Pharmacy Residency Information Session

Steven Pass, PharmD, MSEd, FCCM, FCCP, FASHP, BCPS
Professor and Vice Chair for Residency Programs
Dallas Campus Regional Dean

AND

Krystal L Edwards, PharmD, FCCP, BCACP
Professor and Associate Dean for Career Development

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Pharmacy
Topics to Cover

• General information about residencies
• Review the important websites
• Discuss the PHORCAS system for residency applications
• Review contents and clinical pearls about creating your Curriculum Vitae
• Writing a meaningful letter of intent
• How to select letter of recommendation writers
PGY-1 Residency Purpose Statement

- PGY1 pharmacy residency programs build on Doctor of Pharmacy education and outcomes to contribute to the development of clinical pharmacists responsible for medication-related care of patients with a wide range of conditions, eligible for board certification, and eligible for postgraduate year two (PGY2) pharmacy residency training.
PGY-1 Residency Purpose Statement

development of clinical pharmacists
medication-related care of patients with a wide range of conditions
board certification for PGY2
Types of PGY-1 Residencies

• Post Graduate Year 1 (PGY-1)
  – Pharmacy Practice
  – Community
  – Managed Care

• 24 month programs
  – Combined PGY-1 and PGY-2
    • Pharmacotherapy
    • Drug information
    • Informatics
    • Administration (typically include MS or MBA degree)
PGY-2 Residency Purpose Statement

• Build on Doctor of Pharmacy (PharmD) education and PGY1 pharmacy residency programs to contribute to the development of clinical pharmacists in advanced or specialized practice.

• Provide residents with opportunities to function independently as practitioners by conceptualizing and integrating accumulated experience and knowledge and incorporating both into the provision of patient care that improves medication therapy.

• Residents who successfully complete an accredited PGY2 pharmacy residency should possess competencies that qualify them for clinical pharmacist and/or faculty positions and position them to be eligible for attainment of board certification in the specialized practice area (when board certification for the practice area exists).
PGY-2 Residency Purpose Statement

- Build on Doctor of Pharmacy (PharmD) education and PGY1 pharmacy residency programs to contribute to the development of clinical pharmacists in advanced or specialized practice.
- Provide residents with opportunities to function independently as practitioners by conceptualizing and integrating accumulated experience and knowledge and incorporating both into the provision of patient care that improves medication therapy.
- Residents who successfully complete an accredited PGY2 pharmacy residency should possess competencies that qualify them for clinical pharmacist and/or faculty positions and position them to be eligible for attainment of board certification in the specialized practice area (when board certification for the practice area exists).
Types of PGY-2 Programs

• Critical care
Types of PGY-2 Programs

- Ambulatory care
- Cardiology
- Clinical Pharmacogenetics
- Critical care
- Emergency medicine
- Geriatrics
- Health-System Administration and Leadership
  - Community
  - Specialty
- Infectious diseases
- Informatics
- Internal Medicine
- Investigational Drugs and Research
- Medication Use Safety and Policy
- Neurology
- Oncology
- Palliative Care / Pain management
- Pediatrics
- Pharmacotherapy
- Pharmacy Outcomes and Healthcare Analytics
- Population Health Management and Healthcare Analytics
- Psychiatry
- Solid Organ Transplantation
Residency Accreditation

- ASHP Commission on Credentialing
  - Formal peer-review process
  - Based on accreditation standards
  - Involvement from other pharmacy organizations
    - AACP
    - ACCP
    - AMCP
    - APhA
Questions

How do I find if programs are accredited?

Should I avoid programs that are not accredited by ASHP?
Why should I do a residency?

• Advantages in the job market
  – Pre-requisite
  – Preference over non-residency trained applicants

• Developing a professional network
  – Co-residents
  – Preceptors
  – Administrators

• Professional development
  – Experience multiple practice setting at one location
  – Continual feedback to improve clinical skills

https://www.ashp.org/Professional-Development/Residency-Information/Student-Residency-Guide
What will I do in a residency?

• Required competencies:
  – Direct patient care
    • Inpatient care
    • Primary / Ambulatory care
  – Advancing Practice and Improving Patient Care
    • Drug information, MUEs, projects
  – Leadership and management
    • Departmental, self-evaluation
  – Teaching, Education, and Dissemination of Knowledge
    • Presentations, CE program, in-services, precepting
How will I complete the competencies?

