UC San Diego Health

HOUSE OFFICER POLICY AND PROCEDURE DOCUMENT FOR PHARMACIST RESIDENTS

REVISED 2018

(Adapted from House Officer Policy and Procedure Document for Physician Residents)
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STATEMENT OF COMMITMENT TO GRADUATE PHARMACY EDUCATION

The University of California, San Diego Health (to be referred to as UCSD) and University of California, San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences are committed to graduate pharmacy education as a central component of their mission to improve the health of the public. UCSD seeks to educate outstanding pharmacists; investing in graduate medical 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, UCSD is committed to providing the necessary educational, financial and human resources required to ensure excellence through the continuum of graduate education.

UCSD provides a supportive and challenging educational environment within which residents of diverse backgrounds can prepare themselves for careers characterized by commitment to excellence in service to others through patient care, research, teaching and lifelong learning. Clinical Faculty members and medical center practitioners offer 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.

UCSD furnishes a financially secure and educationally enriched environment for organized residency programs in which resident pharmacists 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 programs are designed to provide residents with the knowledge, skills and attitudes that serve as the basis for competent and compassionate clinical practice, scholarly research and public service. 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 residents to continue their own education and to teach their patients, colleagues and students throughout their working years. UCSD’s graduate programs are committed to ensuring that trainees understand the scientific foundation of pharmacy, apply that knowledge to clinical practice and extend that knowledge through scholarly research and teaching. In addition, Pharmacy Residency Programs provide the experience necessary for residents to master the clinical skills and knowledge needed to evaluate and care for their patients.

UCSD provides a collaborative environment with a broad array of educational opportunities, including great 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 Goals and Objectives as well as the residents’ professional goals for residency, UCSD is responsible for enforcing a safe and supportive learning environment for all residents. The Pharmacy Residency Programs follow the Policies and Procedures outlined below, established by the Graduate Medical Education Committee (GMEC), which also serves to monitor resident working conditions, reviews affiliation agreements and serves as an advocate for residents.

PURPOSE OF HOUSE OFFICER POLICY AND PROCEDURE DOCUMENT

The purpose of this document is to provide a statement of UCSD policy applicable to all Pharmacy Residents, considered House Officers (House staff) at UCSD, also referred to as Trainees, who have received the degree Doctor of Pharmacy and have been accepted into an organized program of the University 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 in Pharmacy. To the extent possible, the University shall uniformly and equitably apply the published policies and standards affecting the House Staff.

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

**GRADUATE PHARMACY EDUCATION TRAINING PROGRAMS SPONSORED BY UC SAN DIEGO HEALTH**

<table>
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<tr>
<th>Program Description</th>
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<tbody>
<tr>
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<td>PGY1, Ambulatory Care*</td>
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<td>PGY2, Psychiatry*</td>
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<td>PGY2, Health System Pharmacy Admin*</td>
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*ASHP Accredited
**ASHP Candidate status
#Program will sunset after 2017-2018 residency year

**PHARMACY HOUSE STAFF RESPONSIBILITIES – POSITION DESCRIPTION**

**UCSD PGY1 RESIDENT POSITION DESCRIPTION**

The goal of the graduate pharmacy education training program at UC San Diego Health is to provide trainees (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 the UC San Diego Health PGY1 Acute Care and PGY1 Ambulatory Care Pharmacy Residency Programs 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 residents will be eligible to participate in advanced training, such as PGY2 specialty programs, and residents will be eligible to sit for Board Certification in Pharmacotherapy and to practice in the Acute and Ambulatory Care settings. To achieve this goal, the trainee agrees to do the following for the duration of his/her graduate pharmacy education training at UC San Diego Health:

1. Be committed to the values and mission of UC San Diego Health 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 Training Program Director (RPD)
3. Under the supervision of Pharmacy preceptors, staff, faculty and the Training Program Director, participate in safe, effective and compassionate patient care, consistent with the trainee’s level of education and experience
4. Participate fully in the educational activities, including all learning experience requirements assigned, of the residency program and assume responsibility for the teaching of more junior pharmacists, students, patients and allied health professions
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 Program Director or rotation preceptors
7. Develop an understanding of ethical, socioeconomic, medical/legal issues that affect fiscally responsible pharmacy practice
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 UC San Diego 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. Participation in the PharmAcademic evaluation system, including evaluation of self, preceptors, learning experiences and the Residency Program in a timely manner; in addition, Residents must seek constructive verbal and documented 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 Intern Pharmacist license prior to the start of their residency and obtain their Pharmacist License in the State of California within 90 days of the start of the Residency Appointment Year
15. Comply with specific/special requirements of Affiliated Institutions to which trainee may rotate as part of his/her 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 UCSD House Officer Policy and Procedure Document for Pharmacist Residents
17. Adhere to the UCSD Office of Graduate Medical Education Resident use of email policy

UCSD PGY2 RESIDENT POSITION DESCRIPTION

The goal of the graduate pharmacy education training program at UC San Diego Health is to provide trainees (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 UC San Diego Health PGY2 Pharmacy Residency will be competent in the management of medication therapy in their specialty area. These pharmacists will gain experience with teaching modalities for health care professionals, patients, and students. Residents will be eligible to participate in advanced training, such as Advanced Resuscitation Training and Board Certification in their specialty area (if applicable). To achieve this goal, the trainee agrees to do the following for the duration of his/her graduate pharmacy education training at UC San Diego Health:

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 trainee’s level of education and experience
3. Participate fully in the educational activities, including all learning experience requirements assigned, of the residency program and assume responsibility for the teaching of more junior pharmacists, students and allied healthcare professions
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 Program Director or rotation preceptors
6. Develop an understanding of ethical, socioeconomic, medical/legal issues that affect fiscally responsible pharmacy practice
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. Adherence to the moonlighting policies of the Pharmacy Residency Programs at UCSD
9. Comply with the duty hours and working conditions policies of UCSD 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 in a timely manner
12. Participation in the PharmAcademic evaluation system, including evaluation of self, preceptors, learning experiences and the Residency Program
13. Comply with the licensure requirements of the program in which the resident is appointed
14. Comply with specific/special requirements of Affiliated Institutions to which trainee may rotate as part of his/her training; these requirements may include, but are not limited to, criminal background checks, substance abuse testing, and health screenings
15. Adhere to the policies defined in the UCSD House Officer Policy and Procedure Document for Pharmacist Residents

HOUSE OFFICER APPOINTMENT AND REAPPOINTMENT

Eligibility Criteria – PGY1 Residents
Applicants for appointment to the graduate education training programs sponsored by UC San Diego Health 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 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

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

Eligibility Criteria – PGY2 Residents
Applicants for appointment to the graduate education training programs sponsored by UC San Diego Health 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 Matching Program
- Successfully completed a PGY1 pharmacy practice residency
- Participates in the PhORCAS electronic application tool
- Participates in the ASHP Resident Matching Program
- Obtained California pharmacy licensure prior to beginning residency (absolute deadline = November 1st of entering year). The residency offer may be rescinded if the resident does not take the CPJE prior to August 1st or does not pass the CPJE 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

Selection
Programs select from among eligible applicants on the basis of their preparedness and ability to benefit from the program in which they are appointed. 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 matching program. PGY2 programs may elect to participate in the Early Commitment Process when offered, 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.

Non-Discrimination
UC San Diego Health prohibits discrimination against or harassment of any person employed by or seeking employment with the University, including House Officers and candidates for a UCSD residency program, on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed service (as defined by the Uniformed Service Employment and Reemployment Rights Act of 1994).

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

UC San Diego Health is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity to minorities and women, for persons with disabilities, and for covered veterans.

