



The Brooklyn Hospital Center

Pharmacy Residency Program | The Remedy is Experience

Pharmacy Residency Program Resident Staffing in the Pharmacy Policy & Procedures

Staffing Policy

In order to fully participate in the medication-use process each resident will undergo orientation and training in the distributive functions of the pharmacy. During the first week of July, residents will attend an orientation to staffing from the hours of 08:00 to 17:00. This will occur on days when the resident is not on call or post call. In order to ensure that the resident can report to the pharmacy by 08:00, they will not be required to attend sign out that morning. During this orientation week, the resident will demonstrate basic competencies in the order entry and review process, oral and parenteral compounding and dispensing, automated dispensing systems, medication safety, and performance improvement activities.

Prior to obtaining licensure within New York, the resident will “shadow” the order verification process and learn the basics on how to properly staff as a hospital pharmacist. Following licensure in New York State, each PGY-1 resident shall enter/verify medication orders autonomously. In order to help with the training process each resident shall attend to staffing duties in the pharmacy for four hours per week, separate from any on-call/post-call duties. These hours will conclude after rotation duties (i.e 16:00-20:00). Once residents have obtained licensure and proper staffing training, they will begin to staff short-call on Saturdays. The anticipated start date for short call is by mid-September.

Nutrition Policy

All residents (PGY1/PGY2) will attend a total parenteral nutrition (TPN) review during orientation. It is expected that all residents are competent in entering TPN orders.

TPN orders will be entered on Saturdays by the PGY2 resident on call when the short call PGY1 is not licensed in New York. From then on, PGY1 residents will be expected to enter/verify TPN orders while fulfilling other short call duties.

TPN orders will be entered on Sundays by the PGY1 resident on call, and verified by a licensed pharmacist..

Procedure

1. Residents shall complete an orientation to staffing within the first week of July.
2. The Clinical Pharmacy Manager will make a list of staffing options available weekly to all of the PGY1 residents (July – October)

Policy Name: Resident Staffing in the Pharmacy	Date Approved: October 2009	Policy #: R-006
Written by: Robert DiGregorio, Pharm.D. Director, Pharmacotherapy Services	Approved by: Robert DiGregorio, Pharm.D. Sr. Director, Pharmacotherapy Services	
Replaces: R-001 section C.3.	Revised: 8/2017 Reviewed: 8/2017	Page: 1 of 2

3. Each PGY1 resident shall be assigned a four hour staffing shift once weekly in the first quarter of residency..
4. Starting in the second quarter, PGY1 pharmacy residents will begin short call work duties on Saturdays in the emergency department satellite pharmacy.
5. Staffing times may overlap with regular business hours, or with hospital holidays, with the permission of the resident's preceptor of the month and the Residency Program Director.
6. Duty hours are limited to 80 hours per week, on average, inclusive of all in-house on-call activities and staffing.
7. Residents are not permitted to leave the pharmacy to attend to other residency related matters while staffing.
8. Staffing duties will include but are not limited to the following, as outlined in the rotation syllabus:
 - a. Order entry/verification
 - b. IV admixture/TPN preparation
 - c. Checking orders filled by staff pharmacist, technician, or intern
 - d. Resolving outstanding problems
 - e. Preparing any special compounding items
 - f. Conduct medication reconciliation
 - g. Provide discharge counseling

Policy Name: Resident Staffing in the Pharmacy	Date Approved: October 2009	Policy #: R-006
Written by: Robert DiGregorio, Pharm.D. Director, Pharmacotherapy Services	Approved by: Robert DiGregorio, Pharm.D. Sr. Director, Pharmacotherapy Services	
Replaces: R-001 section C.3.	Revised: 8/2017 Reviewed: 8/2017	Page: 2 of 2