• Concentrated learning experiences
  – Similar to P4 rotation schedule
  – Longitudinal (year long) experiences
• Residency project
• Drug information
• Administration
• Formal presentations and in-services
• Teaching
• Professional meetings
Other Residency Activities

- **Staffing**
  - 1-2 weekends a month is typical

- **Teaching**
  - Precepting students on rotation
  - Participation in small group discussions (i.e. case studies)

- **In-services, journal clubs, formal presentations**
  - Pharmacy, nursing, and medical staff

- **Code Blue Team participation**

- **On-call program participation**
  - 24-hour in-house or off-site pager
What is the average annual salary of a pharmacy resident?

a) $0  
b) $15,000  
c) $30,000  
d) $45,000
Residency Benefits

- Stipend $40,000 to $50,000 annually
- Benefits
  - Health insurance
  - Retirement investment opportunities
  - Vacation & sick leave
  - Lab coats, business cards, discounts to bookstores or athletic events, parking
  - Malpractice insurance
  - Computer & photocopy access
  - Travel money for meetings
Question

What GPA is required to apply for a pharmacy residency?

a) 100
b) 95
c) 90
d) 85
e) 80
Frequently Asked Questions

• What are some key qualifications?
• How important are grades?
• Can I only do a residency immediately upon graduation?
• How many residencies should I apply to?
Key qualification examples**

• Grades
• Letters
  – Letter of Intent
  – Letter of recommendation
• Goals / interests
• Work experience

• Presentations
• Honors / awards
• Leadership
• Publications
• Volunteer work
• Community service

**in no particular order

https://www.ashp.org/Professional-Development/Residency-Information/Residency-Program-Directors/Helpful-Tools
Residency Search Considerations

• Geographical considerations
  – Are you willing to relocate?

• Interest areas
  – Does the program have specialists or specialty residencies in these areas?

• Size of program
  – How many residents?

• Types of practitioners
  – Faculty versus clinical pharmacists
How to find programs

• On-line resources
  – SOP Office of Residency Programs website:
    • https://www.ttuhs.edu/pharmacy/residencies/studentlinks.aspx
  – ASHP residency directory
    • https://accreditation.ashp.org/directory/#/program/residency
  – ACCP residency and fellowship directory
    • https://www.accp.com/resandfel/index.aspx

• ASHP Midyear Clinical Meeting
  – Virtual – more information to follow
## Residency Showcase Opportunities

<table>
<thead>
<tr>
<th>Dates</th>
<th>Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 23-24</td>
<td><strong>Tennessee Residency Showcase</strong> (Virtual)</td>
</tr>
<tr>
<td>September 24–27</td>
<td><strong>TSHP 2020 Annual Seminar</strong> (Virtual Registration Deadline, September 11)</td>
</tr>
<tr>
<td>October 12-13</td>
<td><strong>TTUHSC SOP Career Fair</strong> (Virtual)</td>
</tr>
<tr>
<td>October 19-30</td>
<td><strong>ACCP Annual Meeting</strong> (Virtual)</td>
</tr>
<tr>
<td>October 23</td>
<td><strong>ASCP Residency Showcase</strong> (Virtual)</td>
</tr>
<tr>
<td>November 6</td>
<td><strong>Annual UHCOP Residency Showcase</strong> (Virtual)</td>
</tr>
<tr>
<td>November, Date TBA</td>
<td><strong>APhA-ASP Midyear Regional Meetings – Region 6: Dallas, TX</strong></td>
</tr>
<tr>
<td>November, Date TBA</td>
<td><strong>DFW Area Residency Showcase</strong></td>
</tr>
<tr>
<td>December 6-10</td>
<td><strong>Midyear 2020 Clinical Meeting</strong> (Virtual)</td>
</tr>
</tbody>
</table>
Application process

• Standardized application process
  – Basic demographics
  – Verified transcripts
  – Letter of intent
  – CV
  – References
  – Extracurricular information
  – Program supplemental information (optional)

• Opens late October/early November
• Fees: $100 for first 4 programs
  – Additional are $40 each
• https://portal.phorcas.org/
Application deadlines

• Late December to mid-January

• Most programs by January 15

• Pay close attention!
  – Programs may extend deadlines
  – Late applications will not be accepted
On-site / virtual interview

• Programs will invite you to interview on-site
  – Prepare for virtual interviews in 2021
  – Stay tuned for virtual interview prep sessions

• Little to no monetary support
  – May offer for you to stay with a current resident

