Pharmacy Residency Information Session

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Dallas Campus Regional Dean

AND

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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
• Writing a meaningful letter of intent
• Review contents and clinical pearls about creating your Curriculum Vitae
• How to select letter of recommendation writers

Roadmap to Residency: P4 Timeline

**STEP 1**
AUGUST OR (AHE)

- Identify individuals to write a letter of recommendation on your behalf (typically 3)
- Search ASHP directory for accredited residency programs
- View additional resources: Student Residency Guide

**STEP 2**
SEPTEMBER

- Update CV using ASHP's CV Development Page
- Work on cover letters; letters of intent
- Begin asking for letters of recommendation

**STEP 3**
OCTOBER

- Register to attend the ASHP Midyear Clinical Meeting
- Select programs to visit at the Residency Showcase
- Consider registering for Personal Development Services (PDS)

**STEP 4**
NOVEMBER

- Review information about the Match and navigating PHORCAS
- Complete PHORCAS and The Match
- Finalize CV & Letter of Intent
- Request transcript(s) from your school(s) to be sent to PHORCAS

**STEP 5**
DECEMBER

- Attend the ASHP Midyear Clinical Meeting
- Check residency programs' application deadlines & required documents
- Upload all documents to PHORCAS
- Submit residency applications through PHORCAS

**STEP 6**
JANUARY

- Submit any remaining residency applications
- Prepare for Residency Interviews with ASHP
  - InterviewStream: ASHP’s virtual mock interview platform
  - Interview Skills Packet for Residency Candidates
  - Video and Phone Interview Best Practices
- Programs will contact applicants for scheduling on-site or virtual interviews
- Begin interviews

**STEP 7**
FEBRUARY

- Complete interviews
- Narrow residency choices for rank order lists
- Review instructions for rank order lists & obtaining match results

**STEP 8**
MARCH

- Submit Rank order list for Phase II Match
- Receive Phase II Match outcome
- Begin Phase II Match: unmatched candidates utilize PHORCAS to search/apply to open positions
- Submit residency applications for Phase II Match
- Complete Phase II interviews

**STEP 9**
APRIL

- Submit Rank order list for Phase II Match
- Receive Phase II Match outcome
- Post Match Process begins: Unmatched applicants and programs with unfilled positions are free to contact each other for non-match positions

**STEP 10**
JULY

- Most residencies begin

PGY1

P4
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?

• 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?

• Learning experiences
  – Similar to P4 rotation schedule
  – Longitudinal (year long) experiences
• Residency project
• Drug information responses
• 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
Question

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
• Plus benefits:
  – Health insurance
  – Retirement investment opportunities
  – Vacation & sick leave
  – Lab coats, business cards, discounts to bookstores or athletic events, parking
  – Malpractice insurance
  – Computer / printer 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.ttuhscc.edu/pharmacy/residencies/studentlinks.aspx
  – SOP Professional Affairs website:
    • https://elearn.ttuhscc.edu/portal/site/87f532b1-c709-4e85-869d-abe912db7eb9/tool/fa418c33-ea0c-4cef-ac4e-8b1320da5b3e?panel=Main
  – 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
  – Las Vegas, NV – more information to follow
## Residency Showcase Opportunities

<table>
<thead>
<tr>
<th>Dates</th>
<th>Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 13-14</td>
<td>TTUHSC SOP Career Fair</td>
</tr>
<tr>
<td>October 15-18</td>
<td><a href="https://www.accp.org">ACCP Annual Meeting</a> - San Francisco, CA</td>
</tr>
<tr>
<td>November 3-6</td>
<td><a href="https://www.ascp.org">ASCP Residency Showcase</a> - San Antonio, TX</td>
</tr>
<tr>
<td>November 4</td>
<td>UHCOP Residency Showcase – Houston, TX</td>
</tr>
<tr>
<td>November 14</td>
<td>DFW Area Residency Showcase – Dallas Methodist Hospital</td>
</tr>
<tr>
<td>December 4-8</td>
<td><a href="https://www.ashp.org">ASHP Midyear Clinical Meeting</a> - Las Vegas, NV</td>
</tr>
</tbody>
</table>
Application process

- Match registration: $160
- Standardized application process
  - Basic demographics
  - Verified transcripts
  - Letter of intent
  - CV
  - References
  - Extracurricular information
  - Program supplemental information (optional)
- Opens November 2
- Fees: $110 for first 4 programs
  - Additional are $43 each
- [https://portal.phorcas.org/](https://portal.phorcas.org/)
- [https://www.ashp.org/professional-development/residency-information/residency-program-resources/phorcas](https://www.ashp.org/professional-development/residency-information/residency-program-resources/phorcas)
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 possible virtual interviews in 2022

