RESIDENCY MANUAL

2019-2020
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INTRODUCTION

Dear Residents:

On behalf of the faculty and staff of the School of Pharmacy, I would like to welcome you to the Texas Tech University Health Sciences Center. We are looking forward to your time here with us, and are committed to providing an outstanding post-graduate residency training experience. This year we have 38 residents in a variety of PGY-1 and PGY-2 programs on our Abilene, Amarillo, Dallas/Fort Worth, and Lubbock campuses.

The Residency Programs at the TTUHSC School of Pharmacy are designed to produce well-rounded, independent pharmacists through experiences in clinical practice as well as in teaching, basic clinical research, and professional activities. All of our residency programs are ASHP-accredited, and therefore emphasize the development of pharmacy practice skills to improve patient care, advance practice and improve patient care, develop leadership and management skills, enhance teaching skills, and the dissemination of knowledge.

The individual residency program directors and preceptors have designed your training programs to emphasize the strengths of their practice sites and campuses, working towards our common goals. To develop practice skills, you will be delegated clinical responsibilities under the mentorship of your preceptors with a goal of independent practice excellence. To develop teaching skills, you will be given the opportunity to provide didactic course lectures, facilitate small group discussions, supervise laboratory courses, and precept both introductory (IPPE) and advanced pharmacy practice (APPE) experiential training. To develop scholarship skills, you will have the opportunity develop your problem solving skills and ability to interpret, generate, and disseminate knowledge by conducting a major research and a quality improvement project, developing a research manuscript, and presenting the findings at a state-wide professional meeting.

The year ahead of you will be very busy, but I am confident that you will greatly benefit from your residency program. The future of clinical practice depends on quality trained clinicians, and completion of a post-graduate training program is the next step in your journey towards advanced clinical practice.

I look forward to working with each of you over the upcoming residency year.

Sincerely,

Steven Pass, Pharm.D., FCCM, FCCP, FASHP, BCPS
Professor and Vice Chair for Residency Programs
Dallas Campus Regional Dean
Mission Statement, Vision, and Core Values
Texas Tech University Health Sciences Center School of Pharmacy
Department of Pharmacy Practice

Mission: Our mission is to enhance the lives of patients through innovation and excellence in education, practice, and research.

Vision: The Department of Pharmacy Practice strives for excellence in clinical practice, education and service. We embrace scholarship as a means to further the profession. Our graduates are the most qualified pharmacists to fulfill or exceed the demands of a rapidly changing health care environment.

Core Values:

As a department, we are:

1. Dedicated to the highest level of advanced clinical pharmacy practice in full partnership with those institutions with which we are affiliated

2. Focused upon educating the next generation of pharmacists through a learner-centered curriculum and by expanding post-graduate training opportunities and graduate education

3. Committed to scholarship in pharmacy practice and education

4. Embracers of innovation and the need to continually evolve in a dynamic health care and education environment

5. Consistently contributing to professional organizations through leadership and service activities

6. Committed to demonstrating and enhancing knowledge, skills, and attitudes through board certification and continuing professional development
Texas Tech University Health Sciences Center
School of Pharmacy
Organizational Chart

Robert L. Duncan
Chancellor

Ted L. Mitchell, M.D.
President

Charles Seifert
Senior Executive Associate Dean

Quentin R. Smith, PhD
Dean

Jannette Marek
Assistant Dean
Finance & Administration

ACADEMIC SERVICES
- Thomas Thakkurkara
Senior Associate Dean
Academic Affairs & Admissions
- Rebeca Slegers
Associate Dean
Curricular Affairs
- Sashim Shah
Associate Dean
Assessment & Accreditation
- Kymberly Edwards
Associate Dean
Career Development
- Kenna Payne
Associate Dean
Professional Development

RESEARCH
- Sanjay Srivastava
Associate Dean
for Sciences
- Centers of Excellence
- Blood Brain Barrier
- Cancer Biology
- Clinical Pharmacology
- Immunotherapeutics

ACADEMIC DEPARTMENTS
- Pharmacy Practice
- Eric McLaughlin
Department Chair
- Pharmaceutical Sciences
- Thomas Albinacato
Department Chair
- Immunotherapeutics & Biotechnology
- Sanjay Srivastava
Department Chair

REGIONAL CAMPUSES
- Thomas Thakkurkara
Regional Dean
Amesillo
- Sara Brasue
Regional Dean
Arlington
- Steven Pass
Regional Dean
Dallas/Ft. Worth
- Charles Seifert
Regional Dean
Lubbock

(Subject to Change) Source: https://www.ttuhsc.edu/pharmacy/administration/
2019-2020 Residency Chain of Command

Should any resident encounter a problem during the course of their resident activities, the following people should be contacted accordingly:

**Teaching Issues:** contact course team leader then your residency program director  
**Practice Issues:** contact your preceptor then your residency program director  
**Administrative Issues:** contact your residency program director then the Vice-Chair

Please feel free to contact your campus liaison or chief resident if you have any questions, comments or concerns about anything regarding your residency experience. We are all here to help.
Pharmacy Residency Program Purpose Statements

**PGY1 Pharmacy**
PGY1 pharmacy residency programs build on Doctor of Pharmacy (Pharm.D.) 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.

**PGY1 Community-Based Pharmacy**
To build upon the doctor of pharmacy (Pharm.D.) education and outcomes to develop community-based pharmacist practitioners with diverse patient care, leadership, and education skills who are eligible to pursue advanced training opportunities including postgraduate year two (PGY2) residencies and professional certifications.

**PGY2 Pharmacy**
PGY2 pharmacy residency programs build on Doctor of Pharmacy (Pharm.D.) education and PGY1 pharmacy residency programs to contribute to the development of clinical pharmacists in specialized areas of practice. PGY2 residencies 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 or other advanced practice settings. Residents who successfully complete an accredited PGY2 pharmacy residency are prepared for advanced patient care, academic, or other specialized positions, along with board certification, if available.
TTUHSC-affiliated PGY1 Residency Program Listing

- **[Tech-paid] PGY1 Community-based Pharmacy - Texas Tech University Health Sciences Center - School of Pharmacy**
  - Program Code: 74118
  - NMS Code: 272915
  - Residency Program Director: Deeatra Craddock, PharmD, BCACP
  - Email: deeatra.craddock@ttuhsc.edu

- **[Tech-paid] PGY1 Community-based Pharmacy - Texas Tech University Health Sciences Center School of Pharmacy - Lubbock**
  - Program Code: 74094
  - NMS Code: 264915
  - Residency Program Director: Staci L. Moss, Pharm.D., M.S., R.Ph, BCPS
  - Email: staci.moss@ttuhsc.edu

- **PGY1 Pharmacy - Baptist Saint Anthony's Hospital**
  - Program Code: 74068
  - NMS Code: 240613
  - Residency Program Director: Amber Elliott, Pharm.D., BCPS
  - Email: amber.elliott@bsahs.org

- **PGY1 Pharmacy - Covenant Health System**
  - Program Code: 74116
  - NMS Code: 272213
  - Residency Program Director: Shalyn Cox, Pharm.D., BCPS
  - Email: skcox@covhs.org

- **[Tech-paid] PGY1 Pharmacy - Texas Health Harris Methodist Hospital Fort Worth**
  - Program Code: 74074
  - NMS Code: 244613
  - Residency Program Director: Kaysey R Cloud, Pharm.D., BCPS
  - Email: kayseycloud@texashealth.org

- **[Tech-paid] PGY1 Pharmacy - Texas Health Presbyterian Dallas**
  - Program Code: 74350
  - NMS Code: 138613
  - Residency Program Director: Carla L Philmon, Pharm.D.
  - Email: carlaphilmon@texashealth.org

- **PGY1 Pharmacy - Texas Tech University Health Sciences Center - School of Pharmacy/Hendrick Medical Center - Abilene**
  - Program Code: 74003
  - NMS Code: 115513
  - Residency Program Director: Young Ran Lee, Pharm.D., BCPS, BCCCP
  - Email: young.lee@ttuhsc.edu
• **PGY1 Pharmacy - VA North Texas Health Care System Dallas**
  - Program Code: 74102
  - NMS Code: 182313
  - Residency Program Director: Christyn Mullen-Lee, Pharm.D., BCACP
  - Email: christyn.mullen-lee@va.gov