• Prepare for a long day
  – Read up on the program and institution
  – Professional dress
  – Professional behavior
    • Turn off cell phones
  – Take notes
On-site / virtual interview

• Prepare for common interview questions
  – Make sure you know answers (esp. on CV)
  – Email presentation in advance and/or bring copies of slides as handouts
  – ALWAYS ask questions, even if already asked another person at the program

• Send thank you letters after interview
  – Program director
  – Also consider preceptors / residents
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 9:30 am</td>
<td>Breakfast with Residency Program Director</td>
</tr>
<tr>
<td>9:30 – 10:15 am</td>
<td>Interview with Director of Pharmacy</td>
</tr>
<tr>
<td>10:15 – 11:00 am</td>
<td>Interview with ICU Clinical Specialist</td>
</tr>
<tr>
<td>11:00 – 11:30 am</td>
<td>Interview with Drug Information Specialist</td>
</tr>
<tr>
<td>11:30 am – 1:00pm</td>
<td>Lunch and Tour with current residents</td>
</tr>
<tr>
<td>1:00 – 1:30 pm</td>
<td>Presentation</td>
</tr>
<tr>
<td>1:30 – 2:00 pm</td>
<td>Interview with Medicine Clinical Specialist</td>
</tr>
<tr>
<td>2:00 – 2:30 pm</td>
<td>Interview with Infectious Disease Clinical Specialist</td>
</tr>
<tr>
<td>2:30 – 3:00 pm</td>
<td>Interview with Pediatrics Clinical Specialist</td>
</tr>
<tr>
<td>3:00 – 3:45 pm</td>
<td>Panel interview</td>
</tr>
<tr>
<td>3:45 – 4:15 pm</td>
<td>Wrap up with Residency Program Director</td>
</tr>
</tbody>
</table>
Residency Match

• Designed to reduce pressure on the applicant
• Equality for all programs
• Binding agreement between the program and the applicant
• Important dates:
  – November 3, 2020      Registration opens
  – December 31, 2020     Registration deadline*
  – March 5, 2021        Phase I rank order lists due
  – March 19, 2021       Phase I match day
  – April 7, 2021        Phase II rank order lists due
  – April 14, 2021       Phase II match day

https://natmatch.com/ashprmp/schedule.html
2020 Match Statistics: PGY-1

Number of applicants in the match = 6185
Positions offered = 3924
Positions filled = 3904 (63%)

• The good news:
  – 94% of matched applicants got their 1\textsuperscript{st} or 2\textsuperscript{nd} choice
What if you don’t match

• Phase II match
• Residency scramble process
• Consider working for 1-2 years, and then reapply
Curriculum Vitae

HOW TO SELL YOURSELF ON PAPER ...
CV Basics

• This is a representation of your professional career
• Highlights you!
• Make sure you know what’s on it
• Order of contents of CV should reflect individuals’ strengths and take into consideration experiences necessary for each position applying for
  • Not identical to each other’s’
• Use action words when describing experiences
• Reverse chronological order
Set Up

• PDF – review for appropriateness when convert
• Maintain a one-inch margin at the top and bottom of each page
• Font: Black ink only
  – Conservative, 11-12 size font throughout (except name may be larger to stand out - 14-16)
  – Calibri
  – Georgia
  – Times New Roman
  – Helvetica
  – Verdana
  – Cambria
  – Arial
Contents of CV

- Name as title
- Contact information
- Education
- Specialized Training / Professional Licensure / Certification
- Work experience
- Clinical rotation experiences
- Teaching experiences
- Publications / Posters
- Research experience / Scholarly activities
- Presentations
- Awards and Honors
- Professional memberships and leadership
- Professional activities / Community service
Education

- **Degree completion dates or anticipated completion date**
- **Major**
- **Institution attended**
  - *GPA (personal preference and not required)*

**EDUCATION**

Doctor of Pharmacy - *Anticipated May 2020*  
8/17-present  
Texas Tech University Health Sciences Center (TTUHSC)  
Jerry H Hodge School of Pharmacy (SOP)  
Dallas, TX

Bachelors of Science in Chemistry  
8/13-5/17  
Texas Tech University  
Department of Biochemistry & Chemistry  
Lubbock, TX
Professional Licensure and Certifications

- Include licensure and certification numbers
- Date of certification and Expiration if applicable
- Who sponsored certification/licensure

Texas Pharmacy Intern Certification (license # 25552) 9/18 - Present
  - Certified by Texas State Board of Pharmacy (TSBP)

