



The Brooklyn Hospital Center

Pharmacy Residency Program | The Remedy is Experience

Pharmacy Residency Program Early Commitment Process Policy & Procedures

Policy:

Current PGY-1 pharmacy residents will have the opportunity to commit to a PGY-2 program position at The Brooklyn Hospital Center (Ambulatory Care & Infectious Diseases) or LIU Pharmacy at The Brooklyn Hospital Center (Ambulatory Care & Emergency Medicine) in advance of the matching process.

Procedure:

1. The PGY-1 pharmacy resident must be in good standing with the residency program and hospital to be considered for early commitment to any of the PGY-2 pharmacy residency programs. Residents who are currently in the midst of any disciplinary action and/or under probation are ineligible.
2. The PGY-1 resident must submit the following to the respective Residency Program Director (RPD) no later than the first of October:
 - a. Letter of Intent
 - b. Curriculum Vitae
3. Interviews for internal candidates will be conducted by the following:
 - a. PGY-2 RPD
 - b. Senior Director of Pharmacy
 - c. PGY-2 residency preceptors within the program
 - d. Physicians
4. The interview will consist of:
 - a. Q&A session with RPD and residency preceptors
 - b. Q&A session with current PGY-2 resident(s)
 - c. Clinical case
5. The RPD will inform the PGY-1 resident candidate(s) of the final decision within 10 working days of the interview.

Policy Name: Early Commitment Process		Date Approved: 8/25/2017	Policy #: R-010
Written by: Elise Kim, PharmD, BCACP, BC-ADM		Approved by: Robert DiGregorio, PharmD, BCACP Sr. Director, Pharmacotherapy Services	
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6. If the PGY-1 resident is selected for the position and wishes to accept, he/she will have up to 5 working days to sign and return the residency program’s acceptance letter to the RPD.
7. Upon completion of #7, the American Society of Health-System Pharmacists (ASHP) Resident Matching Program Letter of Agreement form will be signed by both the prospective PGY-2 resident and residency program director. This form will be sent to the National Matching Program (“the Match”) prior to the ASHP Midyear Clinical Meeting in December. In signing this form, the resident agrees to the following:
 - a. The resident will not make any commitments to or contracts with any other program for PGY-2 training in the following residency year
 - b. The resident will withdraw from the Match if already registered
 - c. The resident will not submit a Rank Order List for the Match if already registered
 - d. If the resident has not already registered for the Match, then the resident will not register for the upcoming year’s Match
8. If the interested PGY-1 resident is not selected for early commitment, he/she is permitted to re-apply for the PGY-2 position during traditional interview process through PhORCAS and National Matching Program.

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