Sexual Harassment Policy
The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy. The policy may be obtained from the Office of Sexual Harassment Prevention and Policy or from the Office of Graduate Medical Education. See also, The University of California Policy on Sexual Harassment and Sexual Violence.

Salary – Rates
The Basic salary scales for house officers are established by the University Office of the President.

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**UC SAN DIEGO HOUSESTAFF DUTY HOURS AND WORKING ENVIRONMENT POLICY**

Duty hours are defined as all clinical and academic activities related to the training program, i.e., patient care, administrative duties related to patient care, the provision for transfer of patient care, and scheduled academic activities such as conferences and the Teaching Certificate Program, when applicable. Duty hours do not include reading and preparation time spent away from the duty site. The following specific duty hours for House Officers shall be maintained unless exceptions have been granted in accordance with the procedures defined below.
UCSD assures an educational environment in which House Officers may raise and resolve issues without fear of intimidation or retaliation by administration, faculty and/or staff. (Refer to Section entitled, Educational Environment Conducive to Open Exchange of issues).

- Duty hours shall be limited to 80 hours per week, averaged over a four-week period and include off-site time when the resident is assigned to another institution
- Duty periods of PGY1 residents must not exceed 16 hours in duration
- It is encouraged that Duty periods of PGY2 residents be limited to 16 hours in duration, but may be scheduled to a maximum of 24 hours of continuous duty in the hospital; strategic napping, especially after 16 hours of continuous duty, is strongly suggested; there must be 14 duty – free hours after 24 continuous duty hours
- Residents may be allowed up to an additional four hours to accomplish transitions in care and to participate in didactic activities
- Each House Officer shall have adequate time for rest and personal activities; residents should have 10 hours, and must have eight hours, duty free, between scheduled duty periods; each House Officer shall have one day off in seven days averaged over four weeks; one day off is defined as one continuous 24 hour period free from all clinical, educational and administrative activities
- No new patients may be accepted after 24 continuous hours on duty; a new patient is defined as any patient for whom the resident has not previously provided care
- In unusual circumstances, residents, on their own initiative, may remain beyond their scheduled period of duty to continue to provide care to a single patient; justifications for such extensions of duty are limited to reasons of required continuity for a severely ill or unstable patient, academic importance of the events transpiring, or humanistic attention to the needs of a patient or family; under those circumstances, the resident must:
  1. Appropriately hand over the care of all other patients to the pharmacist responsible for their continuing care; and,
  2. Document the reasons for remaining to care for the patient in question and submit that documentation in every circumstance to the program director; the program director must review each submission of additional service, and track both individual resident and program - wide episodes of additional duty

Moonlighting
- PGY1 residents are not permitted to moonlight
- Moonlighting is discouraged by PGY2 program directors, and must not compromise the residents’ ability to achieve all program goals or to provide safe patient care
- Residency education is a full-time endeavor; as such, each PGY2 program director must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the training program
- UCSD liability coverage will not be extended to cover moonlighting activities of the resident that fall outside of the course and scope of the individual’s University appointment.
- 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 House Officer for consultation, education and supervision.

House Officer Fatigue
Faculty and residents shall be educated to recognize the signs of fatigue and to utilize alertness management and fatigue mitigation strategies; residents may utilize sleep facilities if too fatigued to safely return home.

Grievance
Each program's policies and procedures shall include grievance procedures in relation to duty hours.
• House Officers may bring forward issues regarding duty hours to their program director, chief resident, the Pharmacist in Chief or the Associate Dean for Graduate Medical Education and the Chair of Graduate Medical Education Committee
• House Officers 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; the Campus Ombudsperson will report to the Chair, GMEC who will investigate the circumstances and initiate an appropriate resolution

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. 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.

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<th>HOLIDAYS</th>
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<td><strong>The University holidays are as follows:</strong></td>
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<tr>
<td>New Year's Day</td>
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<td>Third Monday in January</td>
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<td>Monday in February</td>
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<td>March 27 (or announced equivalent)</td>
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<tr>
<td>July 4th (or announced equivalent)</td>
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<td>Monday in August</td>
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<tr>
<td>Independence Day</td>
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<td>Monday in November</td>
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<tr>
<td>December 25th</td>
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<tr>
<td>December 31st (or announced equivalent)</td>
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• Unless an alternate date is designated by the President, a holiday that falls on a Saturday is observed on the preceding Friday and a holiday that falls on a Sunday is observed on the following Monday
• A House Officer 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 Program Director 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 House Officer’s particular level of training, licensing restrictions
• House Officers holiday pay is incorporated into their yearly stipend

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<th>LEAVE POLICY</th>
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<td><strong>Vacation</strong></td>
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<td>House Officers accrue vacation at the official rate of 13.33 hours per month which provides 20 vacation days per year</td>
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<td>Vacation leave shall be requested by the House Officer in writing and must be approved by the Program Director or his designee and the House Officer’s rotation preceptor(s)</td>
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<tr>
<td>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 House Officer using the Department of Pharmacy Leave /Adjustment Approval Form and as approved by the Program Director</td>
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<td>To the extent allowed by the training requirements of the program, vacation leave will be granted in accordance with the House Officer’s requests</td>
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<td>Changes in the leave schedule may be initiated by the Program Director when required by department activities or needs; the Program director shall endeavor to give advance notice of any change</td>
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<tr>
<td>House Officers 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 training program, the department and the discretion of the Program Director or her designee and the rotation preceptor</td>
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- A minimum of 80% of rotation time (PGY1 and PGY2 residents) must be completed on block rotations, unless noted at the discretion of the RPD for special circumstances.
- A maximum of one missed session/3 month longitudinal ½ day learning experience and two missed sessions/6 month longitudinal ½ day learning experience is allowed.
- Leave must be taken during the period of appointment.
- Time not taken may not be carried over from one appointment to another (PGY1 to PGY2; resident to staff pharmacist) and will be forfeited.
- 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 Program Director.

**Professional/Educational Leave**
- With the approval of the Training Program Director, House Officers may be granted up to five work days of leave with pay to assist in recruitment efforts or to pursue scholarly activities pursuant to their education curriculum.
- 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**
- House Officers shall accrue sick leave at the rate of 8 hours (one working day) per month, which is the equivalent of 12 working days per year.
- Each House Officer will immediately notify his/her Training Program Director, rotation preceptor and the CDA (Central Dispensing Area) of the Pharmacy Department pursuant to the guidelines of Staff Pharmacists.
- The House Officer must provide the Program Director with physician records to document illnesses lasting three or more days.
- The House Officer must provide the Program Director with physician records to document illnesses that necessitates the House Officer missing any of the Therapeutics Conference longitudinal learning experience.
- The House Officer must provide the Program Director with physician records to document illnesses that necessitates the House Officer missing more than 1 session/3 month longitudinal learning experience or 2 sessions/six month longitudinal learning experience.
- Sick leave is not to be used as vacation.
- Sick leave that remains unused at the end of an appointment year will not carry over to the following appointment year if the House Officer is reappointed (PGY1 to PGY2; resident to staff pharmacist) and is forfeited; in the event the House Officer is not reappointed, unused sick leave will be forfeited.
- Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.
- Sick leave not used beyond the predetermined date for separation is forfeited.

**Family Illness And Bereavement**
- A House Officer shall be permitted to use not more than 30 calendar days of sick and vacation leave in any calendar year when required to be in attendance or to provide care because of the illness of the House Officer’s spouse, parent, child, sibling, grandparent, grandchild, in-laws, step-relatives or other related persons residing in the House Officer’s Household; make-up time may be required to meet the educational objectives and certification requirements of the Training Program.
- A House Officer shall be permitted to use not more than 5 days of sick leave when the House Officer’s absence is required due to death of the House Officer’s spouse, parent, child, sibling, grandparent, grandchild, in-laws, step-relatives, or other related persons residing in the House Officer’s Household; in addition, the House Officer shall be permitted to use not more than 5 days of sick leave in any calendar year for bereavement or funeral attendance due to the death of any other person; the House Officer shall provide prior notice to the Training Program Director as to the need for and likely length of any such absence.