CPR/AED Certification 8/17 - Present
  - American Heart Association

Student Pharmacist Immunizer - Anticipated May 2019 8/17 - Present
  - Texas Tech University HSC JHH SOP
Professional (Work) Experience

• Title of position
• Dates of employment
• Name of organization, location
• Supervisor (optional, but may be a good reference)
• Description of experience, responsibilities, and achievements
Pharmacy Intern – Sam’s Club Pharmacy #363 9/18-present
Dallas, TX
Supervisor: Susan Preceptor, Pharm.D.
• Counsel patients on new medications
• Call physicians and accept new phone prescriptions
• Obtain manager training for community retail pharmacy

Pharmacy Technician – CVS Pharmacy #1234 5/16-8/18
Abilene, TX
Supervisor: Brent Value, Pharm.D.
• Assisted with OTC medication selection
• Input and processed prescriptions

Teaching Assistant – Chemistry 101 Lab Instructor 9/15-12/15
• Taught weekly chemistry labs three days a week for 1 semester; 30 students per session
• Wrote exam questions and proctored weekly lab practicals
• Graded lab assessments
Verbs – Past vs. Present
- If past job – use past tense verbs
- If current position – use present tense verbs

Descriptions
- make them meaningful or don’t include
- be consistent
- NMT 3-4 max
Professional (Work) Experience

• Okay to include “past life”/non-pharmacy employment if shows:
  – Transferable skills
  – Leadership
  – Highlights unique abilities
Clinical Rotations

• Rotation name
• Site (name and city/state)
• Preceptor (don’t forget titles; ex. BCPS, FCCP, BCACP)
• Brief description, highlighting accomplishments
  – May bring out in interview
  – No more than 3-5 bullet points per rotation
• Include those completed and future

• Can include P1-P2 years but may not need significant description (do not use SHADOW)
• Recommend for dates - month/year with small notation

*Rotations Conducted in 6 Week Intervals
Clinical Rotations

Advanced Ambulatory Care  
Aug – Sept 2020

Krystal Edwards, Pharm D, FCCP, BCACP

Veterans Affairs North Texas Health Care System - Fort Worth Outpatient Clinic: Fort Worth, Texas

• Provided chronic disease state management including documentation and development of pharmacologic and nonpharmacologic interventions
• Educated patients about their disease states, medications and non-pharmacological methods of management
• Presented a diabetes patient education session and created a patient education handout

Journal Clubs, Topic Discussions, and Drug Information Questions – optional
as standard requirement of a rotation – THINK UNIQUE
Clinical Rotations

Advanced Geriatric Pharmacotherapy July – Aug 2020

Kalin Clifford, Pharm D, BCPS, BCGP

Veterans Affairs North Texas Health Care System - Community Living Center: Dallas, Texas

• Performed monthly and new CMS admission medication reviews for rehabilitation patients
• Participated in interdisciplinary rounds to provide clinical pharmacy recommendations
• Counseled patients on medications, herbals, and immunizations
• Created monitoring tool to identify patients who qualified for varicella zoster vaccination
Teaching Experience
(may be under professional experience)

- Title of instructor level
- Course name & School (address)
- Supervisor
- Brief description

Teaching Assistant – Anatomy Lab Instructor 9/17-11/17
Texas Tech University Health Sciences Center School of Pharmacy
Amarillo, TX
Supervisor: Paul Lockman, Ph.D.
- Taught weekly cadaver anatomy labs to 150 first year pharmacy students
- Wrote assessment questions for 4 exams and 10 quizzes
- Proctored weekly anatomy lab practicals
In the Spring you can add Capstone course:

Capstone NAPLEX Review
Cardiology Medications
Presented with another student name here
• Created and facilitated a two-hour active learning NAPLEX review session
Publications / Posters

- List all publications in AMA style
- Include newsletters, case reports, original research


• Poster presentations


*** These will set you apart!!!


Research Experience

• List any research experiences
  – Ongoing projects
    • IRBs or QIs
  – Lab technician or project information
  – Data collection experience
  – Mentor (not required)

• Describe role on project
• Describe research skills developed

• Same as professional experience example

*** These will set you apart!!!
**Scholarly Activities**

(similar to research and could be in either place)