• 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>
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# Residency Match Schedule of Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Match step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>November 2, 2022</td>
<td>Applicant registration opens</td>
<td></td>
</tr>
<tr>
<td>December 31, 2022</td>
<td>Recommended deadline for registration</td>
<td></td>
</tr>
<tr>
<td>February 13, 2023</td>
<td>Phase I rankings open</td>
<td></td>
</tr>
<tr>
<td>March 2, 2023</td>
<td>Applicant registration deadline for Phase I</td>
<td></td>
</tr>
<tr>
<td>March 3, 2023</td>
<td>Phase I rank order lists due</td>
<td></td>
</tr>
<tr>
<td>March 15, 2023</td>
<td>Phase I match day</td>
<td></td>
</tr>
<tr>
<td>March 20, 2023</td>
<td>Phase II applications opens</td>
<td></td>
</tr>
<tr>
<td>March 27, 2023</td>
<td>Phase II rankings open</td>
<td></td>
</tr>
<tr>
<td>April 3, 2023</td>
<td>Applicant registration deadline for Phase II</td>
<td></td>
</tr>
<tr>
<td>April 4, 2023</td>
<td>Phase II rank order lists due</td>
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<td>Phase II match day</td>
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## Residency Match Key Dates

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[https://natmatch.com/ashprmp/schedule.html](https://natmatch.com/ashprmp/schedule.html)
Match Statistics

https://natmatch.com/ashprmp/stats.html
2022 Phase I Match Statistics: PGY-1

Number of applicants in the match = 5128
Positions offered = 4205
Positions filled = 3688 (71.9%)

- The good news:
  - 83% of matched applicants got their 1\textsuperscript{st} or 2\textsuperscript{nd} choice

https://natmatch.com/ashprmp/stats.html
What if you don’t match

• Phase II match
• Residency scramble process
• Consider working for 1-2 years, and then reapply
  – 203 (5%) matched applicants were pre-2021 graduates
Letters of Intent

HOW TO SELL YOURSELF ON PAPER – PART 1
Letter of Intent (LOI)

- Written to **sell** yourself to a program
- The purpose is a “sales pitch”
  - Marketing yourself and your abilities
  - Highlights for the program:
    - Qualifications
    - Interests
    - Goals
  - Explaining how you:
    - **Match** the program
    - What you can **contribute** to the program

Adapted from: http://www.howtodothings.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
   • How the training and experiences in this program will help you achieve those goals – i.e. how you match

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

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
  – Builds up your weakness/goals

• 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
LOI - Establishing Relationships

YOU

My skills

My experience

My professional passions and goals

EMPLOYER/ PROGRAM

Identified skills listed in posting

Experience requested

Organization/program’s mission and goals
LOI - Formatting

• Formal business letter
• Normal font
  – Style
  – Size
• Normal margins
• True signature (electronic upload acceptable)
• Not the time for ‘creativity’
• Don’t try to cram it onto 1 page with changing font and size → brevity w/specificity is key
LOI - Format
(formal letter)

Name of RPD (or coordinator)
Address

Dear Dr. ________,

LETTER CONTENT

Sincerely,

Date
LOI - Introduction

• 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
  – If you *really* don’t know ‘To whom it may concern’
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.
    • During a residency showcase or by email or phone discussion or from alumni/faculty
LOI – Content
Paragraphs 2 - 3

• Write about yourself

• Should be introspective

• What to cover:
  – Strengths
  – Achievements
  – Experiences
  – Goals
LOI - Content:
Paragraphs 2 - 3

• 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
  – Work experiences
• **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
  – Look at rotation evaluations
  – Ask family/friends
  – Are there a specific examples to illustrate these?
• **Goals:**
  
  – **Short term**
    • PGY2?
    • Practice site/Job
  
  – **Long term**
    • Management?
    • Certifications?
    • Teaching or precepting?
LOI - Content:
Paragraph 4

• Why you think you match their program?
  – 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.
LOI - Content:
Paragraph 4

• Why you think you match their program?
  – How will you improve or benefit the company or organization
• Consider their unique mission, vision, goals you could further
  – Patient population served?
  – Patient care initiatives?
  – If possible explain how each of these you highlighted will help you meet your goals and improve you
LOI - Content:
Paragraph 5

• 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 - Overview

Beginning
What are you applying for?
What do you know about the position or company?

Middle
Strengths
Achievements
Experiences
Career Goals
MATCH THEM

End
Reinforce the mutual benefit of your hiring
Thank reader

Make it as personable and individualized as possible!!
Check List – Does your LOI Answer?

1. What interests me about the program?
   a) How you learned about the program
   b) Unique attributes the program offers
   c) Explicitly state why you are interested in this program

2. Is this program a good fit for me?
   a) Why you want to do a residency
   b) How program will help meet or progress towards career goals (short and long term)
   c) How program will help with your interest area(s)

https://www.ashp.org/-/media/assets/new-practitioner/docs/writing-a-letter-of-intent.ashx
Check List – Does your CV Answer?

