

## **Delayed Progression Policy**

Purpose: to define the process for TTUHSC-affiliated residents to complete their residency program after the pre-designated completion date of July 1. There are 2 types of delayed progression: 1) delayed progression due to medical condition or personal circumstance, or 2) delayed progression due to failure to complete residency requirements

### **Procedures:**

1. Medical condition or personal circumstance
  - a. Residents may request a period of leave without pay to attend to a medical illness or personal circumstance.
  - b. Formal request for leave without pay should only be undertaken if expected time on leave exceeds allotted vacation and sick leave time accrued during residency year.
    - i. If there is insufficient vacation or sick leave to cover the time period of absence, the resident should request leave without pay. Residents provided benefits through their respective hospitals instead of TTUHSC should refer to their individual hospital's human resources policies & procedures.
      1. If the resident has been a TTUHSC employee for greater than 12 months (2<sup>nd</sup> year resident), FMLA policy will be enacted and benefits will be maintained up to 12 weeks.
      2. If the resident has been a TTUHSC employee for less than 12 months, the TTUHSC paternity leave policy (HSC OP 70.01) will be enacted.
        - a. If the absence without pay is less than 1 month, the resident will only be responsible for paying their portion of benefits.
        - b. If the absence without pay exceeds 1 month, the resident is responsible for paying the entire portion of benefits (employee plus state portion) in order to maintain benefits coverage.
  - c. Residents are expected to make up all of the hours missed and complete all of the required residency activities once they return to work to obtain a residency certificate. Pharmacy residency graduation date may be extended beyond July 1<sup>st</sup> to accommodate fulfilling these requirements. If a resident requires an extended graduation date, salary and benefits would be resumed until completion of the residency is achieved.
  - d. Elective rotations and rotation order previously chosen cannot be guaranteed once the resident returns to work.
2. Failure to complete residency requirements
  - a. If a deficiency in the ability to complete major components of the residency program is identified due to lack of knowledge base, time

management skills, or other reasons, program directors should follow the observational status procedures in the disciplinary policy.

- i. Observational status is a step that may be utilized prior to probation. It is the duty of the Program Director for each residency to establish a mechanism for evaluating the performance of the trainees, including written progress reports to the residents. In the event a resident's clinical or educational performance is found to be unsatisfactory, the Program Director should meet with the resident at the earliest possible date, outlining in writing the deficiencies, how they are to be corrected, and the time span in which this correction is to occur. Copies of this written plan will be sent to the Vice Chair of Residency Programs, the Chair of Department of Pharmacy Practice, and the Regional Dean. If after a specified amount of time progress has not been made, the resident may be placed on probation.
  - ii. If the remedial plan for correcting these deficiencies requires an extended period of residency time (beyond July 1<sup>st</sup> of the following year), the resident will be required to work without additional pay in order to achieve the lacking competencies and be awarded a residency certificate of completion.
3. Failure to pass the pharmacy board examination
  - a. If a non-licensed pharmacy resident fails to pass their national and/or state board licensure examination, the Program Director and Vice Chair of Residency Programs should be notified immediately.
  - b. The resident's rotation schedule may require amendment to remove the resident from direct patient care activities or to place the resident under a more supervised environment of a licensed pharmacist preceptor.
  - c. The resident will retake the licensure examination at the earliest possible opportunity.
    - i. If the resident fails the national licensure examination (NAPLEX) for a second time, the resident would be dismissed from the residency program.
    - ii. If the resident passes the licensure examination, the resident will be placed back into all required duties within the residency program. Elective rotations and rotation order previously chosen cannot be guaranteed once the resident returns to full duties.
    - iii. If the resident cannot achieve all of the objectives/competencies of the residency program prior to July 1<sup>st</sup>, the resident will be required to work without additional pay in order to achieve the lacking competencies to be awarded a certificate.
  - d. If a pharmacy resident licensed in another state fails to pass their state law examination or if reciprocity of their licensure takes a significantly long period of time (licensure beyond August of the residency year), depending on the hospital facility the resident is training at, duties may require amendment until full licensure in the state of Texas can be obtained.

- i. If the resident fails the state law examination, the resident should take the examination again at the earliest possible opportunity.
- ii. Once the resident successfully passes the state law examination, full duties will be resumed. If the resident cannot achieve all of the objectives/competencies of the residency program prior to July 1<sup>st</sup>, the resident will be required to work without additional pay in order to achieve the lacking competencies to be awarded a certificate.
- iii. If the resident fails the examination for a second time, the resident will be placed under probation status at the discretion of the program director.