- List involvement in special projects and activities

- **DUE projects**

  *** These will set you apart!!!

<table>
<thead>
<tr>
<th>Scholarly Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isoproterenol – Medication Use Evaluation</td>
<td>Aug 2019</td>
</tr>
<tr>
<td>Methodist Charlton Medical Center</td>
<td></td>
</tr>
<tr>
<td>Dalbavancin use in Osteomyelitis – Data Collection</td>
<td>Aug 2019</td>
</tr>
<tr>
<td>Methodist Charlton Medical Center</td>
<td></td>
</tr>
<tr>
<td>Novolin 70/30 and NPH – Medication Use Evaluation</td>
<td>Aug 2019</td>
</tr>
<tr>
<td>Methodist Charlton Medical Center</td>
<td></td>
</tr>
</tbody>
</table>


8/18-present

Faculty Mentors: Jon Altrude, MD & Stephen F Franks, Pharm.D., BCPS

- Responsibilities included:
  - Developed and designed experiments to test novel biomarkers for disease signatures and therapeutic outcome in human subjects.
  - Collected, analyzed, and interpreted experimental data and prepared, edited and submitted 2 abstracts and manuscripts for presentation and publication.
  - Taught 4 other students and laboratory staff on how to use experimental devices and prepared 2 students for poster presentations.
Presentations

• List:
  – Titles
  – *Type, Audience, Location
  – Dates (similar to rest of CV)

• Include academic presentations to highlight communication skills
  – *Grand Rounds, seminars, in-services, P&T presentations
    • Make sure you are familiar with these in case you are asked questions
    • If you include Journal Clubs – You must know them inside and out and be prepared to answer questions
Presentations

Common inhalers for asthma and COPD
In-service presented to PA and MD student volunteers
Union Gospel Mission Free Clinic

From protecting to rebuilding: a look at emerging remyelination strategies in Multiple Sclerosis
Grand Rounds presented to Pharmacy Faculty and Pharmacy Students at TTUHSC School of Pharmacy, Dallas, TX

Nov. 2019
“Let’s EXTEND the talk about TPA”
ACPE quality 40-minute presentation
Presented to pharmacy faculty and pharmacy students
TTUHSC School of Pharmacy – Dallas, Texas

Oct. 2019
“Tug of War: Systemic Corticosteroids in Sickle Cell Disease and Asthma”
Patient case presented to seven pharmacists
Children’s Medical Center – Dallas, TX
Awards and Honors

• **Awards**

• **Competition placement**
  – Ex. 1st Place in TTUHSC School of Pharmacy Clinical Skills Competition

• **Scholarships**
  – Include criteria

• **Achievements (ex. Dean’s List)**
  – Include rationale (ex. maintained GPA>3.5)

• **Recognitions (ex. Rho Chi Honor Society)**
### HONORS & AWARDS

**Dean’s List – Maintain GPA > 94.5/100**  
TTUHSC Jerry H. Hodge School of Pharmacy  
2016 – 2019

**Clinical Pharmacy Challenge Top 64 Finish**  
American College of Clinical Pharmacy (ACCP)  
Sep 2019

**Clinical Pharmacy Challenge 1st Place**  
ACCP Texas Tech Student Chapter  
Aug 2019

**Pharmacy Curriculum Outcomes Assessment (PCOA) Achievement Scholarship**  
TTUHSC Jerry H. Hodge School of Pharmacy  
Apr 2019

**First Runner-Up Clinical Skills Competition**  
Texas Society of Health-System Pharmacists  
Apr 2019

**School of Pharmacy Endowed Scholarship**  
TTUHSC Jerry H. Hodge School of Pharmacy  
2018 – 2019

**Scholarship Honors – GPA > 3.0 for P2 and P3 Year**  
Kappa Psi Pharmaceutical Fraternity Inc.  
May 2018
Professional Memberships

• List membership in organizations
  – National, State, Local, Student/school

• Leadership positions held and committee involvement (dates)
  – Can list in a separate section to highlight these skills/achievements
  – If listed together be sure to highlight leadership and committee involvement
Professional Membership and Leadership

Texas Tech Society of Health-System Pharmacists 8/16- present
   Community Service Committee Chair 5/19- present