**Personal Leave Of Absence**
A House Office may be granted a personal leave without pay when other leave balances have been exhausted, for the House Officer's convenience, but in granting the leave, the best interests of the Training Program and patient care shall be considered.

Personal leaves may be granted for personal needs not otherwise specifically provided for by this policy at the discretion of the Program Director.

The Training Program Director may approve a personal leave for a period not in excess of 28 calendar days (20 working days); make-up time may be required to meet the educational objectives and certification requirements of the Training Program.

**Pregnancy/Childbearing Disability Leave**

- A House Officer disabled due to pregnancy, childbirth or related medical conditions shall be granted a medical leave of absence of up to four months, but not to exceed the period of verified disability.
- Pregnancy disability leave may consist of leave without pay and/or paid leave such as accrued sick leave and accrued and/or advanced vacation leave.
- If a House Officer on an approved pregnancy disability leave is also eligible for family and medical leave, (noted below under Family and Medical Leave), up to 12 workweeks of pregnancy disability leave shall run concurrently with family and medical leave under Federal law.
- The aggregate of pregnancy disability leave and family and medical leave shall not exceed seven months from the onset of the disability.
- A pregnant House Officer enrolled in the House staff disability plan should contact the House staff disability plan coordinator to discuss eligibility for coverage and the procedure to follow to obtain the disability benefit.
- For House Officers disabled by pregnancy, childbirth or other related medical conditions who meet the eligibility requirements of the Family Medical Leave Act, the University shall continue its contribution for the House Officer's health insurance benefits up to a maximum of four months.
- As an alternative to or in addition to Pregnancy Disability Leave, the University will temporarily modify the job duties of a pregnant House Officer or transfer the House Officer to a less strenuous or hazardous position, if requested by the House Officer and medically advisable according to the House Officer’s health care provider, provided that the temporary transfer or modification of duties can be reasonably accommodated by the University; such a temporary modification of duties or transfer will not be counted by the University toward a House Officer's entitlement to up to four (4) months of Pregnancy Disability Leave; at the conclusion of the Pregnancy Disability Leave (or earlier upon the House Officer’s request if that request is consistent with the advice of the House Officer's health care provider), the House Officer will be returned to her original position or duties.
- Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.

**Parental Leave**

- Parental Leave is a form of Family Care/Medical Leave to care for the House Officer's newborn or a child placed with the House Officer for adoption or foster care; such leave must be initiated and concluded within one year of the birth or placement of the child; the University shall grant a Parental leave subject to the provisions of Family Care Medical leave Act (FMLA)/California Family Rights Act (CFRA); if requested and taken immediately following a Pregnancy Disability Leave, a House Officer eligible for FMLA/CFRA at the beginning of her Pregnancy disability leave shall be granted the used portion of FMLA/CFRA leave for Parental leave purposes, up to a maximum of 12 workweeks; the amount available for use is determined by the amount which the House Officer has previously used under FMLA/CFRA in the leave year.
- Parental Leave must be initiated and concluded within one year of the birth or placement of the child.
- Parental Leave alone shall not exceed 12 work weeks within the leave year; however, when Parental Leave is combined with a leave for pregnancy-related and/or childbearing disability only, the total Family care/Parental leave shall not exceed seven months in the leave year.
- Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.
Family and Medical Leave (FMLA)

- Family and Medical Leave (FMLA) is provided for an eligible House Officer’s serious health condition, the serious health condition of the House Officer’s child, spouse, or parent, or to bond with the House Officer’s newborn, adopted or foster care child in accordance with State and Federal law in effect at the time the leave is granted.
- Leave granted for bonding purposes shall be concluded within 12 months following the child’s birth or placement for adoption or foster care.
- A House Officer is entitled to up to 12 work weeks of FMLA leave during the 12 month calendar leave year, provided that:
  - The House Officer has at least 12 cumulative months of University service (all prior University service shall be used to calculate the 12-month service requirement); and
  - The House Officer has worked at least 1250 actual hours during the 12 months immediately preceding the commencement date of the leave.

- FMLA leave is unpaid leave, except under the following circumstances:
  - Accrued/advanced vacation (for the specific academic year) may be used at the House Officer’s option before taking leave without pay.
  - Up to 12 days of accrued sick leave per year may be used as salary replacement for family illness leave.
  - All paid time off used for Family and Medical Leave shall be deducted from the 12 workweek Family and Medical Leave maximum.

- Whenever possible, the House Officer shall provide at least 30 days advance notice. If 30 days’ notice is not practicable because of a medical emergency, for example, notice shall be given as soon as practicable; failure to comply with these notice requirements may result in postponement of family and medical leave; a House Officer who requests Family and Medical Leave shall be required to present medical certification prior to taking the leave and prior to returning to the training program.
- Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.

Family and Medical Leave Related To A Family Member’s Military Service

- Eligible employees are entitled to Family and Medical Leave Act leave for purposes related to a covered family member’s military service; an unpaid FMLA leave may be taken for any one, or for a combination, of the following reasons:
  - A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in support of a contingency operation, or
  - To care for a covered family member (including a spouse, son, daughter, parent, or next of kin) who is a current member of the Armed Forces or veteran and has serious injury or illness incurred or aggravated in the line of duty and who is currently getting medical treatment.

- A covered family member under this section includes a spouse, domestic partner, son, daughter, parent or the next of kin of the employee; next of kin is defined as the nearest blood relative to the service member.
- When a requested leave is due to a “qualified exigency”, an eligible employee may take up to 12 work weeks of leave during any 12-month period.
- When requested leave is taken to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12 month period to care for the service member; leave care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12 month period.
- Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.

Advance Notice And Certification

- Whenever possible, the House Officer shall provide at least 30 days advance notice; if 30 days’ notice is not feasible because of a medical emergency, for example, notice shall be given as soon as possible; failure to comply with these notice requirements may result in postponement of Family and Medical Leave.
A House Office who is granted leave for the House Officer's own serious health condition shall be required to present medical certification prior to taking the leave and prior to returning to the Training Program.

Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.

**Effect On Benefits**

- A House Officer on Family and Medical Leave shall be entitled to continue participation in health plan coverage (medical, dental and optical) as if on pay status for a period of up to 12 workweeks in a 12-month period; contribution toward premium cost shall remain as it was prior to the onset of family and medical leave for a period of up to 12 workweeks in a calendar year.

Make-up time may be required to meet the educational objectives and certification requirements of the training program.

**Military Leave**

- A House officer granted temporary military leave for active-duty training or extended military leave is entitled to receive the House Officer’s regular University pay for the first 30 calendar days of such leave in any one fiscal year, provided that the House Officer has completed 12 months of continuous University service immediately prior to the granting of the leave (all prior full-time military service shall be included in calculating this University service requirement) and provided that the aggregate of payments for temporary military leave, extended military leave and military leave for physical examination do not exceed 30 calendar days’ pay in any one fiscal year.

- A House Officer granted military leave with pay shall receive all benefits related to employment that are granted when a House Officer is on pay status.

Make-up time may be required to meet the educational objectives and certification requirements of the training program.

**Leave For Work-Incurred Disability**

- A House Officer who is off pay status and receiving temporary disability payments under the Workers’ Compensation Act may be granted, at the discretion of the Training Program Director, a leave without pay for all or part of the period during which temporary disability payments are received, except that any leave without pay that is granted shall not extend beyond a predetermined date of separation.