**TTUHSC-affiliated PGY2 Residency Program Listing**

• **PGY2 Ambulatory Care Pharmacy - Texas Tech University Health Sciences Center - School of Pharmacy/VA North Texas Health Care System Dallas**
  - Program Code: 74671
  - NMS Code: 581965
  - Residency Program Director: Lisa M. Chastain, Pharm.D., BCACP
  - Email: lisa.chastain@ttuhsc.edu

• [Tech-paid] **PGY2 Ambulatory Care Pharmacy - Texas Tech University Health Sciences Center School of Pharmacy - Amarillo**
  - Program Code: 74090
  - NMS Code: 777865
  - Residency Program Director: Les Covington, Pharm.D., BCPS, BCGP
  - Email: les.covington@ttuhsc.edu

• **PGY2 Critical Care Pharmacy - Texas Tech University Health Sciences Center - School of Pharmacy/VA North Texas Health Care System Dallas**
  - Program Code: 74860
  - NMS Code: 582552
  - Residency Program Director: Ashley Selby, Pharm.D., BCCCP
  - Email: ashley.selby@ttuhsc.edu

• [Tech-paid] **PGY2 Geriatric Pharmacy - Texas Tech University Health Sciences Center - School of Pharmacy/VA North Texas Health Care System Dallas**
  - Program Code: 74005
  - NMS Code: 610454
  - Residency Program Director: Amie Taggart Blaszczyk, Pharm.D., CGP, BCPS, FASCP
  - Email: amie.blaszczyk@ttuhsc.edu

• **PGY2 Infectious Diseases Pharmacy - VA North Texas Health Care System Dallas**
  - Program Code: 74032
  - NMS Code: 650055
  - Residency Program Director: Tomasz Z Jodlowski, Pharm.D., BCPS (AQ-ID)
  - Email: tomasz.jodlowski@va.gov

• [Tech-paid] **PGY2 Oncology Pharmacy - Texas Tech University Health Sciences Center - School of Pharmacy**
  - Program Code: 74056
  - NMS Code: 698260
  - Residency Program Director: Christopher Selby, Pharm.D., BCOP
  - Email: Christopher.Selby@TTUHSC.edu
• PGY2 Psychiatric Pharmacy - VA North Texas Health Care System Dallas/Texas Tech University Health Sciences Center - School of Pharmacy
  ▪ Program Code: 74052
  ▪ NMS Code: 688866
  ▪ Residency Program Director: Scott Price
  ▪ Email: Scott.Price2@va.gov

• PGY2 Psychiatric Pharmacy - Parkland Health and Hospital System
  ▪ Program Code: 74002
  ▪ NMS Code: 608966
  ▪ Residency Program Director: Jennifer L. Nelson, Pharm.D., BCPP
  ▪ Email: jennifer.nelson@phhs.org

PGY1 & PGY2 Combined Residency Program Listing
• [Tech-paid] PGY1 & PGY2 Pharmacotherapy - Texas Tech University Health Sciences Center - School of Pharmacy - Amarillo
  ▪ Program Code: 74666
  ▪ NMS Code: 147219
  ▪ Residency Program Director: Maegan M. Whitworth, Pharm.D., BCPS
  ▪ Email: maegan.patterson@ttuhsc.edu

• [Tech-paid] PGY1 & PGY2 Pharmacotherapy - Texas Tech University Health Sciences Center - School of Pharmacy - Lubbock
  ▪ Program Code: 74670
  ▪ NMS Code: 147619
  ▪ Residency Program Director: Charles F Seifert, Pharm.D., FCCP, BCPS
  ▪ Email: charles.seifert@ttuhsc.edu

Residency Advisory Committee (RAC)

The Residency Advisory Committee, composed of residency program directors, and pharmacy administrators, meets monthly and as needed.

The Committee is responsible for:
1. Reviewing, maintaining, and assuring that each residency program is in compliance with current ASHP accreditation standards.
2. Engaging in an on-going process of assessment of the residency program including a formal annual program evaluation
3. Providing guidance for residency program conduct and related issues; Conducts corrective actions and dismissals as necessary, under the advisement of the Residency Program Director(s).

Composed of:
1. Vice Chair for Residency Programs
2. Residency Program Directors (RPD)
3. Chief Pharmacy Residents
4. Residency program administrative staff member(s)
2019-2020 Resident Self-governance

At the beginning of the residency year, residents will elect two chief residents for the Abilene/Dallas campuses, and one for the Amarillo/Lubbock campuses.

Responsibilities of the chief resident will include, but are not limited to:
- Serve as a liaison between the residents, program directors, and Vice Chair
- Participation in the Resident Advisory Committee monthly meetings
- Schedule and lead the resident meetings, including agendas and minutes
- Coordinate the resident discussion series and other resident-driven discussion group activities at resident meetings
- Meet with the Vice Chair for Residency Programs periodically
- Maintain residency-specific calendars/website information
- Determine the residency committees for the year and preside over meetings
- Provide reminders for all residency programs related deadlines
- Demonstrate leadership characteristics by holding all residents accountable for professional and ethical behavior
- Notify the Vice Chair for Residency Programs regarding breaches in professional or ethical behavior by fellow residents
- Coordinate group activities at commonly attended functions (i.e. ASHP Midyear, ALCALDE, research days) and end-of-year activities including graduation for the residents

2019-2020 Chief Residents:
Abilene/Dallas campuses: Lydia Feighner (PGY2 Psychiatry) and Stephanie Smith (PGY2 Infectious Diseases)
Amarillo/Lubbock campuses: Dakota Freudenberg (PGY2 Pharmacotherapy)

Residency Orientation and Workshop

A formal orientation program for all residents is scheduled for July of each year and is dedicated to orienting new residents to the mission, policies, procedures, and general activities of the Texas Tech University Health Sciences Center School of Pharmacy. All new residents are expected to attend a one-day orientation within the first week of the residency program (Appendix 1) and a 3-day orientation workshop around the 3rd week of the residency program. Returning residents may be excused from some of the scheduled sessions during the workshop. Additional sessions may be scheduled based upon practice site and School of Pharmacy vs. affiliated status. The one-day orientation is used to introduce the incoming residents to the School of Pharmacy and the Department of Pharmacy Practice, and to outline expectations for the residency year. The 3-day workshop includes Clinical Correlations facilitator training, preceptor education, resident project development activities, and team building activities.
RESIDENCY POLICIES

LICENSURE

Pharmacist Licensure for Residents

All residents who are affiliated with TTUHSC must be licensed in the State of Texas (or state of their selection for VA residents) as a pharmacist prior to September 30th of their residency year. If reciprocating from another state, reciprocation should take place before July 1 of the residency year and residents must be licensed by September 30th at the very latest. Residents who are not licensed in Texas prior to the deadline may be dismissed from the program. Each instance of non-licensure will be evaluated on a case-by-case basis by the Residency Advisory Committee to determine causality and a potential remediation plan, if applicable. It may be necessary to extend the training period past June 30th to ensure that a minimum of 2/3 of residency is completed as a licensed pharmacist. Questions regarding licensure should be addressed to the Texas State Board of Pharmacy at the following address:

Texas State Board of Pharmacy
ATTN: Pharmacist Licensing
333 Guadalupe Street, Suite 3-500
Austin, TX 78701
512-305-8000

Pharmacist Preceptor Licensure for Residents

Residents (except VA-funded residents) must obtain their Texas Preceptor License once eligible (one year of experience as a licensed pharmacist; or after 6 months of residency training and have completed 3 hours of pharmacist preceptor training). VA-funded residents should follow any preceptor requirements for their respective state(s) of pharmacy licensure. All residents (including VA-funded residents) will undergo 3 credit hours of ACPE-accredited Preceptor Education during the Residency Workshop in July. PGY2 Residents should submit complete “Agreement for Certification as a Preceptor” applications to the Texas State Board of Pharmacy after completing 3 hours of preceptor training. A copy of the Preceptor License must be kept on file at the TTUHSC Residency Office. PGY1 residents should submit the completed agreement as soon as possible after 6 months of residency training is complete.

Information regarding obtaining preceptor certification is available on the official website of Texas State Board of Pharmacy. https://www.pharmacy.texas.gov/infocist/Preceptorlink.asp
RESIDENT DISCIPLINARY POLICY AND PROCEDURE

PURPOSE: To establish policy and procedures for either placing a pharmacy resident on a probationary status or dismissing him/her from the program.

POLICY/PROCEDURE*:

DISCIPLINARY ACTION
Although we do not anticipate problems occurring during a residency program, TTUHSC School of Pharmacy has adopted the following policy.

