

# Pharmacy Residency Program

## Recruitment and Selection of Residents

### Background

The pharmacy residency programs at The Brooklyn Hospital Center serve a culturally, ethnically, and socially diverse patient population. We are pleased to have had a historically diverse residency population.

In addition to the candidate eligibility requirements outlined in residency directory listings, this policy serves as guidance for unbiased, equitable recruitment and selection of residents.

### Commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA)

We recognize that diversity enriches our program, enhances patient care, and contributes to the overall success of our healthcare system. Our commitment to DEIA is an integral part of our recruitment policy, and we strive to create a setting where all individuals can thrive, regardless of their background, identity, or abilities. By adhering to the principles outlined below, we aim to create an environment that reflects the diversity of the patients we serve and prepares our residents to excel in an increasingly diverse healthcare landscape.

- **Diversity:** We actively seek a diverse group of residents to join our program through participating in a wide range of recruitment efforts. We value diversity in all its forms, including but not limited to race, ethnicity, gender, sexual orientation, religion, socioeconomic background, disability status, and veteran status. We believe that a diverse cohort of residents brings unique perspectives, experiences, and talents that can improve patient care and advance the pharmacy profession.
- **Equity:** We are dedicated to promoting equity in our recruitment process. As outlined in the policy above, we ensure that our application, interview, and selection processes are fair, unbiased, and free from discrimination. We recognize that individuals may face barriers that affect their access to opportunities, and we are committed to addressing these disparities.
- **Inclusion:** Inclusivity is a cornerstone of our program. We foster a welcoming and inclusive environment where all residents feel valued, respected, and heard. We actively seek feedback from residents and provide resources and support to create a sense of belonging for everyone (refer to Residency Policy R-011).
- **Accessibility:** We are committed to providing reasonable accommodations to ensure that individuals with disabilities can fully participate in our recruitment process, provided the critical services of the 24-hour, in-house, Pharmacotherapist-on-Call program can be maintained (refer to Residency Policy R-001).
- **Continuous Improvement:** We continuously assess and improve our recruitment policies and practices to ensure they align with ASHP Standards and meet DEIA goals. All preceptors engage in ongoing education and training to increase awareness and understanding of DEIA issues within our program.

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<b>Written by:</b> Karina Muzykovsky, PharmD, BCCCP PGY1 Residency Program Director, Assistant Director of Pharmacotherapy <b>Revised by:</b> RDiGregorio		<b>Approved by:</b> Robert DiGregorio, PharmD, FNAP Chief Pharmacotherapy Officer	
<b>Replaces:</b> none	Reviewed: 3/2024	<b>Revised:</b> 4/2024	<b>Pages:</b> 2

- **Accountability:** We hold ourselves accountable for upholding our DEIA commitments. Training on established mechanisms for reporting and addressing any concerns related to discrimination, harassment, or bias within the institution is required of all employees on an annual basis.

To continue fostering diversity in our programming, we make sure to purposefully factor this into our recruiting efforts for both resident and preceptor/specialist positions. To accomplish this, our recruitment includes outreach to HBCUs and/or Colleges and Schools of Pharmacy to participate in our showcases. We also send job posting to the same contacts. If the program reciprocated and invited us to participate in their showcases, we would do so.

During the candidate screening process, we strive to use objective criteria in order to minimize any potential bias. To the extent possible, candidate interview materials are blinded for review (cases, critical thinking evaluation). Candidates are also evaluated holistically to include: community service and extracurricular activities, in conjunction with traditional measures of academic achievement (e.g., GPA, test scores, APPEs)

Policy

1. Application review

- a. Applications are reviewed (Appendix A: Application Assessment Rubric) for pre-APPE GPA<sup>†</sup>, other degrees held, strength and diversity of direct patient care rotations, work experience, extracurricular activities, scholarship, strength of letter of intent and letters of reference.
- b. Each application undergoes two\* individual reviews (resident, and preceptor/residency program director) and invitations for interviews are extended based on achieving a predetermined minimum average score.
- c. To be eligible for licensure in New York State, applications are screened to ensure candidates are or will be graduates of ACPE accredited (or pending) schools of pharmacy OR that candidates have a Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate from the NABP.
- d. To be eligible for a PGY2 residency, candidates must have completed or be in the process of completing an ASHP-accredited or candidate-status PGY1 residency.
  - i. Verification of PGY-1 residency certificate will be completed within 30 days of starting PGY-2 through graduate tracking in PharmAcademic (preferred), direct communication with PGY-1 residency program director, or PGY-1 certificate of completion.
  - ii. If verification occurs through a format other than graduate tracking in PharmAcademic, documentation of verification must be retrievable.
  - iii. Failure to have the PGY-1 residency certificate verified within 30 days of starting the PGY-2 program shall result in dismissal from the program.

2. Attestation statement

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- a. Interviews will be extended to select candidates based on initial application review. When signing up for an interview date and time, candidates will be asked to sign an attestation statement confirming their eligibility as outlined above, along with review of the residency manual and policies online.
- 3. Selection of residents
  - a. The candidates' auto ranks incorporate their scores on the application rubric, average interview score (Appendices B-D: Interview Rubrics), and patient case.
  - b. Residency Advisory Committee (RAC) members further discuss the candidates and generate final ranking based on personal experience with candidates from rotations, research, etc.
- 4. PHASE II procedures are fairly similar with the exception of only one preceptor reviewer completing the application assessment rubric.
- 5. Early Commitment (refer to Residency Policy R-010)

† For candidates from schools with pass/ fail scoring for didactic courses, a good faith effort is made to reach out to the school's Dean of Students in order to obtain the student's overall ranking.

\* If scores vary by more than three points between reviewers, the application undergoes a 3<sup>rd</sup> review.

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