- Periods of leave for work-incurred disability run concurrently with Family and Medical Leave for a House Officer who is eligible for Family and Medical Leave.

Make-up time may be required to meet the educational objectives and certification requirements of the training program.

**Jury Duty**

- A House Officer who is summoned and serves on Jury Duty shall be granted leave with pay for the time spent on Jury service and in related travel.

- Deferment or excused absence from jury service can only be granted by the court pursuant to the procedure outlines in the Jury Summons Notice.

Make-up time may be required to meet the educational objectives and certification requirements of the training program.

**Policy On Effect Of Leave On Completion Of The Training Program**

- Make-up time may be required to meet the educational objectives and certification requirements of the Training Program.

- The House Officer should discuss make-up requirements with his/her Training Program Director, 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 Training Program director, if possible, prior to the approval of leave.
Health Insurance Package

- House Officers are eligible for enrollment in the UCSD House staff health, dental, vision, life and disability insurance plans; the House Officer’s spouse, dependent children and/or domestic same or opposite sex partner are also eligible for enrollment in the health, dental and vision plans.
- There is no premium charge to the House Officer for the cost of enrollment in health, dental, and vision plans either for him/herself, for a spouse, dependent children, domestic same or opposite sex partner; there is no premium charge to the House Officer for enrollment in either the life or disability plans.
- Benefit coverage is not automatic; an enrollment process must be followed within the timeframes established by the carriers; following the enrollment process, coverage is effective the date of the House Officer’s appointment to UCSDH; subsequently, new dependents may be enrolled provided enrollment occurs within 30 days after a qualifying event such as marriage, birth or adoption.
- Open enrollment for the House Staff health plans (health, dental, vision and life) occurs during the month of June; at that time the House Officer will have the opportunity to change their medical plan coverage from one carrier to another or to enroll with a plan for the first time.

Health Coverage (subject to change)

Two plans are available Fee for Service – PPO Plan

- 3-tier fee-for-service indemnity plan
- Insured may seek treatment anywhere from provider of choice
- Services at UCSDH and CHHC (tier 1) are generally covered 100% with no deductible and no co-insurance
- Services obtained away from UCSDH, within the PPO Network (tier 2), are generally covered at 80%, after satisfaction of a deductible amount
- Services obtained outside of the PPO Network (tier 3), are generally covered at 60% after satisfaction of a deductible amount
- Co-pays are required at all participating providers including UCSDMC for Routine Exam, Emergency Room (unless admitted) and for prescription drugs
- Maximum annual out-of-pocket cost $1000/PPO provider and $2000/non-PPO provider (individual) and $2000/PPO provider and $4000/non-PPO (family)

Managed Care-HMO Plan

- Insured must select a primary care provider who will manage the care
- No deductibles
- Co-pays are required for Outpatient Psychiatric Care, Prescription drugs, Home Health care, Emergency Room (unless admitted)

Dental Coverage (subject to change)

The dental plan provides comprehensive coverage for preventive, basic, major and orthodontic services. The insured may utilize the series of either a dentist participating in the plan-PPO or a dentist who does not participate in the plan-PPO. The greatest benefit will be paid when the insured utilizes the series within the PPO network.

Vision Coverage (subject to change)

The vision plan provides coverage for eye exams, lenses, frames, medically necessary contacts and cosmetic contacts. There is a deductible amount for services rendered. The plan requires that the insured uses specific participating providers in order to receive full benefits.

Cobra Health Continuation Coverage (subject to change)

House Officers and their insured dependents have the option of continuing medical, dental and vision plan benefits, at their own expense, upon termination of their plan coverage for any of the following reasons:

- House Officer
  - Reduction in hours of appointment
  - Termination of appointment (for reasons other than gross misconduct)
- The plan terminated
- Spouse/Domestic Partner
  - Death of your spouse/domestic partner
  - Termination of your spouse/domestic partner’s appointment (for reasons other than gross misconduct) or reduction in hours of appointment
  - Divorce or legal separation
- Dependent child of an appointee covered by a UCSDMC health plan
  - Death of a parent
  - Termination of a parent’s appointment (for reasons other than gross misconduct) or reduction in hours of appointment
  - Parent’s divorce or legal separation
  - Dependent ceases to be a "dependent child" under the UCSDMC sponsored health plan

Please note: COBRA coverage is not automatic. An enrollment process must be followed within the timeframes established by Federal law.

Life Insurance Plan, D-AD&D (subject to change)
In the event of the death of the covered House Officer, the plan will pay $50,000; if the death is accidental, the plan will pay $100,000. The proceeds will be placed in an interest bearing checking account for the beneficiary.

Disability Insurance (subject to change)
Group long term disability insurance is provided to members of the House Staff at no cost to the House Officer.

Worker’s Compensation Insurance (subject to change)
If a House Officer sustains a work-related injury or illness, he/she is eligible to receive benefits under the Workers’ Compensation Laws. This program is designed to guarantee complete medical attention for the injury or illness and to insure regular monetary benefits as a means of financial support while the House Officer is medically unable to return to work. The premiums for this program are paid entirely by the University. There is no cost to the House Officer for the coverage nor is there a cost for necessary medical care for diagnosis and treatment.

When the injury occurs, the House Officer must immediately notify his/her supervisor of the incident and complete an iReport to ensure that proper procedures are followed. If the supervisor is not immediately available, or if the House Officer has additional questions or concerns, she may contact the Worker’s Compensation Office. If immediate attention is required, the House Officer should go to either the UCSD Hillcrest or La Jolla Emergency Department.

For occupational exposures to blood and/or body fluids, the House Officer should immediately contact the Center for Occupational and Environmental Medicine. If urgent screening is required following a needle stick or blood exposure, the House Officer should immediately go to the UCSD Hillcrest or La Jolla Emergency Department.

Professional Liability Coverage (subject to change)
Type Of Coverage: Limits:
UC Self-insured Retention (Fully Funded) $1,000,000 each occurrence
Tail Coverage is produced by virtue of the fact $3,000,000 aggregate
That the coverage is “per occurrence” Additional excess insurance
available if needed

The UC Self Insurance Program will defend and indemnify House Officers against professional or general liability or malpractice claim arising out of the House Officer’s acts or omissions that are within the course and scope of his/her University duties for work completed during the Residency appointment training period. The UC Self Insurance Program does not cover: (1) acts/omissions that are not within the course and scope of the house Officer’s University duties, (2) acts or missions resulting from fraud, corruption, malice or criminal negligence.
UC Self Insurance Program coverage for House Officers is limited to specific assignments in specific locations. Work at affiliated or associated hospitals or elsewhere is covered when it falls within the course or scope of the House Officer’s University appointment. However, “moonlighting” is not part of the residency program and is not covered under the UC Self Insurance Program.

Questions regarding legal issues, including subpoenas, should be addressed to the UCSDH Office of Risk Management.

**Deductions**

Deductions for State and Federal taxes as well as Medicare will automatically be made from House Officer earnings. Social Security (FICA) withholding will not be made, but in lieu of this, 7.5% of the House Officer’s pre-tax pay is directed to the Safe Harbor University of California Defined Contribution Plan. These non-voluntary contributions may be directed to one of the several University of California managed funds or to any one of over 100 Fidelity Investment funds.

House Officers may make voluntary contributions to the University of California 403 (b) Plan and 457 plan. Contributions come from pre-tax pay and may be made within certain limits.

