices, procedures, and policies of the institution, its programs, clinical departments and other institutions to which the resident is assigned
8. Strict adherence to the moonlighting policies of the Pharmacy Residency Program
9. Comply with the duty hours and working conditions policies of ASHP, UCSDH, and the program in which the resident is appointed
10. Adhere to the learning experience and staffing schedules, as assigned
11. Document patient care activities appropriately and in a timely manner
12. Participate in the PharmAcademic evaluation system, including evaluation of self, preceptors, learning experiences and the Residency Program in a timely manner; in addition, pharmacy residents must seek, participate in, and apply to practice constructive verbal and written feedback that directs their learning
13. Comply with specific/special requirements of affiliated institutions to which the pharmacy resident may rotate as part of their training; these requirements may include, but are not limited to, criminal background checks, substance abuse testing, and health screenings
14. Adhere to the policies defined in the UCSDH Pharmacy Residency Policy and Procedure Document for Pharmacist Residents
15. Adhere to the UCSDH use of email policy
Eligibility Criteria – PGY1 Pharmacy Residents
Applicants for appointment to the post-graduate education training programs sponsored by UCSD must meet the following criteria:

- Graduate of an ACPE-accredited school of pharmacy; or
- Graduate of an international school of pharmacy who meets the following qualifications:
  - Holds a current, valid Visa, that extends through the entire residency appointment and does not require sponsorship, and
  - Holds a valid, full and unrestricted pharmacist license in the State of California, and
- Must be eligible to participate in the ASHP PhORCAS Application and Matching Program
- Participates in the PhORCAS electronic application tool
- Participates in the ASHP Resident Matching Program
- Licensed or eligible for licensure as a pharmacist in the state of California (not withstanding requirement for licensing for international SOP graduates above)

All applicants hired by UCSD will be required to provide and undergo the following:
- Provide proof of United States citizenship or eligibility/authorization to work in the United States through the duration of the appointment year
- Complete a full verification and criminal background screen
- Attend new employee orientation (NEO)

Eligibility Criteria – PGY2 Pharmacy Residents
Applicants for appointment to the post-graduate year 2 (PGY2) education training programs sponsored by UCSD must meet the following criteria:

- Graduate of an ACPE-accredited school of pharmacy; or
- Graduate of an international school of pharmacy who meets the following qualifications:
  - Holds a current, valid Visa, that extends through the entire residency appointment and does not require sponsorship, and
  - Holds a valid, full and unrestricted pharmacist license in the State of California, and
- Successfully completed a ASHP-accredited PGY1 pharmacy residency
- Participates in the PhORCAS electronic application tool and Participates in the ASHP Resident Matching Program, OR accepts a position offered through the early commitment process (see below)
- Obtained California pharmacy licensure prior to beginning residency
  - The residency is expected to begin on the last Monday of July, or first Monday of August, depending on the Human Resources orientation schedule. However, the resident must have obtained their California pharmacist license prior to beginning residency (absolute deadline to start is November 1st).
  - If the resident is not licensed by November 1st, they will be dismissed from the residency. The residency offer may be rescinded if the resident does not take the California Board of Pharmacy law exam prior to August 1st or does not pass the California Board of Pharmacy law exam on the first attempt.

All applicants hired by UCSD will be required to provide and undergo the following:
- Provide proof of United States citizenship or eligibility/authorization to work in the United States through the duration of the appointment year
- Complete a full verification and criminal background screen
- Attend NEO

Selection
Programs select for interview from among eligible applicants on the basis of their preparedness and ability to benefit and be successful in the program to which they are applying. Aptitude, academic credentials, personal characteristics, and ability to communicate are considered in the selection. In selecting from among qualified applicants, programs must participate in the PhORCAS electronic application process, participate in an organized interview process, and participate in the ASHP Resident Matching Program. PGY2 programs may elect to participate in the Early Commitment Process whereby a position in a PGY2 program may be committed to a current PGY1 resident in advance of the matching process, under the conditions as outlined by the ASHP Resident Matching Program.
12 months, first pay period near July 1st
12 months, first pay period near August 1st

ANNUAL SALARY
PGY1 Residents: $1935.20 Bi-weekly
PGY2 Residents: $2069.60 Bi-weekly

VACATION
Residents accrue 9.23 hours of vacation every 4 weeks (13 times per year). Residents cannot use vacation time until it is accrued. Unpaid, earned vacation time will be paid out to the resident at the end of the residency year if it is not used.