3. Am I a good fit for the program?
   a) Shows your value to program and institution by describing some of your skills, experiences, personality, etc. in more detail than the reviewer will find in the rest of your application
   b) Describe how your experiences and achievements have prepared you to be a successful pharmacy resident
   c) Tie in how you can contribute to the institution or department mission

https://www.ashp.org/-/media/assets/new-practitioner/docs/writing-a-letter-of-intent.ashx
• 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
LOI - AVOID

• DO NOT:
  – Be generic
  – Use bullets, lists, graphics, etc.
  – Use “buzz words”
  – Repeat CV (compliments & expands upon)
  – Be unprofessional with tone or style; no negative experiences (pharmacy is a small world)
  – Include long/detailed childhood, personal, and pre-pharmacy school experiences/information
  – Overuse “I” and “my” statements:
    • If excessive, consider how you can rephrase to capture the same meaning while eliminating some of those pronouns
Curriculum Vitae

HOW TO SELL YOURSELF ON PAPER ...
– PART 2
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 others’
- Use action words when describing experiences
- Reverse chronological order
Set Up

• PDF – review for appropriateness when convert
• Maintain a 1/2-1 in 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
  – Arial
  – Helvetica
  – Times New Roman
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 activities
- Professional memberships and leadership
- 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
Texas Tech University Health Sciences Center (TTUHSC)
Jerry H Hodge School of Pharmacy (SOP)
Dallas, TX

Bachelors of Science in Chemistry
Texas Tech University
Department of Biochemistry & Chemistry
Lubbock, TX
Professional Licensure and Certifications

(\textit{can be near education or end of document})

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

Texas Pharmacy Intern Certification (license # 25552) 
\hspace{2cm} 9/18 - Present
\hspace{2cm} -Certified by Texas State Board of Pharmacy (TSBP)

CPR/AED Certification 
\hspace{2cm} 8/17 - Present
\hspace{2cm} -American Heart Association

Student Pharmacist Immunizer - Anticipated May 2019 
\hspace{2cm} 8/17 - Present
\hspace{2cm} -Texas Tech University HSC JHH SOP
Descriptions

INCLUDE *(if able)*:

• Setting
• Issues you addressed
• Who you worked with
• Population you served
• Achievements/skills

https://career.ucsf.edu/sites/g/files/tkssra2771/f/wysiwyg/PharmacyCVEmploymentGuide.pdf
<table>
<thead>
<tr>
<th>Verbs – Past vs. Present</th>
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</thead>
<tbody>
<tr>
<td>• If past job – use past tense verbs</td>
</tr>
<tr>
<td>• If current position – use present tense verbs</td>
</tr>
</tbody>
</table>

**Descriptions**
- make them meaningful or don’t include
- be consistent
- NMT 3-4 max
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
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
Abilene, TX
Supervisor: Brent Value, Pharm.D.
- Assisted with OTC medication selection
- Input and processed prescriptions

Teaching Assistant – Chemistry 101 Lab Instructor
- 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
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 3-4 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 8/21-9/21

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

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 8/20-11/20
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
Publications / Posters

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


*** 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
• Examples:
  – DUE projects
  – Data collection role in study
  – Experiences in projects on rotations

*** These will set you apart!!!

Independent Research Project: Thoracic spinal cord lesions influence by the degree of cervical spine involvement in multiple sclerosis. 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.
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>
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</tbody>
</table>

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  • 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
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

Patient case presented to seven pharmacists
Children’s Medical Center – Dallas, Texas
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)
Awards and Honors

CVS Scholarship 8/19
  Criteria: GPA, professional service, leadership

Who’s Who Among Student in American Universities and Colleges 10/16

Dean’s Scholars Honors Program 8/16-5/19
  University of Texas
  Maintained GPA ≥ 3.5

Dean’s List 12/15-5/19
  University of Texas
  Maintained GPA ≥ 3.5
### Honors & Awards

