

# VA New Jersey Health Care System: PGY1 Pharmacy Residency Requirement Overview

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1. **Description:**

The VA New Jersey Health Care System PGY1 Pharmacy Residency is a full-time, temporary appointment of 1 year in duration. Appointment is within the Federal government and residents are therefore subject to all regulations and requirements of the Federal system.

2. **VA NJHCS PGY1 Pharmacy Residency Purpose Statement:**

The purpose of the VA New Jersey Health Care System PGY1 Pharmacy Residency Program is to build on the Doctor of Pharmacy (Pharm.D.) education and outcomes. The residency will contribute to the development of clinical pharmacists responsible for medication-related care of patients with a wide range of conditions and to prepare graduate pharmacists for the practice of pharmacy as exemplified by the concepts of pharmaceutical care. Upon completion of the PGY1 program, the resident will be eligible for board certification and a postgraduate year two (PGY2) pharmacy residency training program.

3. **Qualifications:**

PGY1 Pharmacy Residents must possess:

- a. U.S. citizenship.
- b. Doctor of Pharmacy degree from an ACPE-accredited program. PGY1's must submit official transcripts documenting proof that this degree has been awarded, prior to the start of the residency.
- c. Demonstrated academic achievement and extracurricular activities that reflect the resident's leadership potential and dedication to the practice of pharmacy.

4. **Human Resource (HR) Requirements:**

Prior to joining, the HR department will contact the resident with additional details about VA orientation and the start of the residency. The following forms will be required and can be accessed at <http://www.va.gov/OAA/app-forms.asp>

- a. VA application form 10-2850d, Application for Health Professions Trainees
- b. VA form OF-306, Declaration for Federal Employment
- c. Appointment Affidavits form SF61
- d. Request for Personal Identity Verification Card
- e. Questionnaire for Non-Sensitive positions (Human Resources will contact you with instructions)
- f. VA Mandatory Training for Trainees

5. **Sexual Harassment and Discrimination Policies:**

The VA New Jersey Health Care System has a zero tolerance policy for any form of discrimination and sexual harassment. Residents will receive specific information on policies and procedures during orientation.

6. **Benefits:**

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- a. Annual Stipend: estimated: \$46,512
  - b. Annual Leave (AL): 4 hours per pay period (13 days per year)
  - c. Sick Leave (SL): 4 hours per pay period (13 days per year)
  - d. Federal Holidays: 10 paid Federal Holidays
  - e. Leave Without Pay (LWOP) and Family Medical Leave Act (FMLA): Residents are entitled to pre-approved, unpaid leave for FMLA per national policy, however extended periods of leave that would require an extension of the residency program are subject to approval through VA Central Office
  - f. Administrative leave: Authorized absence may be approved for VA authorized travel, including interviews for PGY2 residencies or employment provided request meeting VA requirements.
  - g. Health/Life Insurance: Pharmacy residents are eligible to participate in the Federal Employees Health Benefit (FEHB) and the Federal Employees Group Life Insurance (FEGLI) Programs. Residents are responsible for paying a portion of the insurance. More information is available at:[http://www.opm.gov/insure/federal\\_employ/index.asp?ProgramId=1](http://www.opm.gov/insure/federal_employ/index.asp?ProgramId=1)
  - h. Liability Insurance: Residents are covered by the “Public Officers Law” and will not need any practice liability insurance during the residency. While performing within their scope of practice and in conformance with VA rules and regulations, the VA, will cover all liability issues. The only risk would be if the resident exceeds their scope of practice or violate VA policies.
  - i. Employee Assistance Program: Getting appropriate support early can prevent difficult situations which may severely interfere with a resident completing the requirements of the program and getting a residency certificate. See: <http://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/>
  - j. Other: Free parking, pager, medical media and copying services, work area with access to appropriate technology.
7. **Licensure:**
- a. Licensure from a recognized State Board of Pharmacy. PGY1 Residents are **required** to take the North American Pharmacy Licensure Examination (NAPLEX®) and Multistate Pharmacy Jurisprudence Exam (MPJE®) as soon as they are deemed eligible by the state board, preferably **prior** to starting the residency.
  - b. It is expected that all residents complete licensure requirements, in the state(s) of their choice, by **October 1<sup>st</sup>** of the academic residency year
  - c. Failure to obtain a license to practice pharmacy by the specified date will result in the following disciplinary actions:
    - i. The RPD will meet with the resident to discuss the failure of meeting the licensure requirements. The RPD and resident will determine a plan of action to successfully complete their licensure requirements.