I. PROCEDURE FOR RESIDENT COMPLAINTS

If a resident, currently in a TTUHSC training program, has a particular problem or complaint, he/she should first attempt to resolve it on his/her own by consulting first with the Program Director, then with the Vice Chair of Residency Programs. If unable to resolve it at that level, the resident may present the complaint in written form to the Chair of the Department of Pharmacy Practice or Regional Dean within a period of 10 days. The Chair or Regional Dean will attempt to resolve the complaint, but if the complaint cannot be adjudicated, a committee of two Program Directors and a current resident will be appointed to hear the complaint. The decision of the appointed committee shall be final.

II. OBSERVATIONAL STATUS

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.

III. PROBATION

A. Probation follows when a resident is notified that his/her progress or professional development is poor and that continuation in the program is at risk. Where there is concern that a resident’s performance fails to meet the standards set for the training program, the resident may be placed on probationary status by the Vice Chair of Residency Programs upon the recommendation of the Program Director.

Notice of probation and the reasons for the decision will be set out in writing to the resident. The notice will be delivered by certified mail, Return Receipt Requested, to the resident at his residence or hand delivered with written acknowledgment of receipt by delivery to the resident. The Program Director must also discuss this decision with the resident. There should be clear documentation that the specific areas of concern about the performance of the resident have
been identified, and the Program Director should outline, to the degree possible, a specific remedial plan.

B. The Program Director shall provide both a time and mechanism for re-evaluation. As a general rule, a minimum of 30 calendar days will be allowed for the resident to correct the identified deficiencies. However, some probationary periods may be for a shorter or longer periods of time. If at the end of the probationary period, the Program Director determines that the resident has not corrected the identified deficiencies, then the resident may be dismissed from the program. If at the end of the probationary period, the Program Director elects to dismiss the resident, the dismissal procedures in Section V must be followed.

If the Program Director is satisfied that the resident has corrected the identified deficiencies and any other deficiencies which may have arisen during the probationary period, then the resident will be notified in writing that the probationary status has been lifted.

C. A resident may be placed on probation at any time without first having been placed on observational status. The decision to place the resident on probation cannot be appealed. If the resident is dismissed at the end of the probationary period, the dismissal may be appealed in accordance with the procedures outlined in V and IV VI.

IV. SUSPENSION

A. The Program Director may suspend a resident with concurrence of the Vice Chair of Residency Programs and the Chair of Pharmacy Practice, with or without pay, depending on the circumstances and at the discretion of the department. This includes, but is not limited to any situation where a serious professional charge is brought against the resident or there is concern that the resident’s performance of his/her duties is seriously compromised or may constitute a danger to patients. Investigation will be initiated within 7 working days, with a goal for disposition to be determined within 30 days. This is a process that allows the department time to investigate the matter and determine what action it deems necessary. Suspension with pay cannot be appealed by the resident; however, suspension without pay is subject to appeal.

B. The resident will be notified of his/her suspension by letter sent by certified mail, Return Receipt Requested, to his/her residence or hand delivered with written acknowledgment of receipt/delivery. The Program Director and Vice Chair of Residency Programs shall confer with the resident regarding the suspension as soon as practicable.

C. Suspension will be lifted when the investigation is completed, unless it becomes necessary to extend beyond the 30 days to complete the investigation.

V. DISMISSAL

A. Upon recommendation of the Program Director, Vice Chair of Residency Programs, and Chair of the Department of Pharmacy Practice, and approval by the Dean if the School of Pharmacy, a resident may be dismissed during the term of the residency for unsatisfactory performance or conduct. Examples include, but are not limited to the following:

1. performance which presents a serious compromise to acceptable standards of patient care or jeopardizes patient welfare;
2. unethical conduct;  
3. illegal conduct;  
4. excessive tardiness and /or absenteeism;  
5. unprofessional conduct;  
6. job abandonment;  
7. failure to obtain Texas licensure in a timely manner;  
8. mental impairment caused by mental disorder or substance abuse;  

The recommendation to the Dean for dismissal shall be in writing, outlining the areas deemed unsatisfactory and the reasons for the dismissal. Dismissal in these situations implies poor performance or malfeasance and is subject to appeal. Job abandonment, defined as three (3) days absent from the program without notice to the Program Director, is tantamount to resignation and not subject to appeal.  

VI. RIGHTS TO APPEAL DISMISSAL  
A. A resident who has been dismissed during their residency shall have the right to appeal the dismissal. In each appeal of dismissal, the issue will be determined by an equitable procedure, affording protection to the rights of the resident and to the interest of the institution. Salary and insurance benefits will be provided during the appeal process, provided the resident has not exhausted sick and/or vacation leave time, not to exceed 45 calendar days from the receipt of the request of appeal.  

B. The appeal must be submitted in writing to the Dean of the School of Pharmacy within 5 working days of receiving notice of action. Failure to appeal within the prescribed 5 days shall constitute waiver of the option of appeal and acceptance of the dismissal of the resident.  

C. Upon receipt of the written notice of appeal by the resident, the Dean of the School of Pharmacy shall appoint an ad hoc Appeal Review Subcommittee which shall consist of 2 senior faculty members from Department of Pharmacy Practice and a current resident.  

D. The Appeal Review Subcommittee shall set a time and place for the hearing on the appeal at the earliest practical date. The hearing date shall not be more than 20 calendar days after the date of the resident’s request for an appeal.  

E. Prior to the hearing, the resident shall, upon request, have access to and be entitled to a copy of his/her Department file (at the resident’s expense) which shall contain all reports, evaluations and recommendations related to the action taken. The Appeal Review Subcommittee members shall each receive copies of said files, the letter of appeal, and any other relevant documents at least 5 days prior to the hearing. All documents shall be deemed confidential and returned to the department office after a decision is rendered.
F. At the hearing by the Appeal Review Subcommittee, the resident shall have the right to appear in person with legal counsel retained by the resident. The legal counsel may serve only in an advisory capacity to the resident and may not participate in the hearing. The institution shall have a representative from the Office of the General Counsel in attendance. The resident shall have the right to address the committee, but may not be required to do so, and may introduce in his/her behalf all evidence which he/she considers to be relevant material to the case. This material should be provided to the appeals committee chair no later than 5 days prior to the hearing. The resident shall not notify the subcommittee at least 5 days in advance if legal counsel is to accompany him/her.

The institution shall also have the right to legal counsel from the Office of General Counsel. All evidence offered must be reasonably related to the facts and statements concerning the reasons for dismissal and the resident’s appeal. Failure of the resident to appear at any appeal hearing constitutes dismissal of appeal. The Appeal Review Subcommittee shall admit a report and recommendation to the Dean of the School of Pharmacy no later than 7 calendar days from the end of the hearing.

G. The Dean of the School of Pharmacy shall review the recommendation and make a decision, which shall be communicated in writing to the 1) resident, (certified mail, return receipt requested or hand-delivered with written acknowledgment of receipt/delivery), 2) Program Director, 3) Vice Chair of Residency Programs, 4) Chair of the Department of Pharmacy Practice, and 5) Regional Dean.

H. Remedies and procedures contained herein must be exhausted in their entirety prior to resort by the resident to any other forum.

*For affiliated residency programs that are partially or fully funded by partners of TTUHSC SOP, the appropriate chain of command and/or policy and procedure at the partnering institution will be incorporated.
RESIDENT DELAYED PROGRESSION POLICY & PROCEDURE

PURPOSE: The purpose of this School of Pharmacy policy is to define the process for TTUHSC SOP residents to complete their residency program after the pre-designated completion date of June 30th each year. 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.

POLICY/PROCEDURE*:

I. 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 facilities instead of TTUHSC should refer to their individual facility's human resources policies & procedures.
         1. If the resident has been a TTUHSC employee for greater than 12 months (2nd 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 parental 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 1st 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, or until September 1st of the following year, whichever comes first.
   D. Elective rotations and rotation order previously chosen cannot be guaranteed once the resident returns to work.

II. 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\textsuperscript{st} 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.

III. FAILURE TO PASS THE PHARMACY BOARD EXAMINATION
A. Residents should schedule and complete all required pharmacy board examinations prior to the beginning of their residency year.
B. 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.
C. 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.
D. 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 will 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\textsuperscript{st}, the resident will be required to work without additional pay in order to achieve the lacking competencies to be awarded a certificate.
E. If a pharmacy resident licensed in another state fails to pass their state law examination or if reciprocation of their licensure takes a significantly long period of time (licensure beyond September 30\textsuperscript{th} of the residency year), depending on the facility at which the resident is training, 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\textsuperscript{st} of the following year, 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. If the resident cannot complete the licensure process by September 30\textsuperscript{th} of the residency year, the resident may be dismissed from the program.