When a House Officer leaves the University, monies from the Safe Harbor Defined Contribution Plan and the voluntary 403 (b) and 457 plans may be handled as follows:

- Rolled over into a new employer’s retirement fund or into an IRA
- Left on deposit if the account has a minimum of $2,000 in the Plans
- Contributions and earnings may be paid to the House Officer, although the distribution is subject to penalties if the recipient is under the age of 59 ½ and the distribution is subject to taxation

House Officers who are paid from funding sources that mandate a stipend payment in lieu of salary may not be eligible for one or more of the previously described features.

**Check Disposition**

In most cases, the House Officer’s paycheck will be issued by the University of California at San Diego Payroll Office. House Officers are paid on a monthly basis in arrears (e.g., the August 1 paycheck represents July earnings). Check may be direct to Surepay direct bank deposit or the House Officer’s campus or home address.

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### UNIFORM AND UNIFORM LAUNDERING

Three sets of uniforms (lab coats) are provided to the House Officer at the time of initial appointment. The lab coats will be laundered by UCSDH at no charge to the House Officer. Uniforms that deteriorate through normal wear and tear shall be replaced by the Medical Center.

The template for embroidery is as follows:

House Officer legal Name, PharmD (additional title(s) may be added as appropriate)

Department of Pharmacy

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### RESIDENT USE OF EMAIL

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

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

RECORDS POLICY

The University maintains as confidential the records of each House Officer 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 House Officer 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 House Officer, including professional conduct, shall be evaluated by the teaching preceptors for each Learning Experience and will be reviewed by the Training Program Director. Appropriate criteria and procedures must be used. PharmAcademic, the web-based evaluation tool provided by ASHP, will be utilized. Evaluation shall be provided to and discussed with the House Officer in a timely manner. House Officers may refer to Learning Experience Descriptions for Assessment strategies.

The Program Director shall design a customized Development Plan 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 take place during residency orientation. Appropriate and necessary modifications to the Development Plan will be documented and reflect the resident’s needs and changing interests. The CDP will include the resident’s schedule and note modifications.

Through PharmAcademic, the program shall maintain a record of evaluation for each House Officer and have it accessible to the house officer and other authorized personnel.

House Officers will participate in the annual confidential review of the program, rotations, conferences, teaching opportunities, and residency director, and are encouraged to offer recommendations for Residency Program improvement throughout the Residency year.

The Program Director and the resident will to complete the final Development Plan at the completion of the residency and as part of resident Closeout. The evaluation will verify that the trainee has demonstrated sufficient professional ability to practice independently. The final evaluation shall be made part of the house officer’s PharmAcademic record.

DUE PROCESS AND DISCIPLINARY LEAVE GUIDELINES

I. Introduction

A. Definitions

1. Academic Deficiency: the terms “Academic Deficiency” or “Deficiencies” mean unacceptable conduct or performance in the professional and/or academic judgment of the Program director, Pharmacist-in-chief, or the Office of the GME, including failure to achieve, progress or maintain good standing in the Training Program or achieve and/or maintain professionals standards of conduct as stated below

2. Residency Advisory Council: the Terms “Residency Advisory Council” or “RAC” means the committee specially selected to support the mission and goals of the Residency Programs; RAC members vote on pertinent Residency Program decisions and potential changes to the Residency Programs, including policies, and review and support the academic performance and progress of trainees; the RAC Chair will be the Residency Director or his/her designee and members consist of
the Residency Program Director(s), Resident Advisors, Preceptors, Program Administrative Coordinator, and other representatives from a variety of areas which may include Inpatient and Ambulatory Care services as well as the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences

3. Days: the term “days” means calendar days unless otherwise specified
4. GME Training Program: the terms “graduate medical education training program” or “GME training program” refer to the second stage of pharmacy education during which pharmacy school graduates are prepared for independent practice and PGY1 resident graduates are prepared for independent practice in a specialty area (Critical Care, Infectious Diseases, Oncology, Psychiatry, Transitions of Care, Solid Organ Transplantation, and Health System Pharmacy Administration) as a PGY2 resident.
   a. The responsibility of the GME training program is to provide an organized education program with guidance and supervision of the Trainee, facilitating the Trainee’s professional and personal development while ensuring safe and appropriate care for patients.
   b. GME involves the development of clinical pharmacy skills and professional competencies and the acquisition of detailed factual knowledge regarding patient care, research and teaching (patients, students, residents, pharmacy staff and allied health professionals).
   c. These professional standards of conduct include, but are not limited to, professionalism, honesty, punctuality, attendance, timeliness, proper hygiene, compliance with all applicable ethical standards and UCSD policies and procedures (including but not limited to the UCSD Medical Center Medical Staff Code of conduct Policy), an ability to work cooperatively and collegially with staff and other health care professionals, and appropriate and professional interactions with patients and their families.
   d. A trainee, as part of his or her GME Training Program, may be in a hospital, other clinical setting or research area; all such appointments, either initial or continuing, are dependent upon the Trainee maintaining good standing in a GME Training Program; dismissal from a GME Training program will result in the Trainee’s automatic dismissal from any and all related appointments such as Volunteer Teaching Faculty at the SSPPS.

5. Medical Disciplinary Cause or Reason: the term “medical disciplinary cause or reason” applies to a GME Trainee who holds a license from the California Board of Pharmacy and means that aspect of a licentiate’s competence or professional conduct that is reasonably likely to be detrimental to patient safety or to the delivery of patient care.
6. Program Director: the term “Program Director” means the Training Program Director for the Trainee’s Residency Program, or designee, also called Residency Program Director, or RPD.
7. Trainee: the term “Trainee” includes all individuals appointed by UCSDH to the titles of Resident Pharmacist Post Graduate Year One (PGY1) and Resident Pharmacist Post Graduate Year Two (PGY2), also referred to as House Staff or House Officer.

B. Preamble
The procedures set forth below are designed to provide UCSD resident an orderly means of resolving differences. These Guidelines apply to UCSD sponsored programs of Graduate Medical Education (“Training Programs”). These Guidelines shall be the exclusive remedy for appealing reviewable academic actions. Deviation from these procedures that does not result in material prejudice to the Trainee will not be grounds for invalidating the action taken.

Additional time for remediation, either within the Training Program appointment or beyond the expiration of the Trainee’s current appointment, may be required to meet the educational objectives and certification requirements; the Trainee will be notified in writing of any requirements for additional time. Funding for additional time extending beyond the original period of appointment will be permitted only at the discretion of the GME and the Pharmacist-in-Chief and will be given only for full participation in the regular program unless otherwise approved by the Program Director.
At UCSD, the primary responsibility for remedial academic actions relating to Trainees and Training Programs resides within the departments and the individual training programs. Therefore, academic and performance standards and methods of training and evaluation are to be determined by each Training program and the UC San Diego Health Department of Pharmacy; there may be variances in these standards among the various departments and Training Programs.

Trainees and their preceptors are encouraged to discuss their concerns with one another and, if there are any disagreements or disputes, Trainees and their preceptors should make efforts to resolve them. The action(s) taken should be those that in the professional and/or academic judgment of the Program Director best address the deficiencies and needs of the Trainee and/or the Training Program. These actions are at the discretion of UCSD and need not be progressive. UCSD may select those action(s) described below that it deems appropriate.

A Trainee may request a correction or deletion of his/her academic file under this policy by submitting a written request to the Program Director. Within thirty (30) days of receipt of a written request to amend or delete a record, the Program Director will either make the amendment or deletion or inform the individual in writing that the request has been denied. If the Program Director refuses to amend or delete the record, the Trainee may enter into the record a statement setting forth the reasons for the Trainee’s disagreement with the record. Removal of documentation of action(s) from the Trainee’s file does not preclude the University from relying on the removed documentation should any subsequent academic action be taken or from communicating the information as required by law, upon receipt of a release from the Trainee, or to any appropriate third party such as a hospital, hospital medical staff or professional licensing board when such communication is intended to aid in the evaluation of the qualifications, fitness, character or insurability of the Trainee.