SICK LEAVE
Residents accrue 7.38 hours every 4 weeks (13 times per year). Residents cannot use sick time until it is accrued. Unpaid, earned sick time will be paid out to the resident at the end of the residency year if it is not used.

COMPENSATORY LEAVE
Residents will receive an equal number of compensatory leave days to match holiday staffing hours at the beginning of the residency year to use for vacation and sick time. It must be used prior to vacation or sick time.

APPOINTMENT DURATION
The PGY1 appointment is to begin on last Monday of June, or first Monday of July, depending on the Human Resources orientation schedule and may continue for 12 months. The PGY2 appointment is to begin on last Monday of July, or first Monday of August, depending on the Human Resources orientation schedule and may continue for 12 months. Your appointment will terminate automatically 12 months after starting unless (a) your appointment is terminated earlier pursuant to the section labeled TERMINATION OF APPOINTMENT AND AT WILL STATUS; or (b) the contract is extended prior to the termination date in writing signed by both parties pursuant to the section labeled RENEWAL OR EXTENSION OF THE CONTRACT. If the contract is extended, it will terminate automatically upon the expiration date of the extension unless terminated earlier pursuant to the section labeled TERMINATION OF APPOINTMENT AND AT WILL STATUS.

DUTIES AND RESPONSIBILITIES
Your duties and responsibilities shall be those set forth in the job description which is incorporated into this document. Additional duties may be assigned to you and the job description may be modified from time to time by management to accommodate changing circumstances and needs. Your duties and responsibilities shall be conducted in accordance with the University’s policies, procedures, and rules as established by management. You agree to perform all the duties set forth in your job description as well as those assigned by management.

HOURS OF WORK
This appointment is at 100 percent of full time. The workweek for this position will be consistent with the ASHP Duty Hours Policy. The University will schedule your hours to accommodate operational needs. During the workweek, you are expected to work your regular schedule and to generally be available as business requires. As an exempt employee, you will not receive overtime compensation, and you will be
expected to work the amount of time necessary to perform the assigned duties. This position emphasizes meeting the responsibilities assigned to this position, rather than working a specified number of hours.

COMPENSATION AND BENEFITS

1. Salary
This position is assigned to a payroll title assigned to the appropriate residency year (i.e. PGY1 or PGY2 Post PharmD Pharmacy resident). The salary for this position is described earlier in this document, less applicable withholdings. Any changes in your salary shall be only by written amendment to this contract signed by both parties.

2. Benefits
You shall be eligible for University-sponsored health and welfare benefits and retirement benefits in accordance with the eligibility provisions of the University of California Group Insurance Regulations and the University of California Retirement System plan documents and related regulations. Subject and subordinate to the eligibility provisions, plan documents, and regulations, the parties would anticipate that you would be eligible for Full benefits at the beginning of this agreement, subject to change during its term.

APPLICATION OF PERSONNEL POLICIES FOR STAFF MEMBERS (PPSM) AND OTHER POLICIES
These policies may be changed by the University at any time and those changes will be applicable to you. You can find these policies here.

1. Policies Applicable to All Exempt Professional & Support Staff Contract Appointments

The PPSM listed below are incorporated into this agreement.