*For affiliated residency programs that are partially or fully funded by partners of TTUHSC SOP, the appropriate chain of command and/or policy and procedure at the partnering institution will be incorporated.
DUTY HOURS

The responsibilities of the resident within the Department do not coincide with the normal 8:00 a.m. to 5:00 p.m. scheduled forty-hour work week. In many instances, odd hours of coverage (i.e. weekends, evenings) are necessary to insure high quality of pharmacy services to TTUHSC and affiliated Medical Centers. Fluctuations in workload, cross-coverage, change of service, unusual service demands or patient loads, on-call, etc. may all dictate the hours of resident service.

External employment and internal employment for bonus pay must be approved in advance by the Residency Program Director and the Vice Chair for Residency Programs. If approved, these positions should be carefully chosen to accommodate variation in service responsibilities to the School of Pharmacy and the resident’s practice site. Successful completion of the residency program leading to certification is a function of successful completion of all the program's requirements, which dictate the primary schedule of the resident. Practice, teaching, and service requirements take precedence over scheduling for external employment. Due to strict enforcement of work hour rules, residents should notify the Vice Chair of Residency Programs and their Program Director when external employment is accepted and performed. Residents are required to maintain a log documenting non-regular hours worked each week. The weekly hours log form should be used to document all non-regular hours worked, and should be submitted to both their residency program director and the Vice Chair of Residency Programs on a quarterly basis. TTUHSC School of Pharmacy residency program reserves the right to deny the ability of residents to seek external employment should their work hours exceed the allotted maximum. TTUHSC strictly follows the ASHP Duty-Hour Requirements for Pharmacy Residencies. See website link below and the following pages for details regarding duty hours for residents.

ASHP Official Webpage for Duty-Hour Requirements for Pharmacy Residencies - March 2015
https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.ashx?la=en&hash=5AB546BE4986F74D01BA73A8A89ADDB164AA7635
Duty-Hour Requirements for Pharmacy Residencies

Definitions:

**Duty Hours:** Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care; in-house call; administrative duties; and scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours must be addressed by a well-documented, structured process.

Duty hours do not include: reading, studying, and academic preparation time for presentations and journal clubs; travel time to and from conferences; and hours that are not scheduled by the residency program director or a preceptor.

**Scheduled duty periods:** Assigned duties, regardless of setting, that are required to meet the educational goals and objectives of the residency program. These duty periods are usually assigned by the residency program director or preceptor and may encompass hours which may be within the normal work day, beyond the normal work day, or a combination of both.

**Moonlighting:** Voluntary, compensated, pharmacy-related work performed outside the organization (external), or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident's salary and are not part of the scheduled duty periods of the residency program.

**Continuous Duty:** Assigned duty periods without breaks for strategic napping or resting to reduce fatigue or sleep deprivation.

**Strategic napping:** Short sleep periods, taken as a component of fatigue management, which can mitigate the adverse effects of sleep loss.

DUTY-HOUR REQUIREMENTS

Residents, program directors, and preceptors have the professional responsibility to ensure they are fit to provide services that promote patient safety. The residency program director (RPD) must ensure that there is no excessive reliance on residents to fulfill service obligations that do not contribute to the educational value of the residency program or that may compromise their fitness for duty and endanger patient safety. Providing residents with a sound training program must be planned, scheduled and balanced with concerns for patients’ safety and residents’ well-being. Therefore, programs must comply with the following duty-hour requirements

1. **Personal and Professional Responsibility for Patient Safety**
A. Residency program directors must educate residents and preceptors about their professional responsibilities to be appropriately rested and fit for duty to provide services required by patients.

B. Residency program directors must educate residents and preceptors to recognize signs of fatigue and sleep deprivation, and adopt processes to manage negative effects of fatigue and sleep deprivation to ensure safe patient care and successful learning.

C. Residents and preceptors must accept personal and professional responsibility for patient care that supersedes self-interest. At times, it may be in the best interest of patients to transition care to another qualified, rested provider.

D. If the program implements any type of on-call program, there must be a written description that includes:
   - the level of supervision a resident will be provided based on the level of training and competency of the resident and the learning experiences expected during the on-call period; and,
   - identification of a backup system if the resident needs assistance to complete the responsibilities required of the on-call program.

E. The residency program director must ensure that residents participate in structured handoff processes when they complete their duty hours to facilitate information exchange to maintain continuity-of-care and patient safety.

II. Maximum Hours of Work per Week and Duty-Free Times

A. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting.

B. Moonlighting (internal or external) must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program.

   1. All moonlighting hours must be counted towards the 80-hour maximum weekly hour limit.
   2. Programs that allow moonlighting must have a documented structured process to monitor moonlighting that includes at a minimum:
      a. The type and number of moonlighting hours allowed by the program.
      b. A reporting mechanism for residents to inform the residency program directors of their moonlighting hours.
      c. A mechanism for evaluating residents’ overall performance or residents’ judgment while on scheduled duty periods and affect their ability to achieve the educational goals and objectives of their residency program and provide safe patient care.
      d. A plan for what to do if residents’ participation in moonlighting affects their judgment while on scheduled duty hours.

C. Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks). At-home call cannot be assigned on these free days.
D. Residents should have 10 hours free of duty between scheduled duty, and must have at a minimum 8 hours between scheduled duty periods.

E. If a program has a 24-hour in-house call program, residents must have at least 14 hours free of duty after the 24 hours of in-house duty.

III. Maximum Duty-Period Length

A. Continuous duty periods of residents should not exceed 16 hours. The maximum allowable duty assignment must not exceed 24 hours even with built in strategic napping or other strategies to reduce fatigue and sleep deprivation, with an additional period of up to two hours permitted for transitions of care or educational activities.

B. In-House Call Programs

1. Residents must not be scheduled for in-house call more frequently than every third night (when averaged over a four-week period).

2. Programs that have in-house call programs with continuous duty hours beyond 16 hours and up to 24 hours must have a well-documented structured process to oversee these programs to ensure patients’ safety and residents’ well-being, and to provide a supportive, educational environment. The well-documented, structured process must include at a minimum:
   a. How the program will support strategic napping or other strategies for fatigue and sleep deprivation management for continuous duty beyond 16 hours.
   b. A plan for monitoring and resolving issues that may arise with residents’ performance due to sleep deprivation or fatigue to ensure patient care and learning are not affected negatively.

C. At-Home or other Call Programs

1. At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each resident.

2. Program directors must have a method for evaluating the impact on residents of the at-home or other call program to ensure there is not a negative effect on patient care or residents’ learning due to sleep deprivation or serious fatigue.

3. Program directors must define the level of supervision provided to residents during at-home or other call.

4. At-home or other call hours are not included in the 80 hours a week duty-hour calculation, unless the resident is called into the hospital/organization.

5. If a resident is called into the hospital/organization from at-home or other call program, the time spent in the hospital/organization by the resident must count towards the 80-hour maximum weekly hour limit.

6. The frequency of at-home call must satisfy the requirement for one-day-in-seven free of duty, when averaged over four weeks. No at-home call can occur on the day free of duty.

QUALIFICATIONS OF RESIDENCY APPLICANTS

All TTUHSC School of Pharmacy affiliated residency programs are participating in the Pharmacy Online Residency Centralized Application Service (PhORCAS). The deadline for application materials is **January 1, 2019**. Please note that individual programs may have different deadlines. More information on PhORCAS can be found on the ASHP-PhORCAS webpage: [https://portal.phorcas.org](https://portal.phorcas.org)

**The components of the application include:**

1. Letter of interest (describe your interest in the residency program and your professional goals and objectives)
2. Curriculum vitae
3. Official transcripts from all pharmacy education
4. Three (3) letters of recommendation

**Resident Selection Process**

**PGY1 Program:** Applicants to pharmacy residencies must be graduates or candidates for graduation of an Accreditation Council for Pharmacy Education (ACPE) accredited degree program (or one in process of pursuing accreditation) or have a Foreign Pharmacy Graduate Equivalency Committee (FPGECC) certificate from the National Association of Boards of Pharmacy (NABP). At a minimum, the program must be a five-year pharmacy degree program.

**PGY2 Program:** The applicant must be participating in, or have completed, an ASHP-accredited PGY1 pharmacy residency program or one in the ASHP accreditation process (i.e., one with candidate or preliminary accreditation status).