<table>
<thead>
<tr>
<th>Award</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CVS Scholarship</strong></td>
<td>8/19</td>
<td>GPA, professional service, leadership</td>
</tr>
<tr>
<td><strong>Who's Who Among Student</strong></td>
<td>10/16</td>
<td></td>
</tr>
<tr>
<td><strong>Dean's Scholars Honors Program</strong></td>
<td>8/16 - 5/19</td>
<td>University of Texas</td>
</tr>
<tr>
<td><strong>Maintained GPA ≥ 3.5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dean's List – Maintain GPA &gt; 94.5/100</strong></td>
<td>2016 - 2019</td>
<td>TTUHSC Jerry H. Hodge School of Pharmacy</td>
</tr>
<tr>
<td><strong>Clinical Pharmacy Challenge Top 64 Finish</strong></td>
<td>Sep 2019</td>
<td>American College of Clinical Pharmacy (ACCP)</td>
</tr>
<tr>
<td><strong>Clinical Pharmacy Challenge 1st Place</strong></td>
<td>Aug 2019</td>
<td>ACCP Texas Tech Student Chapter</td>
</tr>
<tr>
<td><strong>Pharmacy Curriculum Outcomes Assessment (PCOA) Achievement Scholarship</strong></td>
<td>Apr 2019</td>
<td>TTUHSC Jerry H. Hodge School of Pharmacy</td>
</tr>
<tr>
<td><strong>First Runner-Up Clinical Skills Competition</strong></td>
<td>Apr 2019</td>
<td>Texas Society of Health-System Pharmacists</td>
</tr>
<tr>
<td><strong>School of Pharmacy Endowed Scholarship</strong></td>
<td>2018 - 2019</td>
<td>TTUHSC Jerry H. Hodge School of Pharmacy</td>
</tr>
<tr>
<td><strong>Scholarship Honors – GPA &gt; 3.0 for P2 and P3 Year</strong></td>
<td>May 2018</td>
<td>Kappa Psi Pharmaceutical Fraternity Inc.</td>
</tr>
</tbody>
</table>

*University of Texas*

*Maintained GPA ≥ 3.5*
Professional Activities

• List/describe professional service activities
  – Things done with school/orgs that are extra and add value to student life and patient care (not health fairs/patient education only)
    • Leadership Retreat
    • Student Interviews
    • Mission trips
    • Medical camps
    • Committee service/volunteerism at School/University
### Professional Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Title</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun. 2019</td>
<td>Camp New Horizons – American Diabetes Association</td>
<td>Dallas, TX</td>
<td>Medically supervised type 1 diabetic children during camp</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calculated insulin to carb ratio's and bolus doses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Camp counselor for the five to eight-year-old group</td>
</tr>
<tr>
<td>Feb 2019</td>
<td>Texas Pharmacy Day at the Capital</td>
<td>Texas Pharmacy Association – Austin, Texas</td>
<td>Lobbied on current pharmacy issues with legislators and staff</td>
</tr>
<tr>
<td>Jun. 2018</td>
<td>Medical Relief Trip</td>
<td>FIMRC – Restauración, Dominican Republic</td>
<td>Provided medications to families living in remote villages</td>
</tr>
<tr>
<td></td>
<td></td>
<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>Pharmacy School Interviews</td>
<td>TTUHSC School of Pharmacy – Amarillo, Texas</td>
<td>Assisted faculty members in interviewing prospective P1 pharmacy candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Collaborated with various faculty members to make decisions on scoring</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hosted a Q&amp;A session for students during interview</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Professional Membership and Leadership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Texas Tech Society of Health-System Pharmacists</strong></td>
<td>8/16- present</td>
</tr>
<tr>
<td>Community Service Committee Chair</td>
<td>5/19- present</td>
</tr>
<tr>
<td><strong>Texas Society of Health-System Pharmacists</strong></td>
<td>8/16- present</td>
</tr>
<tr>
<td><strong>American Society of Health-System Pharmacists</strong></td>
<td>8/16- present</td>
</tr>
<tr>
<td><strong>Panhandle Society of Health-System Pharmacists</strong></td>
<td>8/16- present</td>
</tr>
<tr>
<td><strong>University of Texas American Chemical Society</strong></td>
<td>9/13-5/16</td>
</tr>
<tr>
<td>Treasurer</td>
<td>9/15-5/16</td>
</tr>
<tr>
<td><strong>Acts of Kindness, University of Texas</strong></td>
<td>10/13-5/16</td>
</tr>
</tbody>
</table>
| Oct. 2017 – Present May 2019 – Present | Phi Lambda Sigma Pharmacy Leadership Society (PLS) – Beta Pi  
**President**  
- 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  
**President-Elect**  
- Led selection committee that reviewed pharmacy student applications  
- Organized and delegated new member selection process and selection meeting  
- Coordinated the annual ‘Leadership Series’  
**Leadership Committee**  
- Coordinated with PLS members and faculty to plan the annual Leadership Retreat  
- Collaborated and presented with faculty about humility in the work place  
**Membership Committee**  
- Delegated and organized the PLS selection meeting  
- Compiled applicant information into a concise presentation for members to vote  
- Coordinated information through applications and emails |
Volunteer/Community Service 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

  – Descriptions are optional
Volunteer Activities

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

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

11/18
9/18
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 good words for descriptions
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)
Examples

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

https://elearn.ttuhs.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?

  – BASICALLY: Who knows you best in a positive light?
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 13th & 14th

- Residency Prep Sessions
- Residency Showcase Prep session
- Residency Showcase
- LOI Workshop
- CV/LOI Reviews
- Interviewing Skills session
- Fellowships
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
  – Ashley.selby@ttuhsc.edu