PPSM 1: General Provisions
PPSM 2: Definition of Terms
PPSM 3: Types of Appointment (Contract Appointment only)
PPSM 21: Selection and Appointment (except Selection)
PPSM 30: Compensation
PPSM 34: Incentive and Recognition Award Plans (if eligibility criteria are met)
PPSM 35: Uniforms and Safety Apparel (if applicable)
PPSM 62: Corrective Action
PPSM 63: Investigatory Leave
PPSM 70: Complaint Resolution (Discrimination complaints only)
PPSM 80: Staff Personnel Records
PPSM 81: Reasonable Accommodations
PPSM 82: Conflict of Interest
PPSM 83: Death Payments (if eligibility criteria are met)
PPSM 84: Accommodations for Nursing Mothers
PPSM 2.210: Absence from Work:
   Section III.A: General Leave Provisions
   Section III.B: Vacation Leave (if eligibility criteria are met other than the requirement that the employee hold a career, limited, or floater appointment)
   Section III.C: Sick Leave (if eligibility criteria are met)
   Section III.D: Leaves Related to Life Events (except Supplemental Family and Medical Leave; Extended Sick Leave pursuant to Work-Related Injury or Illness; and Personal Leave)
   Section III.E: Military and Other Service-related Leaves
   Section III.F: Administrative Leaves (except Professional Development Leave)
   Section III.G: Other Leaves
   Section III.H: Holidays (if eligibility criteria are met)
2. No other provisions of PPSM shall apply. PPSM may be revised as needed. Any changes to the provisions referenced above shall be applicable to you and shall be incorporated into this agreement.

3. In addition, current and/or amended University policies of general application shall apply to you. This includes, but is not limited to, the following:
   - Discrimination, Harassment, and Affirmative Action in the Workplace;
   - Electronic Communications Policy;
   - Patent Policy;
   - Policy on Substance Abuse;
   - Regents Policy 1111 (Policy on Statement of Ethical Values and Standards of Ethical Conduct);
   - Regents Policy 7706 (Reemployment of UC Retired Employees Into Senior Management Group and Staff Positions);
   - Reporting Child Abuse and Neglect;
   - Sexual Violence and Sexual Harassment;
   - Whistleblower Policy (Policy on Reporting and Investigating Allegations of Suspected Improper Governmental Activities); and
   - Whistleblower Protection Policy.

4. To the extent that any applicable University policy conflicts with the express terms of this agreement, the terms of this agreement shall apply.

REIMBURSEMENT OF EXPENSES INCURRED BY STAFF MEMBER
With prior University approval, you shall be entitled to reimbursement of expenses (including travel expenses) incurred by you on behalf of the University in the performance of your duties. Reimbursement requests must be submitted in accordance with University policies on travel and expense reimbursement. These policies may be amended by the University at any time and those changes will be applicable to you.

TERMINATION OF APPOINTMENT AND AT WILL STATUS
You are an at-will employee, which means your appointment may be terminated at any time by you or the University, with or without notice, and with or without cause, in a writing served on the other party. Although other terms and conditions can be changed from time to time at the discretion of the University, the at-will status of this agreement cannot be changed, amended, or altered.

Termination is not reviewable under PPSM 70: Complaint Resolution, except for complaints of discrimination.

RENEWAL OR EXTENSION OF THE CONTRACT
You and the University may agree to renew your appointment. In order for the renewal to be effective, you and the University must enter into a new employment agreement that sets forth the terms to the new agreement. In the alternative, the duration of the existing contract may be extended by mutual written agreement. The written extension must specify the new end date.

Non-renewal and non-extension of your contract are not reviewable under PPSM 70: Complaint Resolution, except for complaints of discrimination.

GENERAL PROVISIONS
Except for any other agreements set forth in the University of California State Oath of Allegiance, Patent Policy, and Patent Acknowledgement, this contract constitutes the entire agreement between the parties and supersedes any other prior agreements and any other representations made to you about the terms and conditions of your employment, whether written or oral. The terms of this agreement, except the at-
will status, may be modified only by subsequent written agreement signed by both parties. In the event that any part of this agreement is declared or rendered invalid by court decision or statute, the remaining provisions of the agreement shall remain in full force and effect. California law shall govern the interpretation and construction of this agreement.