Texas Society of Health-System Pharmacists 8/16- present

American Society of Health-System Pharmacists 8/16– present

Panhandle Society of Health-System Pharmacists 8/16- present

University of Texas American Chemical Society 9/13-5/16
   Treasurer 9/15-5/16

Acts of Kindness, University of Texas 10/13-5/16
<table>
<thead>
<tr>
<th>Period</th>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Oct. 2017 – Present | **Phi Lambda Sigma Pharmacy Leadership Society (PLS) – Beta Pi**  
*President*  
President**  
*President-Elect*  
Leadership Committee  
Membership Committee |  
Oversee committee works and develop appropriate correspondence  
Conduct monthly meetings with faculty and students  
Coordinate multi-campus system events  
Managed membership rejections through personal one-on-one meetings and offered possible solutions for future membership  
Led selection committee that reviewed pharmacy student applications  
Organized and delegated new member selection process and selection meeting  
Coordinated the annual ‘Leadership Series’  
Coordinated with PLS members and faculty to plan the annual Leadership Retreat  
Collaborated and presented with faculty about humility in the work place  
Delegated and organized the PLS selection meeting  
Compiled applicant information into a concise presentation for members to vote  
Coordinated information through applications and emails |
Profession and Volunteer Activities

• List/describe volunteer and community service activities
  – Activities with student organizations
  – Health Fairs or other screenings
  – Local, state, or national levels
    • May want to include a description of events as well
Profession and Volunteer Activities

Medication Cleanout 11/18
• Collected medications from participants
• Separated controlled medications from non-controlled medications
• Administered surveys and entered into system

TTUHSC School of Pharmacy Health Fair 9/18
• Helped conduct free health screenings at TTUSOP – Blood pressure, BMI, cholesterol, and blood sugars

Texas Tech School of Pharmacy Leadership Retreat 8/17
• Identified personal strengths weaknesses, and leadership abilities
• Participated in activities to build upon current leadership skills
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun. 2019</td>
<td><strong>Camp New Horizons – American Diabetes Association</strong></td>
</tr>
<tr>
<td></td>
<td>Dallas, TX</td>
</tr>
<tr>
<td></td>
<td>Medically supervised type 1 diabetic children during camp</td>
</tr>
<tr>
<td></td>
<td>Calculated insulin to carb ratio’s and bolus doses</td>
</tr>
<tr>
<td></td>
<td>Camp counselor for the five to eight-year-old group</td>
</tr>
<tr>
<td>Feb 2019</td>
<td><strong>Texas Pharmacy Day at the Capital</strong></td>
</tr>
<tr>
<td></td>
<td>Texas Pharmacy Association – Austin, Texas</td>
</tr>
<tr>
<td></td>
<td>Lobbied on current pharmacy issues with legislators and staff</td>
</tr>
<tr>
<td>Jun. 2018</td>
<td><strong>Medical Relief Trip</strong></td>
</tr>
<tr>
<td></td>
<td>FIMRC – Restauración, Dominican Republic</td>
</tr>
<tr>
<td></td>
<td>Provided medications to families living in remote villages</td>
</tr>
<tr>
<td></td>
<td>Designed a health fair with manual blood pressure readings, glucose checks, and general health education</td>
</tr>
<tr>
<td>Sept. 2017</td>
<td><strong>Pharmacy School Interviews</strong></td>
</tr>
<tr>
<td></td>
<td>TTUHSC School of Pharmacy – Amarillo, Texas</td>
</tr>
<tr>
<td></td>
<td>Assisted faculty members in interviewing prospective P1 pharmacy candidates</td>
</tr>
<tr>
<td></td>
<td>Collaborated with various faculty members to make decisions on scoring</td>
</tr>
<tr>
<td></td>
<td>Hosted a Q&amp;A session for students during interview</td>
</tr>
</tbody>
</table>

**TTUHSC School of Pharmacy Leadership Retreat 8/17**

- Identified personal strengths weaknesses, and leadership abilities
- Participated in activities to build upon current leadership skills
References

• Usually do not put at the end but have as a separate page and available upon request
More CV Basics

• List dates for each activity
  – Use similar format for dates throughout
    • All right or left hand column

• Use consistent headers/footers throughout
  – Name and page #
    • Not on first page

• Explain abbreviations or avoid using if too many

• Look at co-curricular (standards 3 & 4) for wording and “buzz phrases”
CV - Clinical Pearls

• **Avoid** excessive lines, graphics, shading, etc.