II. Academic Actions - Non-Dismissal
   A. Administrative Actions
      1. Non Appealable Suspension
         The Trainee may be suspended from the Training Program for any of the following reasons:
         a. failure to complete and maintain medical records as required by the medical center or site in accordance with the center's/site's medical staff bylaws and/or rules and regulations
         b. failure to comply with state licensing requirements of the California State Board of Pharmacy
         c. failure to comply with the licensing requirements of the Training Program
         d. failure to obtain or maintain proper Visa status
         e. unexcused absence from Training Program for three or more days
         f. the inability to complete a required rotation that is deemed essential to meeting the requirements of the Training Program
         g. immediately prior to initiation of dismissal procedures if, in the sole discretion of the Program Director or Pharmacist-in-chief, that it would be in the best interests of patients, the program or the Trainee
         h. The period of suspension should not exceed fourteen (14) days; however, other forms of academic action may follow the period of suspension

         The Program Director will promptly notify the Trainee of his/her suspension; the Trainee will be provided the documentation upon which the suspension is based and a written notice of the intent to consider the Trainee to have automatically resigned at the end of the suspension period (see below). The Trainee may utilize the suspension period to rectify or to respond to the notice of intent, which can include correcting the problem identified; if the Trainee is suspended and does not rectify the areas of deficiency as required within the 14 day suspension period, other academic action will be instituted

         The Trainee will not receive any academic credit during the period of suspension. Unless prohibited by law, the trainee’s stipend will continue to be paid while on this non-appealable suspension status
2. **Automatic Resignation**

Automatic resignation from the Training Program will not entitle the Trainee to the Due Process procedures discussed below in these Guidelines; reasons for automatic resignation include:

a. **Failure to Provide Visa or License Verification:** absent a written extension granted by a governmental or licensing organization, failure of the Trainee to provide verification of an appropriate and currently valid Visa or verification of current compliance with state licensing requirements of the state Board of Pharmacy or licensing requirements of the residency program during the 14 day suspension period will result in the Trainee's automatic resignation from the Training Program.

b. **Loss of Rotation Privileges to an Affiliate Institution:** failure of trainee to achieve reversal of Affiliate’s decision to revoke the Trainee’s privilege to rotate to the Affiliate Institution during the 14 day suspension period may result in the Trainee’s automatic resignation or dismissal from the Training Program if the rotation at the Affiliate is deemed essential by the Program to meeting the requirements of the Training Program.

c. **Absence without granted leave:** trainees are expected to communicate directly with the Program Director in the event he or she is unable to participate in the Training Program for a period of time in excess of 48 hours; the Program Director may grant a leave in times of exceptional circumstances; if a Trainee is absent without leave for three (3) days or more, he or she may be considered to have resigned voluntarily from the program; the Program Director will review the explanation and any supporting documentation submitted by the Trainee regarding the absence without leave and will notify the Trainee of their decision within five (5) days; failure to adequately explain or document the unexcused absence to the satisfaction of the Program Director will result in the Trainee’s automatic resignation from the Training Program.

3. **Leaves**

Administrative leave and Conditional leave of absence are not intended to replace any leaves that a Trainee may otherwise be entitled to under state or federal law or University policy.

a. **Administrative Leave:** a Program Director or Pharmacist-in-Chief may place a Trainee on administrative leave in order to review or investigate allegations of deficiencies or circumstances where the Trainee may pose a threat to the health or safety of the public, patients or staff or in situations where the Trainee's own health or safety may be compromised, or other circumstances that may represent a breach in professionalism by the Trainee; the leave will be confirmed in writing, stating the reason(s) for and the expected duration of the leave; the circumstances should be of a nature that might warrant removing the Trainee from the Training Program; the Program Director/Pharmacist-in-Chief should, as soon as practicable, conclude the review and either return the Trainee to the program or initiate action under these Guidelines; the Trainee will be paid for the period of Administrative leave.

b. **Conditional Leave:** a Conditional leave of absence from the Training Program may be provided only under exceptional circumstances, at the Program Director's or Pharmacist-in-Chief's discretion and upon the Trainee's request; at the end of the Conditional leave, the Program Director or Pharmacist-in-Chief will determine whether to re-admit the Trainee conditionally, unconditionally, on probation, or to seek the Trainee's dismissal pursuant to the procedures contained in these Guidelines; the Trainee will **not** be paid a stipend for the period of the Conditional leave.

B. **Non-Reviewable Academic Actions**

The following actions are non-reviewable and may or may not be used sequentially or in tandem with one another:

1. **Counseling Letter:** a counseling letter may be issued by the Program Director or Pharmacist-in-Chief to a Trainee to address an academic or professional deficiency that needs to be remedied or improved; the purpose of a counseling letter is to describe a single instance of problematic behavior and to recommend actions to rectify the behavior; the Program Director will review the counseling
letter with the Trainee; failure to achieve immediate and/or sustained improvement, or a repetition of the conduct may lead to other disciplinary actions; these actions are determined by the professional and academic judgment of the Program Director or Pharmacist-in-Chief and need not be sequential; for the purposes of this policy and for responses to any inquiries, a counseling letter does not constitute a disciplinary action

2. Notice of Concern: a notice of concern may be issued by the Program Director or Pharmacist-in-Chief to a Trainee who is not performing satisfactorily; notices of Concern should be in writing and should describe the nature of the deficiency(ies) and any remedial actions required on the part of the Trainee; a Notice of Concern is typically used when a pattern of problems emerges; the Program Director or Pharmacist-in-Chief will review the notice with the Trainee; failure to achieve immediate and/or sustained improvement, failure to meet any requirement(s) set forth in the letter, or repetition of the conduct may lead to additional actions; this action need not follow a counseling letter nor precede other academic actions described later in these guidelines; a Notice of Concern does not constitute disciplinary action for purposes of these guidelines or for responses to inquiries

3. Probation: Trainees who are in jeopardy of not successfully completing the requirements of the Training Program or who are not performing satisfactorily may be placed on probation by the Program Director or Pharmacist-in-chief; probation will be communicated to the Trainee in writing and should include: a description of the reasons for the probation, any required remedial activity, and the expected time frame for the required remedial activity; failure to correct the deficiency(ies) within the specified period of time may lead to an extension of the probationary period or to other actions; probation need not follow a Counseling Letter or Notice of Concern, nor precede other academic actions

C. Academic Actions Appealable To The Residency Advisory Council

Trainees may appeal the following actions to the Residency Advisory Council:

1. Suspension: the Program Director may suspend the Trainee from part or all of the Trainee's usual and regular assignments in the Training Program, including clinical and/or didactic duties, for unprofessional or unethical behavior, for failing to comply with state law, federal law, or UC policies and procedures, or when the removal of the Trainee from the clinical service is required for the best interests of the Trainee, patients, staff and/or the Training Program; the suspension will be confirmed in writing, stating the reason(s) for the suspension and its expected duration; Suspension generally should not exceed sixty (60) days; Suspension may be coupled with or followed by other academic actions and will continue unless and until overturned by the Residency Advisory Council after an appeal; a suspension under this section may be paid or unpaid

2. Adverse Annual (Closeout) Evaluation (End of the Residency Year): the Program Director will provide each Trainee with a written evaluation or Customized Development Plan update at least four times per year and at the end of the residency appointment (Closeout), which will include documentation of progress toward achieving the Residency Program Goals and any deficiencies; Trainees will only be entitled to a review by the Residency Advisory Council for Annual (End of the Residency Year) evaluations that are adverse (overall unsatisfactory or marginal) ("Adverse Annual Evaluation"); Trainees will be notified by the Program Director of any Adverse Annual Evaluation