OTHER CONDITIONS FOR EFFECTIVE CONTRACT
This employment contract is not effective until you have completed all University payroll/personnel processing necessary to become a University contract employee. This includes, but is not limited to, the federal requirement that you provide to the University documentary evidence of your eligibility to work in the United States.

UC SAN DIEGO RESIDENT DUTY HOURS AND WORKING ENVIRONMENT POLICY

UCSDH follows the duty hour policy set forth by ASHP. Please visit the ASHP website for policy details.

Moonlighting
- Residents are not permitted to moonlight
- Moonlighting that disrupts a residents program in any way that is not resolved will result in disciplinary action up to and including dismissal

Supervisory Back-Up
Appropriate preceptor/faculty and/or supervisory resident backup will be provided for every pharmacy resident for consultation, education and supervision

Pharmacy Resident Fatigue
Faculty, staff, and pharmacy residents shall be educated to recognize the signs of fatigue and to utilize alertness management and fatigue mitigation strategies. Residents not fit for duty will be sent home by their preceptor, manager, or RDP, as appropriate

Grievance
Each program’s policies and procedures shall include grievance procedures in relation to duty hours.
- Pharmacy residents may bring forward issues regarding duty hours to their RPD, chief resident, or the Chief Pharmacy Officer
- Pharmacy residents may also bring his/her concerns regarding duty hour implementation directly to the Campus Ombudsperson, UCSD Office of the Ombuds; such interaction is held in strict confidence

Working Environment
Pharmacy residents are provided a safe and secure working environment with adequate desk space and bathroom facilities. Security Services staff provides escorts to Medical Center locations 24 hours a day/7 days a week. To request an escort, call security at 619-543-3762. If you do not wish to use our escort service, but are walking to your vehicle or to a Medical Center location after hours, please consider using the “buddy system” and walk with another person.
HOLIDAYS

The University provides paid time off for holidays for eligible employees. To find the dates that they will be observed, please visit https://blink.ucsd.edu/HR/benefits/time-off/holidays

- A pharmacy resident may observe a special or religious holiday, provided that the work schedule permits and provided that the time off is charged to vacation or is without pay
- Holiday staffing shall be assigned by the RPD or designee and the following may be considered: continuity of patient care, opportunity for unique educational experience, supervision or education of others or other special requirements of the pharmacy resident’s particular level of training, licensing restrictions
- Pharmacy resident holiday pay is incorporated into their yearly stipend
- PGY1 pharmacy residents work one holiday weekend that spans four days
- PGY1 Acute Care pharmacy residents work two holiday weekends that spans three days
- PGY1 Ambulatory Care pharmacy residents work one holiday weekend that spans three days
- PGY2 pharmacy residents work one holiday weekend that spans four days and one holiday that spans three days
LEAVE POLICY

Vacation
- Residents accrue vacation at the official rate of 9.23 hours every 4 weeks (13 times per year)
- Residents cannot use vacation time until it is accrued. Unpaid, earned vacation time will be paid out to the resident at the end of the residency year if it is not used.
- Vacation leave shall be requested by the pharmacy resident in writing using the Department of Pharmacy Leave /Adjustment Approval Form and must be approved by the Residency Program Director (RPD) or designee and the pharmacy resident’s learning experience preceptor(s); the Leave Approval Form must be signed by the preceptor and submitted to the RPD at least 2 weeks prior to the scheduled date; Leave Approval Forms will be submitted to the Residency Coordinator for tracking
- Vacation may be scheduled and granted in full or may be split depending upon the requirements of the training program and the written requests of the pharmacy resident
- To the extent allowed by the training requirements of the program, vacation leave will be granted in accordance with the pharmacy resident’s requests
- Changes in the leave schedule may be initiated by the RPD when required by department activities or needs; the RPD shall endeavor to give advance notice of any change
- Pharmacy residents wishing to make a change in the posted leave schedule must submit a written request; approval of such requests is subject to the staffing requirements of the residency program, the department and the discretion of the RPD or designee and the learning experience preceptor
- Minimum attendance of 80% days on any block learning experiences is required for residents (PGY1 and PGY2), unless noted at the discretion of the RPD for special circumstances
- Make-up time may be required to meet the educational objectives and certification requirements of the residency program
- A maximum of one missed session per 3 month longitudinal half-day learning experience and two missed sessions per 6 month longitudinal half-day learning experience is allowed
- Leave must be taken during the period of appointment
- Vacation during the last two weeks of the appointment year is permitted only if ALL graduation requirements have been successfully completed and at the discretion of the RPD