Residency applicant qualifications are evaluated by a formal, documented procedure. This procedure is program-specific, based on predetermined criteria, and used by all involved in the evaluation and ranking of residency candidates. See program-specific procedures for more details.

**EARLY COMMITMENT FOR PGY2 PROGRAMS**

Current PGY1 residents are eligible for early commitment to a PGY2 programs without participating in the ASHP Resident Matching Program. Each PGY1 resident interested in early commitment to a PGY2 program will be evaluated using the **Early Commitment Policy and Procedure**.

**EARLY COMMITMENT POLICY AND PROCEDURE**

**PURPOSE:** To define the process for TTUHSC-affiliated residents to pursue early commitment to a PGY2 residency

**POLICY/PROCEDURE:**

1. Each PGY2 residency program director will declare their intentions to participate (or decline to participate) in the early commitment process for the program they direct annually by August 1st.
2. It is the responsibility of each PGY1 resident interested in participating in the early commitment process to contact the program director of the desired residency program regarding their early commitment application intentions prior to the early commitment application deadline.

3. Residents interested in pursuing early commitment for a PGY2 residency should submit a signed letter of interest and current curriculum vitae to the program director of the desired residency program. Additionally, the resident should submit 3 letters of recommendation from current preceptors in the program.

4. The deadline for submission of the application materials is November 1st for the curriculum vitae and letter of intent and prior to the interview date for the letters of recommendation.

5. The program director will review the complete application(s) and interview materials for that particular program following the November 1st deadline. The program director may choose to arrange a formal on-site interview with program preceptors along with a 30-45 minute seminar presentation shortly after receipt of the letter. The same evaluation forms used per the TTUHSC School of Pharmacy Residency Interviewing Policies & Procedures shall be utilized.

6. The program director of the residency program, program preceptors, and the Director or Pharmacy (or designee) for non-TTUHSC funded programs will review the completed “Residency Selection Matrix” (removing the score for the “Initial Candidate Application Screening Form”) per the TTUHSC School of Pharmacy Residency Interviewing Policies & Procedures, and decide to approve or deny early applicants.

7. If the applicant is selected for early commitment, an offer letter will be sent prior to December 1st. If it is felt that the program is not ready to accept an early commitment applicant by December 1st, the applicant will be notified. The program will pursue other candidates at the ASHP Midyear Clinical Meeting but will retain the resident’s application and consider the resident for the position at the normal recruitment time. All applicants not accepted through the early commitment process will go through the Match process in March but will not have to complete an additional interview.

8. If a resident is accepted by the early commitment process, a written acceptance letter must be forwarded to the residency program director and copied to the Vice Chair for Residency Programs within 7 days of receipt. The written acceptance letter is a formal commitment to pursue the designated PGY2 residency during the following year. If the resident declines, the candidate may still be considered for the position at the normal recruitment time along with all other candidates if requested. The resident would go through the Match process but will not have to complete an additional interview.

9. In the instance that there are more early commit candidates than available positions, then the process for applications and interviews will remain the same. The RPD and preceptor group will review and rank all candidates after the interview process, and the position(s) will be offered in the order of rank. If a candidate is selected for early commitment, but declines for any reason, the position can then be offered to the next candidate on the rank list.

10. Both the PGY2 residency program director and the selected residency applicant will sign the letter of agreement (downloadable from: https://natmatch.com/ashprmp/documents/ecpagreement.pdf), and the program will pay the necessary fees to the National Matching Service.

11. Appeals to the decisions made by the residency program director regarding early acceptance of candidates should be forwarded in writing to the Vice Chair for Residency Programs. Each case will be reviewed on an individual basis.
GENERAL EXPECTATIONS AND RESPONSIBILITIES OF THE RESIDENTS

PROFESSIONALISM

Attendance
Residents are expected to attend all functions as outlined in the residency manual. This includes but is not limited to resident orientation, resident workshop, monthly resident meetings, ALCALDE preparation sessions and TTUHSC Research Days (if required). Additional attendance requirements will be outlined by the respective program director and rotation preceptors. The residents are solely responsible for their assigned service and teaching and are responsible for assuring that these commitments are met in the event of an absence. Absence requests (professional leave, vacation) must be approved by the program director at least 1 week prior to the requested dates. Residents are responsible for completing the appropriate paperwork for each absence. These documents are described under the Vacation and Professional Leave Sections of the Manual.

Communication
The resident is responsible for promoting good communication between the pharmacists, patients, physicians, and the school. Constructive criticism is a means of learning and is not meant to embarrass. Any conflicts which may arise between the resident and preceptor should first be handled by discussing it with one another. If resolution is not achieved, then discussing the situation with the program director is the next appropriate step. Issues that cannot be resolved with the program director should be communicated to the Vice Chair for Residency Programs and the Department Chair for Pharmacy Practice.

Confidentiality
Residents will not discuss their patients with other patients, schoolmates, family members or anyone not directly related to each case. Residents will not discuss patients in front of other patients or in areas where people may overhear. Residents will not leave confidential documents (profiles, charts, prescriptions, etc.) in public places. Residents will excuse themselves from the cases of School of Pharmacy faculty, staff, or students who may be patients. Residents are required to complete Health Insurance Portability and Accountability Act (HIPAA) training and comply with all HIPAA policies as outlines by their respective practice sites. Residents understand that inappropriate conduct (e.g., breach of confidentiality) may result in disciplinary action as stated in the Resident Disciplinary Policy and Procedure. Residents understand that they may be required by the practice site(s) to sign an additional confidentiality statement.

Employee Badges
All residents are required to wear employee identification badges at all times when they are in patient care settings and while at the school of pharmacy campus buildings. Identification badges and name tags will be distributed at the beginning of the residency program.

Professional Conduct
It is the responsibility of all residents as representatives of Texas Tech Health Sciences Center (TTUHSC) School of Pharmacy, the affiliated practice sites, and the profession of pharmacy to uphold the highest degree of professional conduct at all times. The resident will display an attitude of professionalism in all aspects of his/her daily practice.
Professional Dress
All residents are expected to dress in an appropriate manner whenever they are in the institution or attending any function as a representative of TTUHSC School of Pharmacy. Clean, pressed white lab coats of three-quarter length will be worn at all times in patient care areas (unless restricted by practice area). Any specific problems with dress will be privately addressed by the residency program director.

RESIDENT PERFORMANCE EVALUATION

Specific evaluation of resident performance will vary between residency programs, but should follow the Resident Learning System model, with documentation in PharmAcademic or other approved system. Evaluation tools must include the following:

1. Individualized Residency Development Plan
   a. Quarterly updates
2. Baseline and Quarterly Resident Self-Assessment
3. Monthly or Quarterly Summative Evaluation
4. Monthly or Quarterly Preceptor Evaluation
5. Monthly or Quarterly Learning Experience Evaluation
6. Verbal Evaluations
7. Teaching Evaluations

A copy of each quarterly assessment should be forwarded to the Residency Office by the 15th of the month after the evaluation has been completed. Introduction to the Resident Learning System and creation of Individualized Residency Development Plan will be included in the resident workshop.

Resident Disciplinary Action
Although we do not anticipate problems occurring during a residency program, TTUHSC School of Pharmacy has adopted the Resident Disciplinary Policy and Procedure on handling issues such as dismissal from the program, probation, and suspension.

Completion of Program Requirements
Upon successful completion of all requirements of the residency program, the resident will be awarded a certificate of completion. This certificate will attest that the resident has achieved competencies consistent with and in accordance with accreditation standards as set forth by ASHP and/or other accrediting bodies.

Prior to certification of completion, residents must have all major program requirements “signed off” by their residency director. A copy of the residency completion form (“checklist for completion of residency”), the resident project summary, and the IRB close-out form must be turned in to the Residency Office in order to receive the certificate. Return of pagers, keys, etc. and completion of the HR requirements will also be required prior to receiving the certificate.

All residents are required to maintain a professional standard of conduct throughout the residency program. Any breach of professional or ethical standards during the residency program may subject the resident to not receiving the residency certificate (at the discretion of the local Residency Programs Director and/or Vice Chair for Residency Programs).
Extended Period of Leave
Each resident acknowledges that an extended period of leave, regardless of the type, may necessitate an extension of his/her training program in order to meet the minimum training requirements. Where applicable, a resident shall review this matter with the Program Director and Vice Chair for Residency Programs well in advance to ensure s/he will be able to utilize such leave and timely complete the program as anticipated. The resident shall coordinate with the Program Director and Vice Chair for Residency Programs an acceptable plan for extension of the training program in each specific situation so the resident will have met all training requirements in a timely manner and follow the Delayed Progression Policy & Procedure.