3. Requirement That Trainee Must Repeat A Learning Experience: a Trainee may be required to repeat a rotation in lieu of dismissal from the Training Program due to unsatisfactory progress or other deficiencies at the discretion of the Program Director and Pharmacist-in-Chief; extensions will be paid (provided there are sufficient funds) or unpaid at the discretion of the RPD and Pharmacist-in-Chief. Funds for the additional time must be identified with written confirmation by the Program Director or Pharmacist-in-Chief prior to the extension period; a Trainee may also be required to repeat a rotation in lieu of an elective rotation due to unsatisfactory progress or other deficiencies at the discretion of the Program Director, which may, depending on the circumstances, eliminate the need to extend the appointment

4. Denial of a UCSD Certificate of Completion of Training: if the Program Director, in consultation with the Residency Advisory Committee and Pharmacist-in-Chief, decides not to award the Trainee a University Certificate of Completion, the Program Director will notify the Trainee in writing as soon as reasonably practicable of this intent
D. Residency Advisory Council (RAC) Appeal Procedures

The Trainee will be notified as soon as reasonably possible that he/she has been suspended, received an Adverse Annual Evaluation, that he/she will be required to repeat a rotation or that s/he will not be granted a UCSD Certificate of Completion of Training.

In order to appeal, the Trainee must, within ten (10) calendar days from the date of the notification, provide the Residency Advisory Council Chair with a written statement detailing the reasons s/he should not have been suspended, should not have received an Adverse Annual Evaluation, not be required to repeat a rotation, or should be granted a UCSD Certificate of Completion of Training. The Residency Advisory Council and the Pharmacist-in-Chief will appoint an appeal committee to review the appeal. The appeal committee will review the Trainee's statement within ten (10) calendar days of the committee's formation unless within 10 days the Chair of the appeal committee determines that an extension of this time period is necessary. If this occurs, the Chair of the appeal committee will inform the involved parties of the extension in writing. The appeal committee will review the decision to impose the academic action being appealed to determine whether it was arbitrary and capricious. The appeal committee, at its discretion, may permit or request the personal attendance of the Trainee. While the Trainee has no right to representation by an attorney at the appeal committee meeting, another person of his/her choice may accompany the Trainee. There may be circumstances that require further information or review by the appeal committee; the committee will notify, in writing, all parties of a new timetable should additional time be necessary.

The appeal committee will orally notify the Trainee of its decision within five (5) calendar days of its meeting, and provide the Trainee a written decision within ten (10) calendar days of the oral notification. The decision of the appeal committee will be final. Failure by the Trainee to timely request a review before the appeal committee will be deemed an acceptance by the Trainee of the academic action.

III. Academic Actions – Dismissal

A. Grounds For Action

The following actions, if appealed, are reviewable by the Pharmacist-in-Chief:

1. Dismissal from the Training Program: Based on the Program Director's discretion as approved by the Residency Advisory Council, a Trainee may be dismissed from the Training Program for academic deficiencies, including any of the following reasons:
   a. Failure to achieve or maintain programmatic standards in the Training Program
   b. Serious or repeated act or omission compromising acceptable standards of patient care, including an act which constitutes a medical disciplinary cause or reason
   c. Unprofessional, unethical or other behavior that is otherwise considered unacceptable by the Training Program, including behavior related to the licensure process (pharmacist license granted by the California Board of Pharmacy)
   d. Material omission or falsification of Training Program application, medical record, or other University document, including billing records
   e. Confirmation of findings in a criminal background check, law enforcement agency, regulatory body, or UC San Diego Agency, that could be considered a potential risk to patients and/or other individuals or considered unprofessional or unethical

B. Dismissal Procedures

Failure to appeal within ten (10) days will be deemed a waiver of any appeal rights and acceptance by the Trainee of the academic action.

The Ad Hoc Formal Review Committee (see below; as appointed by the Residency Advisory Committee) will handle all procedural matters during the actual hearing.

1. **Level One: Informal Review**

   When the Program Director, with the approval of the RAC, determines that grounds exist to dismiss a Trainee, the Program Director will provide the Trainee with written notice of the intent to dismiss; this notice will include a statement of the reason(s) for the intended dismissal, a copy of the
materials upon which the intended dismissal is based, and a statement that the Trainee has a right to respond in writing to the RAC Chair within ten (10) calendar days of receipt of the notice; If the Trainee does not respond, the intended action shall become final eleven (11) calendar days after receipt of the notice or as otherwise noted by the Program Director; if the Trainee submits a written response within the ten-day period, the RAC Chair will review it; the Chair will decide whether or not dismissal is appropriate; within ten (10) calendar days thereafter, or as soon as reasonable possible, the Chair will notify the Trainee of the decision by letter, which will be copied to the Program Director and the Pharmacist-in-Chief; if the decision is to uphold the intended dismissal, the letter should include the reasons for upholding the proposed action, provide the effective date of the dismissal and include a copy or, or a link to, these guidelines; attempts at informal resolution do not extend the time limits for filing a formal appeal unless the Trainee and the Program Director so agree in writing, or upon the written approval of the Pharmacist-in-Chief; the Trainee will continue to receive regular stipends until the effective date of the dismissal.

2. **Level Two: Formal Review**

If the Trainee wishes to appeal the Director's decision to dismiss, the Trainee must send a written appeal to the Pharmacist-in-Chief no later than fifteen (15) days after the Trainee receives the Chair's decision; the written appeal should concisely explain why the Trainee believes the Chair's decision was arbitrary and capricious and should address the specific reasons for the dismissal, set forth in the Program Director's notice of intent to dismiss.

The Trainee may be assisted or represented by another person at his or her own expense. UCSD may also be represented. If the Trainee is represented by an attorney, he/she shall notify the Pharmacist-in-Chief within fifteen (15) days of initiating the appeal. The University will not be represented by an attorney if the Trainee is not so represented. The failure of the Trainee to appear in person for the full duration of the hearing will be deemed a voluntary dismissal of his/her appeal.

Within ten (10) days of receipt of the appeal, or as soon thereafter as is practicable, the Pharmacist in Chief (PIC) will appoint an Ad Hoc Formal Review Committee to hear the appeal. The Committee will consist of three – five members, at least one of which shall be a Director of another PGY1 or PGY2 Program, one faculty member of the GME Committee and one senior trainee (PGY2). The PIC will designate one of the Committee members to be the Committee Chair. The Chair is empowered to impose reasonable limits on all proceedings of the Ad Hoc Committee. If possible, one of the Committee members should be a Preceptor from the same Residency Program as the Trainee; however, individuals who were substantially involved in any earlier review of the issues raised in the appeal, or who were substantially involved in any incident underlying the appeal should not sit as a member of the Committee. The PIC may, at its discretion, request that an attorney from the Office of the General Counsel be appointed to provide independent legal counsel to the Committee. This attorney shall not vote in the Committee's deliberation process. Until the appointment of a Committee Chair, the PIC will resolve all issues related to these procedures.

The Hearing will ordinarily be held within thirty (30) days of receipt of the appeal by the PIC. Unless otherwise agreed by the Parties and the Chair, the Trainee and his/her advocate, if any, will meet at least fifteen (15) days prior to the Hearing at a pre-hearing conference with the Committee Chair, the University representative and the University advocate (if any) to agree upon the specific issues to be decided by the Committee. If the parties are unable to reach an agreement on the issues to be decided, the Committee Chair will determine the issues to be reviewed. Issues that were not raised in the notice of intent to dismiss, the Trainee's written and timely response thereto, or the notice of the Chair's decision, may not be raised in the Hearing absent a showing of good cause. At this conference, the parties may raise other procedural and substantive issues for decision by the Chair.