• **Spelling or grammatical errors**
  – *Proof, proof, proof . . . . then proof again!!*
  – Have numerous people review
    • Peers, faculty members, preceptors
    • At least 2 people review
CV - Clinical Pearls

• Ensure your curriculum vitae is easy to read (i.e., information is presented in a logical order and is easy to understand overall)

• Make sure you include correct and complete titles or all supervisors/preceptors (potential references)
Letters of Intent

HOW TO SELL YOURSELF ON PAPER – PART 2
Letter of Intent (LOI)

- Written by a student or resident who is trying to sell himself to a program to get a residency position or job.
- The purpose is a “sales pitch.” You are selling yourself and your abilities.
  - Highlights your qualifications and interests/goals for the program.
- Explaining how you match the program and what you can contribute to the program.

Adapted from: http://www.howtudothings.com/hobbies/a4531-how-to-write-a-letter-of-intent.html
LOI – Should Answer

1. Why are you pursuing residency
2. Why their specific residency program is a top choice
3. Your goals during a residency
4. Which of your skills and experiences will help you be successful in the program
5. Your future plans after residency (and how the training and experiences in this program will help you achieve those goals)

https://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/PharmacyResidencyWritingALetterOfIntent.pdf
LOI – Rationale/Research

• Goal: get an onsite interview

• How: highlight aspects of your candidacy relative to the position and program

• Compliments and elaborates on your CV

• What is the program looking for:
  – Appropriate skills, abilities, and experiences for the residency program
  – Good communication skills
  – Your goals and interests match and complement what the program offers
YOUR FIRST IMPRESSION OPENS AND CLOSES DOORS OF OPPORTUNITIES

#Artherosheus

YOU WILL NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION.

- WILL ROGERS

To find out your real opinion of someone, judge the impression you have when you first see a letter from them.

- Arthur Schopenhauer
LOI - Content

• Motivation for the position
  – Career goals covered
  – Matches programs strengths

• Shows you did research for program
  – Program’s goals and opportunities → specific facts and details

• Personalized to each program

• Flows logically and shows personal interest/insight
Date

Name of RPD (or coordinator)
Address

Dear Dr. __________,

LETTER CONTENT

Sincerely,

(3 lines blank for signature)

Your name typed out
LOI - Intro

• It should be addressed to a particular individual – typically the Residency Program Director (RPD) or sometimes coordinator
  – Be sure you have the correct and full address
LOI - Content:

Paragraph 1

• Introduce yourself, state position, explain how found and why applying (show effort for research into program)
  – “I am writing to express my interest in applying for the _____ ‘s PGY-1 pharmacy practice residency. This program has a strong reputation in ... OR I am applying to this program because...”
  – If you learned specific details about the position during a preliminary discussion include the details of what drew you to this program or what made you apply specifically for this position in this paragraph.
  • at during a residency showcase or by email or phone discussion
• Highlight your strengths, achievements, and experiences that match the program
  – State what are your strengths (i.e. what can you bring to the program)
    • Specify exactly what strengths you have that would make this the optimal program for you (highlight accomplishments both in your CV and in addition to what is in your CV)

• Include brief description of career goals (short & long term)
  – Include PGY2 residency
  – Clinical Pharmacist in (specialty field and location)
  – Certifications (ex. BCPS, CDE, CGP, etc.)
  – Adjunct faculty or faculty member
• **Strengths:**
  – Your clinical background experience
    • Ex. interested in cardiology → had internal medicine rotation, ambulatory care with cardiology, took cardiology elective course, etc.
    • Will have completed 12 six-week rotations which have taken place over my third and fourth years of education
  – Honor and awards
    • Why these make you unique/different
• Strengths:
  – Leadership and overall organizational involvement
    • How this experience will help in residency
    • Explain if you want to continue to be involved in professional organizations and/or community service in the future (including during residency)
  – Research/scholarly activities
    • How this experience will help in residency
Paragraph 4

• Why you think you match their program and can help to improve it or prosper in it.
  – What did you like about their program?
    • Specific rotations or broad experience of rotations and/or opportunities for electives
    • Teaching opportunities
    • Presentations
    • Research
    • Affiliations with schools, hospitals, clinics, etc.
  – If possible explain how each of these you highlighted will help you meet your goals and improve you
• Closing – reinforce interest in position, indicate why you are a good fit, and thanks reader
  – Thank you for your time and efforts in reviewing my application materials. I appreciate your consideration for this PGY1 residency position at ________ as I feel I would contribute a high degree of commitment and motivation to the program. I am a strong leader with good clinical skills and feel I am great fit for your program. I look forward to hearing from you soon.
LOI - Content Overall

• Paragraph 1 – brief introduction & why/where applying
• Paragraphs 2 & 3 – may be combined: goals and strengths
• Paragraphs 4 – how you match program & are good fit
• Paragraph 5 – brief closing