Professional/Educational Leave
- With the approval of the RPD, pharmacy residents may be granted up to ten work days of leave with pay to assist in recruitment efforts or to pursue scholarly activities pursuant to their education curriculum
- If additional time off beyond ten work days is necessary to support recruitment efforts or scholarly activity, pharmacy residents must submit vacation requests as noted above
- Time not taken may not be carried over from one appointment to another (PGY1 to PGY2; resident to staff pharmacist) and will be forfeited

Sick Leave
- Pharmacy residents shall accrue sick leave at the rate of 7.38 hours every 4 weeks.
- Pharmacy residents cannot use sick time until it is accrued. Unpaid, earned sick time will be paid out to the resident at the end of the residency year if it is not used.
- Each pharmacy resident will notify his/her RPD, learning experience preceptor and/or the staffing shift supervisor (if applicable) prior to the start of the learning experience or staffing shift; notification after the start of a shift may be considered an unexcused absence and subject to disciplinary action
- The pharmacy resident must provide the RPD with physician records to document illnesses lasting three or more days
• The pharmacy resident must provide the RPD with physician records to document illnesses that necessitates the pharmacy resident missing any of the Therapeutics Conference longitudinal learning experience
• The pharmacy resident must provide the RPD with physician records to document illnesses that necessitates the pharmacy resident missing more than 1 session per 3 month longitudinal learning experience or 2 sessions per six month longitudinal learning experience
• Sick leave is not to be used as vacation
• Make-up time may be required to meet the educational objectives and certification requirements of the training program

Other Leave
Leave for other purposes will follow University policies laid out in UCOP PPSM 2.210. Make-up time may be required to meet the educational objectives and certification requirements of the Training Program. Time allowed for extended leave will be made up by extending the residency program to ensure 12 months of residency training. The pharmacy resident should discuss make-up requirements with their RPD, if possible, prior to taking extended leave. If extended leave results in the requirement for additional training in order to satisfy the program, the pay status for the additional training time will be determined by the RPD under advice from the Chief Pharmacy Officer, if possible, prior to the approval of leave

RESIDENT USE OF EMAIL

The special nature of pharmacy residency programs requires ongoing communication between the residents, the training programs, administrators and others at UCSDH and affiliated institutions.

The policy of the Department of Pharmacy requires that pharmacy residents be available by email. Pharmacy residents are required to have and use a UCSDH email account that is provided at no cost. Pharmacy residents are expected to check their email at reasonably frequent intervals unless they are on approved leave. Pharmacy residents must comply with UCSDH policies and state and federal laws that apply to email.

RECORDS POLICY

The University maintains as confidential the records of each pharmacy resident and the consent of the individual is required before access to records is allowed except where permitted or required by law, or where directly or routinely required in the administration of the training program. A pharmacy resident may inspect his/her records in accordance with current privacy legislation and University policy.

EVALUATION / ASSESSMENT/ ADVANCEMENT

The knowledge, skills, professional growth and progress of each pharmacy resident, including professional conduct, shall be evaluated by the teaching preceptors for each Learning Experience and will be reviewed by the RPD. Appropriate criteria and procedures must be used. PharmAcademic, the web-based evaluation tool provided by ASHP, will be utilized. Other evaluation tools/programs will be utilized, as appropriate. Evaluation shall be provided to and discussed with the pharmacy resident in a timely manner. Pharmacy residents may refer to Learning Experience Descriptions for assessment strategies.