GENERAL INFORMATION (RESIDENCY LIFE)

BENEFITS/STIPEND

Resident stipend
Health insurance coverage, dental coverage (additional fee) and retirement benefits
12 days of vacation leave
10 days of professional leave
12 days of sick leave
Travel funds or compensation for Professional Meetings

Additional information regarding benefits can be found at http://www.ttuhscl.edu/hr

VACATION

Eight (8) hours accrued per month (12 days per residency year)

For FIRST-YEAR (as TTUHSC employee) TTUHSC-funded residents:

PGY1 Community (Dallas/Lubbock)
PGY1 Pharmacotherapy (Amarillo/Lubbock)
PGY1 Pharmacy (Presbyterian/ Harris Methodist)
PGY2 Ambulatory Care (Amarillo)
PGY2 Geriatrics (Dallas)
PGY2 Oncology (Dallas)

During the time frame of July 1st, 2019 to December 31st, 2019 the resident must submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form (Appendix 2) that has been completed, submitted, approved, and signed by the Program Director, Preceptor, and Vice Chair for Residency Programs at least 1 week prior to the desired leave date. The Office of Residency Programs keeps the final signed copy. Any vacation taken from this time frame will be manually entered by Human Resources.

From January 1st, 2020 to July 2nd, 2020 in addition to submitting a (1) TTUHSC Resident Vacation, Sick, & Professional Leave Form residents should also (2) submit all requested vacation leave through WebRaider (My Leave Reports - Exempt Employees Only). It is the resident’s responsibility to account for and report all time off that is taken. It is also the resident’s responsibility to ensure that all practice,
on-call, and teaching responsibilities are adequately covered during their expected leave. Residents are discouraged from taking significant time-off during their independent precepting blocks for students.

For SECOND-YEAR (as TTUHSC employee) TTUHSC-funded residents:

PGY2 Pharmacotherapy (Amarillo/Lubbock)

From July 1st, 2019 to July 2nd, 2020, in addition to submitting a (1) TTUHSC Resident Vacation, Sick, & Professional Leave Form residents should also (2) submit all requested vacation leave through WebRaider (My Leave Reports - Exempt Employees Only). Residents are eligible to use their “holiday comp” time at 2 hours per month. It is the resident’s responsibility to account for and report all time off that is taken. It is also the resident’s responsibility to ensure that all practice, on-call, and teaching responsibilities are adequately covered during their expected leave. Residents are discouraged from taking significant time-off during their independent precepting blocks for students.

SICK LEAVE

Eight (8) hours per month (12 days per residency year)

TTUHSC-funded Residents shall earn sick leave at the rate of eight hours per month beginning on the first day of employment. Sick leave shall accumulate with the unused amount of such leave carried forward each month. The Residency Program Director must be notified as soon as possible if a sick day is taken. The resident must also contact their current preceptor to make patient care arrangements. It is the responsibility of the Resident & Residency Program Director to make sure all teaching and patient care responsibilities are covered during this time. Upon return the resident must complete a (1) TTUHSC Resident Vacation, Sick, & Professional Leave Form AND submit (2) electronic leave report within WebRaider (Exempt Leave reporting) during the residency year. The Residency Office keeps the final signed copy.

*Log into http://webraider.ttuhs.edu to access the Employee tab in Webraider

Additional information regarding leave of absence can be found at http://www.ttuhs.edu/hr

HOLIDAYS

TTUHSC-funded residents shall be eligible for paid holidays as approved by the Texas Legislature and the Texas Tech Board of Regents (see Appendix 3). In addition to the scheduled holidays, residents receive 2 hours of Holiday Comp monthly. This time must be used within one year of accrual.

PROFESSIONAL LEAVE

TTUHSC-funded residents are allotted 10 paid working days for professional development activities or professional meetings as outlined by Program Requirements, excluding Research Days and ALCALDE (or similar conference). All residents must submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form (Appendix 2) that has been completed, submitted, approved, and signed by their Preceptor, Program Director, and the Vice Chair for Residency Programs at least 1 week prior to the desired leave date. The Residency Office keeps the final signed copy. It is the resident's responsibility to ensure that all practice, on-call, and teaching responsibilities are adequately covered during their expected leave.
Unused professional leave does not carry over into the next residency year. Residents may request leave separately for interview purposes (not counted toward the 10 working day professional leave allotment). Requests must be submitted as soon as the interview is scheduled and no less than 1 week prior to the interview date. Approval is granted at the discretion of the RPD.

**TRAVEL FUNDS**

Availability of funds for professional meeting registration and related travel for all TTUHSC-funded residents will be made on an annual basis. All expenses related to the TTUHSC SOP Research Days meeting are provided by the School of Pharmacy Office of Sciences.

**OFFICE AND SUPPLIES**

General office supplies can be obtained from the Campus Residency Coordinator.

**COMPUTER SUPPORT (TTUHSC-SOP)**

TTUHSC funded residents should refer to their respective campus coordinator. Non-TTUHSC funded residents should refer to their individual Program Director.

**KEYS**

Residents will be assigned keys and/or access badges at each campus. Residents must return items prior to termination of employment. Residents should refer to each campus coordinator.

**LAB COATS**

Each resident will be furnished two monogrammed lab coats at the beginning of the residency program. Per OSHA requirements, the School of Pharmacy will be responsible for cleaning and pressing. Lab coats can be dropped off with the campus coordinator for the pharmacy practice department at each campus for cleaning. Residents may purchase additional coats if needed.

**LIBRARY (TTUHSC)**

Access to all library resources is available at [https://www.ttuhsc.edu/libraries](https://www.ttuhsc.edu/libraries).

**MAIL**

Residents should refer to their respective campus coordinator for daily incoming mail location.

Outgoing mail must be placed in the appropriate box or given to the campus coordinator. Residents are encouraged to not have personal mail addressed to the School's address. Our addresses are:

- **Abilene**
  
  1718 Pine St., Abilene, TX 79601
MALPRACTICE INSURANCE

TTUHSC-funded residents will receive malpractice insurance during their year of residency. Insurance covers functions as a TTUHSC employee. The Residency Office is responsible for the cost of the policy.

PAGERS

Residents may be issued pagers if necessary for the completion of rotation activities. Residents are responsible for replacement of lost/damaged pagers. Pagers must be returned prior to termination of employment.

PARKING (TTUHSC)

Parking stickers may be required for parking at the School of Pharmacy at each campus. Residents should refer to their respective campus coordinator.

REIMBURSEMENT

Travel assistance may be provided and should be coordinated with each campus coordinator. When travel assistance is required please speak to either the campus coordinator or RPD for guidance on completing travel requests and making travel accommodations. All travel arrangements must be made through each campus coordinator prior to departure.

Please be advised that the meeting registration fee should be paid using the Department Purchasing Card (PCard).

Residents must retain all original travel receipts (flight, hotel, meals, parking, taxi, or other expenses) and return them to each campus coordinator promptly within 2 days upon return from their trip in order to receive meeting reimbursement (when eligible). Click the link below to view examples of each type of documentation (receipts) required. The following link is accessible through Mozilla Firefox or Internet Explorer ONLY: http://www.fiscal.ttuhsc.edu/training/travel2/travel%202.htm
ADMINISTRATIVE REQUIREMENTS

CRIMINAL BACKGROUND CHECK

According to TTUHSC policy, all incoming TTUHSC funded residents are required to successfully complete a criminal background check prior to the start of the residency program. Residents are responsible for payment of fees associated with the background check. (HSC OP 10.20 Criminal Background Checks for Students, Trainees and Residents http://www.ttuhsc.edu/administration/documents/ops/op10/op1020.pdf)

VERIFICATION OF COMPLETION OF PHARM.D. PROGRAM FOR PGY-1 RESIDENTS

All residents that are accepted into TTUHSC PGY-1 Residency Programs must be graduates of an ACPE-accredited Doctor of Pharmacy (Pharm.D.) Degree Program (or one in the process of pursuing accreditation). During the orientation period in July, all Tech-funded PGY-1 residents must present their official Pharm.D. transcripts and verification that a Doctor of Pharmacy degree has been awarded to their campus coordinator. Copies of the transcripts will be retained for a minimum of six years. Non-Tech-funded residents should consult their residency program director for the appropriate process.