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- ii. Failure to obtain a license to practice pharmacy by **December 1<sup>st</sup>** will result in termination of the residency.

## 8. Duty Hours:

- a. Residents are expected to spend sufficient time at the practice site. The resident is expected to be onsite for 40 hours per week and to perform activities related to the residency as necessary to meet the goals and objectives of the program. Work hours are dependent upon the requirements of the assigned area. While the minimum work day is considered to be 8 hours, additional time may be necessary based upon patient care responsibilities. While not required to sign in, each resident is expected to be at work as per expectations. Additional time is expected to complete assignments and projects in a timely manner. Residents may also be expected to attend other residency-related conferences or experiences off site during regular working hours.
- b. The VANJHCS PGY1 Pharmacy Residency will adhere to the ASHP Duty-Hour Requirements for Pharmacy Residencies: <http://www.ashp.org/DocLibrary/Accreditation/Regulations-Standards/Duty-Hours.aspx>
  - i. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities. Moonlighting hours will be counted towards the 80 hours
  - ii. Residents must be provided with one day in seven free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call
  - iii. Residents should have 10 hours free of duty between scheduled duty, and must have at a minimum 8 hours between scheduled duty periods
  - iv. Residents will report any additional hours worked outside of the residency to the Residency Program Director for review and determination of compliance with the ASHP duty hour guidelines

## 9. Pharmacy Practice (Staffing) Responsibilities:

Pharmacy Practice is a required, longitudinal, learning experience for PGY1 residents. Residents will staff approximately 24 hours per month which may include evenings, nights and weekends, in addition to additional hours during the days as deemed appropriate by the RPD. This learning experience will begin immediately following completion of the Orientation Learning Experience. Residents are not compensated beyond their residency stipend for required staffing hours.

## 10. Leave:

- a. The pharmacy department must be notified for any planned leave.
- b. Leave should be approved by the primary preceptor(s) and the Residency Program Director (RPD).

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- c. For unplanned leave (sick leave, emergency annual leave) resident must notify preceptor and RPD. Resident must also call in and speak with a supervisor prior to request unplanned leave. Texting or emailing are not sufficient to request unplanned leave.
- d. Any absences beyond annual leave, leave for national meetings, compensatory leave, and reasonable sick leave must be approved by the Residence Program Director and may require additional time be added to the end of the planned residency year
- e. Opportunity to extend the program with pay will depend on the decision of the VA Central Office regarding extending the funding.
- f. If a resident is unable to complete the residency due to extended leave, this may result in dismissal from the program.

### **11. Non-VA Employment:**

- a. While the residency is a full time commitment and includes a component of Pharmacy Practice/Staffing, residents may also work outside the VA New Jersey Health Care System if it does not conflict with residency responsibilities, performance, and time commitment.
- b. Additional work hours will be reported to the RPD. All Non-VA staffing hours will be in compliance with the Pharmacy Specific Duty Hours Requirements for the ASHP Accreditation Standards for Pharmacy Residencies.
- c. The RAB will monitor the resident's progress during the residency program and evaluate the impact outside employment has on residency performance.

### **12. Requirements for Certificate of Completion for the PGY1 Residency Program:**

The VANJHCS shall recognize those pharmacists who have successfully completed the residency program by awarding an appropriate certificate. No certificate shall be issued to any individual who has failed to complete the hospital's prescribed program. ASHP's responsibility is to survey our residency program for accreditation and monitor our site for compliance with standards. The hospital's responsibility is to award the certificate of residency to individuals who successfully complete the program.