The RPD shall design a Customized Development Plan (CDP) for each resident which will be discussed and updated with the resident quarterly. The initial CDP will be based on evaluation of the incoming resident’s experience, interests and career plans, and will be discussed with the pharmacy resident within 30 days of starting the program. The CDP will track the pharmacy resident’s progress towards achieving any agreed-upon graduation requirements. Appropriate and necessary modifications to the CDP will be documented and reflect
the resident’s needs and changing interests. The CDP will include the pharmacy resident’s schedule and note modifications made to the pharmacy resident’s schedule based on feedback and evolving needs.

Pharmacy residents will participate in the annual confidential review of the program, learning experiences, conferences, teaching opportunities, and RPD, and are encouraged to offer recommendations for their residency program improvement throughout the residency year.

The RPD and the pharmacy resident will complete the final Development Plan at the completion of the residency and as part of resident closeout. If the resident has met the graduation requirements, the evaluation will verify that the pharmacy resident has demonstrated sufficient professional ability to practice independently. The final evaluation shall be made part of the resident's PharmAcademic record.

### SPECIAL REQUIREMENTS FOR PHARMACY RESIDENTS

**California Intern Pharmacist And Pharmacist License**

The UCSDH Pharmacy Residency PGY1 programs require all pharmacy residents to have obtained their California intern pharmacist license prior to beginning their appointment.

UC San Diego Health requires PGY1 Pharmacy Residents to be successfully licensed as a pharmacist by the California Board of Pharmacy **within 90 days** of the start date of the residency; failure to be a licensed pharmacist in California within 90 days of the start date of the residency will result in automatic resignation or implementation of a corrective action plan at the discretion of the RPD and upon advice from the RAC and Chief Pharmacy Officer; the Corrective Action Plan is written by the Resident’s RPD and must be adhered to by the Resident; the Corrective Action Plan may include, but is not limited to, changes in rotation and staffing schedules, and a paid or unpaid extension of the residency year.

Once licensed, pharmacy residents must maintain a full and unrestricted license in order to continue their appointment. Should a resident’s license be placed on probation, his/her continuation in training will be at the discretion of the RPD and the Chief Pharmacy Officer. Appointments will not be made for any candidate or pharmacy resident who is on probation from the California State Board of Pharmacy.

UC San Diego Health PGY2 Pharmacy programs require all pharmacy residents to have obtained their California pharmacist license prior to the start of the Residency Program. Failure to obtain licensure in the State of California by November 1st will result in automatic withdrawal of the PGY2 appointment offer.
CRIMINAL BACKGROUND CHECK POLICY

Completion of a satisfactory Criminal Background Check (CBC) will be a requirement for all newly appointed pharmacist residents in training sponsored by UCSDH. Thereafter, the ability to obtain and maintain licensure will serve as evidence of an ongoing satisfactory CBC.

Procedures
1. Contracts sent by UCSDH Human Resources will include a statement about the requirement of a satisfactory CBC and completion of an attestation questionnaire as a condition of employment.
2. CBC’s will be performed by a reputable company through the usual business contracting arrangements.
3. Matched pharmacists-in-training will be asked to provide appropriate authorization, with the pertinent identifying information necessary to initiate the check.
4. Those undergoing the CBC will have an opportunity before any information in released to UCSD to review the data for accuracy.
5. The following databases would be searched:
   a. Social Security number validation
   b. Analyzed Social Security number search
   c. County criminal records search
   d. Nation criminal file search
   e. National sexual offender database search
   f. Sanctions Base search
5. CBC reports for new pharmacist residents will be reviewed by the RPD, RAC and the Chief Pharmacy Officer, who will make a decision about entry into the program; there is no appeal to this decision.
6. CBC reports for current pharmacist resident (UCSDH PGY1 residents accepted for a UCSDH PGY2 residency) will be reviewed by the RPD, RAC and the Chief Pharmacy Officer, who will make a decision about continuation in the program; should a decision of termination be made, the appeal mechanism specified in UCSDH’s Pharmacy Residency Policy and Procedure Document will apply.