Tech-funded PGY-1 Residents who have not received a Pharm.D. degree prior to September 30th of their residency year may be dismissed from the program. Prior to dismissal, each instance will be evaluated on a case-by-case basis by the Residency Advisory Committee to determine causality and a potential remediation plan, if applicable.

VERIFICATION OF PGY-1 COMPLETION FOR PGY-2 RESIDENTS

All residents that are accepted into TTUHSC PGY-2 Residency Programs must complete a PGY-1 Residency. During the orientation period in July, all Tech-funded PGY-2 residents must present their signed PGY-1 Residency Certificate to their campus coordinator. Copies of the certificates will be retained for a minimum of six years. Non-Tech-funded residents should consult their residency program director for the appropriate process.

Tech-funded PGY-2 Residents who have not received a PGY-1 certificate prior to September 30th of their residency year may be dismissed from the program. Prior to dismissal, each instance will be evaluated on a case-by-case basis by the Residency Advisory Committee to determine causality and a potential remediation plan, if applicable.
TTUHSC ONLINE TRAINING

Tech-funded and non-Tech-funded residents may be required to complete certain TTUHSC online training modules that can be found at http://webraider.ttuhsc.edu under the “Employee” tab, “Training Resources”, and “My Required Training”. Residents should contact their campus coordinator with questions regarding required training modules.

RESIDENT ACTIVITIES

In addition to the activities described in the individual residency description, residents are responsible for the following:

RESIDENT MEETINGS

All residents will attend monthly resident meetings to discuss upcoming resident events, other issues pertaining to the residency program, and actions/recommendations made at faculty meetings, resident advisory committee meetings, etc. Resident discussion series and meetings will be scheduled concurrently. Attendance at meetings is mandatory. The chief resident and Vice Chair for Residency Programs must be notified in advance if residents are unable to attend. Residents are responsible for contacting the designated chief resident to find out what was discussed at the meeting.

RESIDENCY PROJECT

The resident will complete a project by the end of their residency year. This project can be either administrative or clinical. Earlier completion of project requirements is encouraged. Upon completion, the project will be summarized in written format suitable for publication. The resident is encouraged to pursue publication or presentation of the project at a national pharmacy meeting. The residency project will also be presented at the Alcáldé Southwest Leadership Conference for Pharmacy Residents, Fellow, and Preceptors.

Project Selection:
Residents may choose any type of research project or quality improvement program, provided that the project:

1) includes generation of original data
2) is suitable for publication or presentation at a national pharmacy meeting
3) can reasonably be completed within the residency year

IRB Requirements:

All residents who are TTUHSC employees or who collaborate with an investigator that is a TTUHSC employee must submit their respective projects for IRB approval. Residency projects with TTUHSC faculty serving as investigators must also be submitted. No project may be conducted or presented at a meeting without written approval from the Texas Tech IRB. Residents will be required to complete NIH and HIPAA training for research prior to IRB approval. Residents understand that a violation of the IRB requirement will result in disciplinary action as stated in the Resident Dismissal Policy.
Research Integrity Office - provides links to all pertinent research committees:
http://www.ttuhsc.edu/research/divisions/integrity-office/

Human Research Protection Manual – provides a comprehensive reference to the conduct of human research NOTE: specifics about Research conducted by students/residents with IRB approval from another institution (section 2.2.3)

Status Reports:
Residents must complete a project "check off" sheet with appropriate signatures to ensure that all project deadlines are met.
A formal description of the resident's progress should also be included in each of his/her quarterly self-assessments.

Presentation Requirements:
As a representative of TTUHSC School of Pharmacy, all external presentations and publications (including research projects) must be IRB-approved and reviewed by the Program Director prior to the presentation date. This includes all presentations of project results, interview presentations, ALCALDE presentations, and abstracts and posters for national and state meetings.

SOUTHWEST LEADERSHIP CONFERENCE (ALCÁLDÉ)

The Southwest Leadership Conference (Alcáldé) is held in the spring of the year and is a forum where residents, fellows, and their preceptors share experiences and expertise. Each resident will make a brief presentation based on their residency project which will be evaluated by preceptors from other programs. Attendance at this conference is mandatory for programs with the exception of the PGY-2 Psychiatry program or unless specified by your Residency Program Director (RPD).

Mark your calendar -

2020 Alcalde Southwest Leadership Conference
Galveston, TX (Moody Gardens)
April 15-16, 2020

2020 TSHP Annual Seminar
Galveston, TX (Moody Gardens)
April 17-19, 2020

Instructions for Alcáldé project submissions can be found on the https://www.tshp.org/alcalde-conference.html

SCHOOL OF PHARMACY’S RESEARCH DAYS

This annual event is a wonderful opportunity for researchers come together from all four campuses to talk about research and build collaborations and friendships. Research Days consists of poster competitions for students and residents, keynote addresses, podium presentations by students and residents, and an annual dinner.
Administrative support for this event will be handled by Office of Sciences staff. The program is being handled by the Research Advisory Committee and the School of Pharmacy's Office of Sciences.

For details please visit http://www.ttuhs.edu/pharmacy/research/research-days.aspx

TEACHING ACTIVITIES

Resident involvement in the teaching activities of the Department fosters development and refinement of the resident's communication skills, builds confidence and promotes the effectiveness of the resident as a teacher.

Residents are appointed as Assistant Instructors in the TTUHSC School of Pharmacy. Assistant Instructors are assigned teaching responsibilities accounting for up to 25% of their time. The Chair of the Pharmacy Practice Department makes assignments. Assigned teaching responsibilities will be the first priority for Assistant Instructors.

Conflicts with practice, scholarly, or other professional opportunities shall be brought to the attention of the program director. The program director will help ensure the Assistant Instructor fulfills teaching responsibilities. Any proposed additional teaching (such as occasional lectures, group discussions, project advising, or lab instruction) in School of Pharmacy academic courses will require sequential approval of: the Program Director, Vice Chair for Residency Programs, and the Chair of Pharmacy Practice (and/or Regional Dean).

TEACHING ACTIVITIES REQUIRED OF ALL FULL TIME ASSISTANT INSTRUCTORS:

- Attendance of a facilitator training workshop, preceptor training programs, and other required teaching development activities.
- Ad hoc participation in departmental or School-wide teaching development seminars.
- Precept up to 12 weeks (2 rotations) of P3/ P4 student rotations during the last 6 months of the residency program (PGY1 residents) and 18 weeks (3 rotations) of P3/P4 student rotations anytime during the residency year (PGY2 residents).
- Clinical Correlations (all PGY2 residents & some PGY1 residents): The purpose of the Clinical Correlations 1-6 series (replaces Case Studies) is to provide specific opportunities for students to apply knowledge from the classroom setting in a hands-on environment. The Clinical Correlations series allows for 1) reinforcement of foundational concepts, 2) integration of knowledge and skills from multiple courses in relation to the practice of pharmacy, and 3) demonstration of individual student mastery of core objectives. Teaching format – a variety of teaching methods and learning activities may be employed, with focus on content and process objectives. The course is provided in each semester during the P1 through P3 years, and is delivered as two 2-hour sessions per week.
- Pharmaceutical Care, Parenterals, & Patient Assessment Laboratories: PGY1 and/or PGY2 residents on Amarillo and Abilene campuses will facilitate laboratory sections as part of their required teaching activities. These laboratories meet approximately once weekly (4 hours) per laboratory section (with additional 1-hr corresponding lecture in certain laboratory courses). Residents will participate in approximately 8-16 weeks of the course during the fall or spring semester.
Other teaching assignments may vary based on the unique nature of each residency program. Residents are encouraged to become involved in other teaching opportunities, including didactic lectures.

**PREPARATION OF A MANUSCRIPT ACCEPTABLE FOR PUBLICATION**

Residents are strongly encouraged to write at least one formal manuscript acceptable for publication as a drug monograph, newsletter, journal article, etc. The nature and topic of this written work will be determined by the resident and his/her preceptor/RPD based on the resident’s background, experience and goals. Note: submission of a manuscript suitable for publication is required for most residency programs prior to receipt of the residency certificate.

**RECRUITMENT EFFORTS OF THE DEPARTMENT**

Each resident will assist with the recruitment efforts of the department. Because each resident is an important source of information and advice for potential candidates, there will generally be some scheduled time within the interview process for interviewees to interact with current residents. Recruitment activities also apply to recruitment of students into the TTUHSC School of Pharmacy program. Additionally, residents may be asked to participate in the Residency Showcase during the ASHP Midyear Clinical Meeting or TSHP Annual Meeting (if attending).

