

Pharmacy Residency Program Early Commitment Process Policy & Procedures

Policy:

Current PGY1 pharmacy residents will have the opportunity to commit to a PGY2 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 PGY1 pharmacy resident must be in good standing with the residency program and hospital to be considered for early commitment to any of the PGY2 pharmacy residency programs. Residents who are currently in the midst of any disciplinary action and/or under probation are ineligible.
2. The PGY1 resident must submit the following to the respective Residency Program Director no later than the fourth Friday of October:
 - a. Letter of Intent
 - b. Curriculum Vitae
3. Interviews for internal candidates will be conducted by the following:
 - a. PGY2 residency program director
 - b. Senior Director of Pharmacy
 - c. PGY-2 residency preceptors within the program
4. The interview will consist of:
 - a. Q&A session with residency preceptors
 - b. Q&A session with current PGY2 resident(s)
 - c. Clinical case
5. The residency program director will inform the PGY1 resident candidates of the final decision within 10 working days of the interview.
6. If the PGY1 resident is selected for the position, they will have at least 5 working days to make their final decision and sign the American Society of Health-System Pharmacists (ASHP) Resident Matching Program Letter of Agreement form, along with the residency program director.

Policy Name: Early Commitment Process		Date Approved: 8/2017, 9/2024	Policy #: R-010
Written by: Elise Kim, PharmD, BCACP, BC-ADM Revised by: Rebecca Cope, PharmD, MPH, BCACP		Approved by: Robert DiGregorio, PharmD, FNAP Chief Pharmacotherapy Officer	
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7. The ASHP Resident Matching Program Letter of Agreement form must be sent to the National Matching Program 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 sign contracts with any other program for PGY2 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 PGY1 resident is not selected for early commitment, they are permitted to re-apply for the PGY2 position during the traditional interview process through PhORCAS and the National Matching Program.

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