Training At Affiliated Pharmacy Training Sites
Additional screening and procedural requirements may be mandated by affiliated institutions while pharmacy residents are rotating through those sites as a part of their pharmacy residency training at UCSDH.
RESIDENTS EXPERIENCING HARRASSMENT AND DISCRIMINATION

As noted by the Office for the Prevention of Harassment and Discrimination (OPDH), the University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.² The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

OPHD provides assistance to students, faculty and staff regarding reports of bias, harassment and discrimination. OPHD is the Title IX office at UC San Diego. Our mission is to educate the entire UC San Diego community about these issues and to assist with the prevention and resolution of these issues in a fair and responsible manner. In collaboration with other UC San Diego resources, OPHD promotes an environment in which all members of the UC San Diego community can work, learn and live in an atmosphere free from all forms of bias, harassment and discrimination.

OPHD supports UC San Diego's Principles of Community, and our mission reflects the University's commitment to maintaining “a climate of fairness, cooperation, and professionalism.” We join others at UC San Diego in embracing “diversity, equity, and inclusion as essential ingredients of academic excellence in higher education.”

For information on how to report an incident of sexual violence, visit Sexual Violence Prevention & Response. UC San Diego is committed to the highest standards of civility and respect toward all as reflected in the UC San Diego Principles of Community. The university rejects acts of harassment and discrimination, works to resolve concerns, and investigates known facts to determine if university policies have been violated.

Why Report?
Filing a report helps the university maintain a safe environment that supports the educational mission of the institution. In addition, unreported bias incidents can perpetuate continued bias and erode the campus climate.

Ways to Report
Report suspected bias incidents to the OPHD office in the following ways:
Online — OPHD Web Form (Available at any time)
Email — Send a report to ophd@ucsd.edu (Available at any time)
By Phone — (858) 534-8298
If you are experiencing an emergency, please contact 911 or UCSD Police at (858) 534-HELP. You may also contact confidential CARE at the Sexual Assault Resource Center for immediate support, counseling and advocacy. CARE is available to UCSD students, staff, faculty, patients, and others who experience sexual violence in the context of a University program. Contacting CARE does not constitute a report to the University.

What to Include in Your Report
Keep any evidence, including photographs, written notes, documents and contact information for witnesses or other persons involved with the incident. File a report as soon as possible after the incident occurs to preserve the accuracy of information.

**Note:** A lack of "hard evidence" or significant time lapse since an incident occurred should not discourage you from filing a bias report but may limit what actions can be taken.

**Who Can Report**
Any member of the community can use this form to report bias incidents involving members of the UC San Diego community or third parties.

Report hate crimes to **UC San Diego Police**.  
Phone: (858) 534-4357  
Fax: (858) 534-6192  
Campus location: Campus Services Complex — Building B (map)

If you wish to remain anonymous, you may omit your name and contact information on the form. However, anonymous reports can make follow-up more difficult or unsuccessful. For the community’s greater good, you’re encouraged to include your contact information. If you are fulfilling your Responsible Employee mandated reporting requirement, you may not fill out this form anonymously.

**Responsible Employees**
As a **Responsible Employee**, you must contact OPHD as soon as possible when you learn that any UCSD student, staff, faculty, or patient has potentially experienced an incident of sexual violence or sexual harassment. Share whatever information you have, including the names of any individuals involved, their contact information, and any details of the incident you have.

As a Responsible Employee, you should report directly to OPHD, even if you are unsure that the incident actually occurred or unsure whether it constitutes sexual harassment or sexual violence. You should not investigate the report, and should not try to intervene or resolve the issue.

The Title IX officer will assess the information you provide and will work with the appropriate people to determine next steps.

While information must be provided to OPHD, responsible employees should not discuss the case with other people who do not have a legitimate need to know.

**What to Expect Once You Have Filed a Report**
If you provide contact information, an OPHD staff member will contact you to determine an appropriate response. If you choose to remain anonymous, the university will follow up on the incident as reasonably feasible, based on the information provided.