Make it as personable and individualized as possible!!
LOI - PERSONALIZE

• After you write one, you basically have a template which should only need about 1-2 paragraphs which will need to be re-written per letter

• Make sure to tailor the letter to the specific program
  – You do not want to send a generic letter!!
  – Should be writing something different for each place depending on what interests you
  – Make sure information to check names of programs and person/address it is to if use same format for each
LOI – DO’s

• Proofread
  – Ask others to read for clarity and content
• Don’t be too verbose; keep concise
• Sell yourself
• List information about yourself that meets the requirements of the position
• Use action words to highlight your qualifications
• One page
• DO NOT:
  – Be generic
  – Use bullets, lists, graphics, etc.
  – Use “buzz words”
  – Repeat CV *(compliments & expands upon)*
  – Be unprofessional with tone or style
  – Include long/detailed childhood, personal, and pre-pharmacy school experiences/information
  – Overuse “I” and “my” statements
Examples

• Sakai – Professional Affairs – Helpful Docs and Links: CV, Resume, and Interview guidance

https://elearn.ttuhscl.edu/x/82kyQ7
Letters of Recommendation

WHO CAN HELP ME GET THE RESIDENCY I WANT?
Letters of Recommendation

• Who to ask
  – Does the program ask for specific people?
  – Who can best highlight how well-rounded you are?
  – Who can highlight your clinical abilities?
  – Who can highlight your leadership, community service, and overall professional involvement?
  – Who have you impressed?
Letters of Recommendation

• Someone that can speak to your best capabilities/qualities in the program you are applying to.
  – P4 preceptor(s) ➔ clinical skills, professionalism and work ethics
    • Faculty or residency preceptor usually preferred unless preceptor is involved in residency interviews/application process
  – Faculty advisor for organization you were leader in or highly involved ➔ highlight leadership & professionalism
  – Mentor (someone identified early on in school) ➔ overall experience/character
Letters of Recommendation

– **Faculty member** *(needs to know you well and interacted professionally with along with knowing residencies) ➔ overall experience/character*

– **Direct supervisor** on a project ➔ character/work ethics

– **Employer** *(caution: may or may not be able to highlight skill set for residency program) ➔ character/work ethics*
Letters of Recommendation

• Ask if the person will write you a positive letter and if they have ample time to write it
  – Give at least 2-3 weeks to write
• What materials do they need?
• When do they need it by?
  – Be sure to ask early and give time, especially around the holidays
Letters of Recommendation

- **Standardized grid**

<table>
<thead>
<tr>
<th>Program</th>
<th>Residency Program Contact Information</th>
<th>Application Due Date</th>
</tr>
</thead>
</table>
| Name of Institution  
University of Colorado Hospital  
Type of Residency:  
PGY-1  
Pharmacotherapy  
Has opportunity for PGY-2 in:  
Critical Care  
Number of residents: [4] | Holly Phillips, Pharm.D.  
Residency Director  
University of Colorado Hospital  
Department of Pharmacy, Mail Stop F757  
Leprino Building  
12401 E. 17th Avenue  
Aurora, CO 80045  
Telephone: 720-848-6974  
Email: holly.phillips@uch.edu | 01/02/2019 |

Notes:  
Level of interest:  
This part is key to individualization of letters
Letters of Recommendation

• Remember to thank them after they submit

• Keep them up to date on your progress
  – Where did you get interviews
  – How did the interview go (optional)
  – How are you ranking (optional)
  – Where did you match
Summary
Sakai – Professional Affairs site

• Resources
  – Residency Information
    • Showcase Information
    • Programs
    • Letters of Intent
    • Letters of recommendation
  – CVs/Interviews/LOIs
TTUHSC SOP Residency Site

Timeline

• See “General Information Residency Applicant Month-By-Month Timeline”
  – Posted on site for “Tips for Obtaining Your Ideal Residency Position”
Career Fair: Oct 12th & 13th

• Residency Prep Sessions
• Residency Showcase Prep session
• Residency Showcase
• LOI Workshop
• CV/LOI Reviews
• Interviewing Skills session

• Fellowships
  – CV, Midyear, etc. prep
  – Rutgers session
Conclusion

• Be prepared
• Talk to everyone that will listen
• Have fun with the process
• GOOD LUCK!

• Contact us anytime
  – steven.pass@tthusc.edu
  – krystal.edwards@ttuhsc.edu