Requirements for successful completion of the residency include:

- a. Successful completion of all ASHP PGY1 Pharmacy Residency Requirements
- b. Successful completion of all learning experiences
- c. Successful teaching activities
  - a. Journal Club
  - b. Case Presentation
  - c. Other In-services As Assigned
- d. Completion of BLS and ACLS
- e. Participation in recruitment of residents
- f. Compliance with all institutional and departmental policies
- g. Successful completion of all assigned projects including but not limited to:
  - a. Major Project

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- 1) Manuscript suitable for publication
- 2) Present results at professional meeting
- b. MUE
- c. Policies/Guidelines
- d. Residents will be evaluated using PharmAcademic. By the end of the residency final rating of goals must be:
  - a. No goals rated Needs Improvement
  - b. Score of Achieved on 80 % of goals
  - c. No goals rated final scores < Satisfactory Progress
- e. Completion of all required evaluations within 7 days of due date.
- f. Completed resident Notebook/Portfolio must be turned in to the residency program director and/or in Pharmacademic
- g. Receive clearance (includes turning in lab coats, keys, pagers, etc) as appropriate

### 13. **Pharmacy Resident Probation/Dismissal and/or Withdrawal Policy:**

A pharmacy resident may be placed on probation, dismissed, or voluntarily withdrawn from the program should there be evidence of their inability to function effectively or put patients at risk. Examples which would require action include, but are not limited to the following:

- a. Behavioral misconduct or unethical behavior that may occur on or off station premises.
- b. Unsatisfactory attendance
- c. More than one unsatisfactory performance evaluation or rotations
- d. Improper use or theft of government equipment including breeches of cyber security.
- e. Mental impairment caused by mental disorder or substance abuse.
- f. Poor performance despite a corrective action plan.
- g. Violation of VA policies

#### Responsibilities:

##### Preceptor:

- a. Document unsatisfactory performance of a pharmacy resident in writing and review with the resident at the terminal evaluation conference for the rotation.
- b. Documenting in writing any unethical or unprofessional behavior that would warrant formal counseling or disciplinary action.
- c. Documenting in writing any actions the resident may have taken that risk the patient's health or causes endangerment to any patient or personnel.

##### RPD:

- a. Counsel the resident at the time of the first instance of unsatisfactory performance.
- b. Notify the resident verbally and in writing, after the second instance of unsatisfactory performance, of their probationary status.
- c. Notify the resident verbally and in writing, of dismissal, upon receipt of the recommendation of the Residency Advisory Board (RAB).

##### RAB:

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- a. Call a special disciplinary meeting to review the documentation provided by the preceptor or any other significant documentation that pertains to the case(s).
- b. Make recommendation based upon the evidence provided that the resident is placed on probation, dismissed, or that no action be taken.
- c. Seek the concurrence of the Chief, Pharmacy Service, on its recommendation.

### Procedures:

- a. The preceptor will provide the RPD with a written evaluation, documenting any unacceptable performance or actions. The resident will receive counseling and feedback on how to improve performance. The first unsatisfactory appraisal will not result in probation.
- b. Upon receipt of a second unsatisfactory evaluation or evidence of unprofessional conduct or actions, RPD will call an Ad Hoc RAB meeting to determine appropriate action. Action may be placing the resident on probation for four weeks, or additional counseling will be suggested. These actions must receive the approval of the Chief, Pharmacy Service.
- c. Upon receipt of additional unsatisfactory evaluations, evidence of unprofessional or unethical conduct, or absence without leave (AWOL), RPD will call an Ad Hoc Residency Advisory Board meeting to discuss appropriate actions. Actions will be either dismissal or additional probation. The Board's actions will have the concurrence of the Chief, Pharmacy Service.
- d. Actions that the RAB deem necessary will be communicated to the resident both verbally and in writing by the residency director within 24 working hours.
- e. At any time, a resident may submit a two-week notice of resignation to the RPD.

### **For more information, please contact:**

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