**Resources**
Learn more about the definitions of bias, harassment and discrimination  
Support/resources  
Relevant policies
UCSDH Pharmacy Residents also have access to the UCSD Ombuds Office (Non-reporting office offering confidential services)

The UC San Diego Office of the Ombuds provides confidential, neutral, and informal dispute resolution services for the UC San Diego community.

We are available to assist faculty, staff, students, non-Senate academics, postdoctoral trainees, and employees of UC San Diego Health System (UC San Diego Medical Center and related facilities) who seek guidance with the resolution of academic or administrative issues and disputes. Its services supplement, but do not replace, other administrative processes at the University.

We work to facilitate communication and assist parties in reaching mutually acceptable agreements in order to find fair and equitable resolutions to concerns that arise at the university.

Without disclosing confidential communications, we report general trends of issues and provides feedback throughout the organization, and advocates systems change when appropriate.

The ombuds office functions independently with respect to case handling and issue management and reports to Ethics and Compliance in the Chancellor’s office for administrative and budgetary purposes but not regarding the substance of matters discussed in the office. Its services supplement other administrative processes and formal grievance procedures available at the University. When providing services, the ombuds staff adheres to The International Ombudsman Association Code of Ethics and Standards of Practice which may be found on our website.

To make an appointment, please call 858-534-0777.

EDUCATIONAL ENVIRONMENT CONducive TO OPEN EXCHANGE OF IDEAS

UC San Diego Health assures an educational environment in which pharmacy residents may raise and resolve issues without fear of intimidation or retaliation by administration, faculty and/or staff through the following organizational system.

Members of the pharmacy residency program may bring forward issues regarding their working environment and their educational programs in a confidential and protected manner at any time to the RPD, RAC, Chief Pharmacy Officer.

Pharmacy residents are also encouraged to discuss issues that require attention or resolution regarding their educational experience with their Chief Residents, RPDs and with the Chief Pharmacy Officer.
HOPPD FOR PHARMACIST RESIDENTS REVIEW / APPROVAL

The Pharmacy Resident Policy and Procedure Document will be reviewed on an annual basis, or as otherwise needed, by the Residency Program Directors, Residency Advisory Committee Chairs and the Chief Pharmacy Officer.

Electronically Approved:

Marcie Lepkowsky, PharmD, BCGP
Director, PGY1 Pharmacy, Acute Care Focus Residency Program

Justin Bouw, PharmD, BCACP, CDE
Director, PGY1 Pharmacy, Ambulatory Care Focus Residency Program

Nina Haste, PharmD PhD, BCPS AQ-ID,
Director, PGY2 Infectious Diseases Pharmacy Residency Program

Katrina Derry, PharmD, BCCCP, BCPS
Director, PGY2 Critical Care Pharmacy Residency Program

Shanna Block, PharmD, BCOP
Director PGY2 Oncology Pharmacy Residency Program

Mark Mariski, PharmD, BCPS
Director, PGY2 Solid Organ Transplant Pharmacy Residency Program

Trina Huynh, PharmD, BCPS
Director, PGY2 Internal Medicine Pharmacy Residency Program

Kelly Lee, PharmD, MAS, BCPP, FCCP
Director, PGY2 Psychiatric Pharmacy Residency Program

Nancy Yam, PharmD, MHA, BCPS
Director, PGY2 Health System Pharmacy Administration and Leadership Residency Program

Thomas Hatch, PharmD
Director, PGY2 Pharmacy Informatics Residency Program

Charles E. Daniels, RPh, PhD
Chief Pharmacy Officer, UC San Diego Health System
Associate Dean, Skaggs School of Pharmacy and Pharmaceutical Sciences

Please returned the signed copy of this page to your Residency Program Director for inclusion in Resident file.

I have read and understand the contents of the Pharmacy Resident Policy and Procedure Document (ver.2021)

___________________________________________________________________________ / __________________________________________________________________________ / __________________________
(printed name) | (signature) | (date)