Promotion of TTUHSC affiliated residency programs at meetings include but not limited to the following:
- School of Pharmacy Residency Information Session (August)
- School of Pharmacy P3/P4 Career Fair (October)
- ACCP Professional Placement Forum (October)
- UH College of Pharmacy SSHP’s Annual Residency Showcase (November)
- Double T November Meeting – How to Survive the ASHP Midyear Clinical Meeting (November)
- DFW Residency Showcase (November)
- ASHP Midyear Clinical Meeting Residency Showcase (December)
- Mock Residency Interviews (January)
- TSHP Residency Showcase (April)

<table>
<thead>
<tr>
<th>Residency Policies</th>
<th>Updated</th>
<th>Reviewed</th>
<th>Next Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Early Commitment Policy &amp; Procedure</em></td>
<td>2018</td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td><em>Resident Disciplinary Policy &amp; Procedure</em></td>
<td>2018</td>
<td>2019</td>
<td></td>
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<tr>
<td><em>Delayed Progression Policy &amp; Procedure</em></td>
<td>2018</td>
<td>2019</td>
<td></td>
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<tr>
<td><em>Leave Policy and Documentation</em></td>
<td>2018</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td><em>Duty-Hour Requirements for Pharmacy Residencies</em></td>
<td>2015</td>
<td>2018</td>
<td>2019</td>
</tr>
</tbody>
</table>
APPENDIX 1 – RESIDENCY ORIENTATION SCHEDULE

TExAS TExTg UTTUNIVePY UUUH SCeNcE CEnTeR
Jerry H. Hodge School of Pharmacy

Residency Orientation
Wednesday, July 3, 2019

Locations:
Abilene ABSOP 1130, Amarillo AMSOP B03A, Dallas DLSPVA 100, Lubbock HSC 2C101

Who should attend?
All PGY1 Residents
PGY2 Residents (Ambulatory Care/Critical Care/Geriatrics/Infectious Diseases/Oncology/Psychiatry)

Note: The office will have a recording of the orientation sessions available for the Dallas VA residents who start on July 6th. The office will post the video link to Sakai site as well as send the link directly to those residents. Dallas VA room#109AB (1:00-4:00 PM) is also reserved if VA residents would like to watch the video on the campus.

Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 8:30 AM</td>
<td>Breakfast (provided)</td>
</tr>
<tr>
<td>8:30 AM – 9:30 AM</td>
<td>Overview of the Residency, Policies, and Procedures</td>
</tr>
<tr>
<td></td>
<td>Steven Pass, Pharm.D., FCCM, FCCP, FASHP, BCPS</td>
</tr>
<tr>
<td></td>
<td>Vice Chair for Residency Programs</td>
</tr>
<tr>
<td>9:30 AM – 10:30 AM</td>
<td>SAKAI Training (Bring a laptop if you have one)</td>
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<tr>
<td></td>
<td>Stevie Rozzell</td>
</tr>
<tr>
<td></td>
<td>Senior Director, Office of Technology, Amarillo, TX</td>
</tr>
<tr>
<td>10:30 AM – 10:45 AM</td>
<td>Break</td>
</tr>
<tr>
<td>10:45 AM – 11:45 AM</td>
<td>Overview of Library Services, Harrington Library</td>
</tr>
<tr>
<td></td>
<td>Terri Wilson, BFA, MFA, MLS</td>
</tr>
<tr>
<td></td>
<td>Associate Director</td>
</tr>
<tr>
<td></td>
<td>Harrington Library of the Health Sciences, Amarillo, TX</td>
</tr>
<tr>
<td>11:45 AM – 12:00 PM</td>
<td>Break</td>
</tr>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>Lunch (provided)</td>
</tr>
<tr>
<td></td>
<td>Non-Tech paid residents are excused after lunch.</td>
</tr>
<tr>
<td>1:00 PM – 2:00 PM</td>
<td>Introduction to the Conduct of Scholarly Activities Involving TTUHSC</td>
</tr>
<tr>
<td></td>
<td>Kathy Thomas, BSN, CIP</td>
</tr>
<tr>
<td></td>
<td>Director - Amarillo Institutional Review Board</td>
</tr>
<tr>
<td>2:00 PM – 3:30 PM</td>
<td>Human Resources (*new tech-paid residents must attend)</td>
</tr>
<tr>
<td></td>
<td>Devona Smith, SPHR, SHRM-SCP</td>
</tr>
<tr>
<td></td>
<td>Senior Director, Human Resources, Amarillo, TX</td>
</tr>
<tr>
<td></td>
<td>*tech-paid residents:</td>
</tr>
<tr>
<td></td>
<td>Amarillo – PGY1 Pharmacotherapy &amp; PGY2 Ambulatory Care</td>
</tr>
<tr>
<td></td>
<td>Dallas – PGY1 Community, PGY1 (Presbyterian and Harris Methodist), PGY2 Geriatrics, PGY2 Oncology</td>
</tr>
<tr>
<td></td>
<td>Lubbock – PGY1 Community and PGY1 Pharmacotherapy</td>
</tr>
</tbody>
</table>

Updated: 4/30/2019
APPENDIX 2 – RESIDENT LEAVE FORM

TTUHSC Resident Vacation, Sick, & Professional Leave Form
Email: iverlyn.peng@ttuhsc.edu

PLEASE READ:
1) Use this form to request any leave for the residency year 2019-2020.
2) Please complete all fields. If no current teaching or precepting activities, please state "none".
3) Please obtain signatures from both your preceptor AND from your program director for the period of absence.
4) Email this form to Iverlyn Peng at iverlyn.peng@ttuhsc.edu no later than 1 week before your leave (vacation or professional leave) or 1 week after your return from sick leave. You will receive e-mail notification of receipt.
5) All requested leave is subject to prior approval from the Program Director and Vice Chair for Residency Programs. Failure to complete all fields/signatures and submit within the requested time frame may result in an automatic denial of request.
6) You and your Program Director will receive a summary leave report via email.
7) If you have questions about or want to know your leave balance, please contact Iverlyn Peng at the above email address.

Resident Name:  
Date of Request:  

Campus:  □ Abilene  □ Amarillo  □ Dallas  □ Lubbock  

Type of Leave:
□ Vacation  
□ Sick Leave  
□ Professional Leave. (Please specify):  
□ Interview Leave. (Please specify):  
□ Other Leave. (Please specify):  

<table>
<thead>
<tr>
<th>Beginning Date of Absence:</th>
<th>End Date of Absence:</th>
<th>Total Days Requested:</th>
</tr>
</thead>
</table>

Teaching Activities scheduled during leave:
Teaching Activities will be covered by:

Has the covering person been notified and agreed to such responsibility?  □ Yes  □ No  
Practice Site Activities will be covered by:

Current Preceptor Name:  
Preceptor Signature:  ____________________________  Date:  

Residency Program Director Name:  
Program Director Signature:  ____________________________  Date:  

To Be Completed By Office of Residency Programs
Vice Chair of Residency Programs Signature:  ____________________________  Date:  __/____/____

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APPENDIX 3 – TTUHSC HOLIDAY SCHEDULES

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

<table>
<thead>
<tr>
<th>Year</th>
<th>DAY OF WEEK</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 28</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 29</td>
<td>Friday</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 23</td>
<td>Monday</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td>December 24</td>
<td>Tuesday</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td>December 25</td>
<td>Wednesday</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td>December 31</td>
<td>Tuesday</td>
<td>New Year's Holiday</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>Wednesday</td>
<td>New Year's Holiday</td>
</tr>
<tr>
<td>January 20</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>March 20</td>
<td>Friday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 25</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 3</td>
<td>Friday</td>
<td>Independence Day Holiday</td>
</tr>
</tbody>
</table>

**TOTAL ALLOWABLE HOLIDAYS** 12

Note:

State law provides for 17 state holidays. In FY 2020 two (2) holidays fall on a weekend and cannot be substituted for other regular working days. The state will observe fifteen (15) holidays in FY 2020, which is two more than FY 2019. TTUHSC will observe 12 holidays. An additional three (3) days of holiday entitlement will be accrued to employees’ holiday comp balance at the rate of two hours per month with a maximum accrual of 24 hours.

Under the provisions of Article V of Senate Bill 5, 73rd Legislature, Regular Session, a state employee is entitled to observe optional holidays, such as Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday. Since the university is closed on scheduled holidays, employees who wish to take an optional holiday will be required to use vacation leave or compensatory time.