At least ten (10) days prior to the Hearing or at another date agreed to by the Parties and the Chair, all documents to be introduced as evidence at the hearing and names of all witnesses shall be
exchanged. With the exception of rebuttal witnesses and documents used in rebuttal, any witnesses not named and documents not exchanged ten (10) days before the hearing may, at the Committee Chair’s discretion, be excluded from the Hearing.

The Hearing will provide an opportunity for each party to present evidence and question witnesses. The Committee Chair has broad discretion regarding the admissibility and weight of evidence and is not bound by federal or state rules of evidence. If requested by either party, the Committee will take judicial notice of (i.e., recognize as a fact the existence of) any University policies. The Committee Chair will rule on all questions of procedure and evidence. The hearing will be recorded by the University unless both parties agree to share the cost of a court reporter, or one party elects to pay the entire cost for the reporter in order to have a transcript for its own use, in which case the other side may purchase a copy of the transcript for half the cost of the court reporter and transcription plus any copy costs. The Trainee may listen to any audio recording and may purchase a copy of the recording. The PIC, or designee, will be the custodian of the recording and any written record, and will retain the recording for five (5) years from the time the Ad Hoc Committee’s decision becomes final.

Unless both the Trainee and the University agree to an open hearing, the hearing will be closed. All materials, reports and other evidence introduced and recorded during the course of a closed proceeding may not be disclosed until the final resolution of the appeal under these procedures except as may be required by applicable law. At the request of either party or the Committee Chair, only the witness testifying may be present and other potential witnesses will be excluded. However, the Trainee, his/her advocate and the University's representative and its advocate will at all times have the right to attend the hearing.

The Trainee has the responsibility to establish that the dismissal was arbitrary and capricious. The University will initially come forward with evidence in support of the Chair's decision. Thereafter, the Trainee will present his/her evidence. The parties shall have the opportunity to present rebuttal evidence. The Committee Chair has the right to limit rebuttal evidence in his/her discretion. Following the presentation of the evidence at the Hearing, the Committee Chair will determine whether each party will be given an opportunity to present a closing statement. The Committee Chair will also determine the applicable time limits for any such closing statements.

At the discretion of the Committee Chair, each party may submit a brief following the Hearing. The maximum length of such a brief, if any are allowed, will be determined by the Committee Chair. The Committee Chair will also determine the appropriate briefing schedule. Following the close of the Hearing, the Committee will present its written recommendation(s) to the Trainee, the RAC Chair, Program Director, the Residency Advisory Council and the PIC. This recommendation(s) should occur, absent unusual circumstances, within fifteen (15) calendar days of the Hearing’s conclusion.

The Committee will evaluate the evidence presented and prepare a recommended decision that shall contain written findings of fact and conclusions. The decision of the Chair will be upheld if the Committee finds that the Trainee has not met his/her burden to establish by a preponderance of the evidence that the Chair’s decision was arbitrary and capricious. The recommended decision shall become final after fifteen (15) calendar days unless an appeal is filed (see Decision by the Pharmacist-in-Chief).

C. Decision By The Pharmacist-In-Chief

Within fifteen (15) days of receipt of the Committee’s recommendation(s), the non-prevailing party may submit to the PIC a final written appeal to the Committee’s recommendation(s). A copy of any such appeal must also be provided to the other party. Any such appeal submitted must be limited to:

(a) Whether the record presented to the Committee contained sufficient evidence to support the Committee’s recommendation(s); or
(b) Whether there is new evidence that could not reasonably have been introduced at the Hearing and would be likely to change the result.

In the event that a party submits a timely appeal to the PIC, the other party shall have fifteen (15) calendar days following its receipt of the appeal to submit its own response, if any.

After receipt of the Committee's recommendation, the parties' written response (if any), and the record, the Pharmacist-in-Chief within thirty (30) days, or as soon as practically reasonable thereafter, will take any action deemed appropriate, including upholding the Committee's Recommended Decision, rejecting the Committee's recommendation or remanding the matter back to the Committee with instruction for further review and recommendation. The Pharmacist-in-Chief's ultimate decision will be final and will be in writing and sent to the Program Director, the Trainee, the Ad Hoc Formal Review Hearing Committee Chair, and the Residency Advisory Committee.

D. Remedy
   If the Trainee successfully appeals his/her dismissal and the Committee’s decision is upheld, the remedy will not exceed restoring the Trainee's stipend payment from the date of dismissal, benefits or any rights lost as a result of the action, less any mitigating income earned from other sources.

### SPECIAL REQUIREMENTS FOR HOUSE OFFICERS

#### California Intern Pharmacist And Pharmacist License

The UC San Diego Pharmacy Residency PGY1 Programs require all House Officers to have obtained their California Intern Pharmacist License prior to the Appointment Residency Year.

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 PIC; the Corrective Action Plan is written by the Resident’s Residency Program Director 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, House Officers must maintain a full and unrestricted license in order to continue their appointment. Should a House Officer’s license be placed on probation, his/her continuation in training will be at the discretion of the Program Director and the Pharmacist-in-Chief. Appointments will not be made for any candidate or House Officer who is on probation from the California State Board of Pharmacy.

UC San Diego Health PGY2 Pharmacy Programs require all House Officers to have obtained their California Pharmacist License prior to the Residency Appointment Year. 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 CBC will be a requirement for all newly appointed pharmacist residents in training sponsored by UCSD. Thereafter, the ability to obtain and maintain licensure will serve as evidence of an ongoing satisfactory CBC.

#### Procedures
1. Contracts sent by the Department of Pharmacy, Residency Programs and the Office of Graduate Medical Education 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
   g. Motor vehicle records/driving records search

6. CBC reports for new pharmacists-in-training will be reviewed by the GME, Program Director, Residency Advisory Council and the Pharmacist-in-Chief, who will make a decision about entry into the program; there is no appeal to this decision.

7. CBC reports for current pharmacists-in-training (UCSD PGY1 residents accepted for a UCSD PGY2 residency) will be reviewed by the GME, Program Director, Residency Advisory Council and the Pharmacist-in-Chief, who will make a decision about continuation in the program; should a decision of termination be made, the appeal mechanism specified in UCSD’s House Officer Policy and Procedure Document will apply.

Training At Affiliated GME Training Sites
Additional screening and procedural requirements may be mandated by affiliated institutions while trainees are rotating through those sites as a part of their GME training program at UCSD.

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**EDUCATIONAL ENVIRONMENT CONDUCIVE TO OPEN EXCHANGE OF IDEAS**

UCSD assures an educational environment in which House Officers 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 House Staff may bring forward issues regarding their working environment and their educational programs in a confidential and protected manner at any time to the Associate Dean for Graduate Medical Education, to the chair of the Graduate Medical Education committee who represents the GMEC and to the Director, Office of Graduate Medical Education.

House Officers are also encouraged to discuss issues that require attention or resolution regarding their educational experience with their Chief Residents, Training Program Directors and with the Pharmacist-in-Chief.

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**HOPPD FOR PHARMACIST RESIDENTS REVIEW / APPROVAL**

The House Officer 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 Pharmacist in Chief.

Electronically Approved:

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

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

Charles James, PharmD, BCPS-ID, FCSHP
Director, PGY2 Infectious Disease Specialty Pharmacy Residency Program

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

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

Ashley Feist, PharmD, BCPS
Director, PGY2 Solid Organ Transplantation Specialty Pharmacy Residency Program

Paul Hansen, PharmD, BCACP
Director, PGY2 Transitions of Care Specialty Pharmacy Residency Program
Director, PGY2 Internal Medicine (2018-2019)

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

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

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Associate Dean, Skaggs School of Pharmacy and Pharmaceutical Sciences