

RIVERSIDE UNIVERSITY HEALTH SYSTEM

Pharmacy Department

		Document No: E517	Page 1 of 3
Title: Academic Action and Dismissal of Pharmacy Residents	Effective Date: July 2016	<input type="checkbox"/> Hospital-Wide <input checked="" type="checkbox"/> Departmental	
Approved By: Greg Prouty Pharmacy Director		<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Guideline	

1. DEFINITIONS

- 1.1 Academic Action. Disciplinary action taken for deficiencies, failure to progress and meet performance standards and/or professional misconduct. Disciplinary action is progressive in nature beginning with verbal warning of the deficiency and instructions with respect to corrective actions and timeline for completion to prevent further disciplinary action(s). Failure to meet the corrective actions given verbally will result in Academic Action(s) outlined in this policy.
- 1.2 Letter of Deficiency. Written notice outlining plan for corrective action needed to be taken by the resident and the timeline by which these actions should occur for the resident to be considered in good standing.
- 1.3 Probation. Status where dismissal from the program can occur at any time during and at the conclusion of the assigned period if grounds for probation is not remediated or corrected.
- 1.4 Suspension. Temporary cessation of training activities due to serious and potentially detrimental concerns with continuation of resident duties.
- 1.5 Dismissal. Termination from employment prior to the completion of the residency program.
- 1.6 RPD. Residency Program Director – The pharmacist responsible for direction, conduct, and oversight of the residency program.
- 1.7 RAC. Residency Advisory Committee, chaired by the RPD, is comprised of department leadership and residency preceptors. Members of the committee have an integral role in the development and evaluation of programming for postgraduate trainees. The RAC will evaluate the performance of residents, provide feedback, clinical expertise, and independent/unbiased review of the residency program. Committee participation is required for all residents.

2. POLICY

- 2.1 Performance Reviews
 - a. Evaluations
 - 2.1.a.1 Each resident receives a written summative evaluation at the conclusion of each learning experience/rotation (quarterly for longitudinal learning experiences)
 - 2.1.a.2 Formative evaluations (verbal or written) are provided throughout learning experiences

- 2.1.a.3 Verbal warnings for deficiencies can be given when deemed appropriate by the residency preceptor(s) detailing corrective actions to be taken and timeline for completion
- b. Training Progress
 - 2.1.b.1 Quarterly reviews of each resident's progress are performed by the RPD, discussed with each resident and reported to the RAC
 - 2.1.b.2 Any deficiencies in competency and/or professionalism will be discussed with each resident and documented in the resident's quarterly review/evaluation
- 2.2 Academic Action
 - a. Letter of Deficiency
 - 2.2.a.1 Issued when the resident fails to meet the corrective actions given verbally by residency preceptor(s)
 - 2.2.a.2 Content must include:
 - Description of deficiency
 - Plan of corrective action
 - Timeline in which corrective action(s) should occur
 - Signature of the residency preceptor(s) who recommends the issuing of the Letter of Deficiency
 - Signature of the RPD
 - 2.2.a.3 The RPD will evaluate resident's progress in completing corrective actions outlined by the timeline and assess the need for further action
 - b. Probation
 - 2.2.b.1 Failure to complete corrective actions in adherence to the timeline and plan provided in the Letter of Deficiency will subject the resident to placement on probation
 - 2.2.b.2 The resident is entitled to a full hearing with the RAC, rotation preceptor(s) and department staff if deemed appropriate
 - 2.2.b.3 The resident must be informed of probation decision in person with a probation document including: grounds for probation, time frame (typically 1 month), plan for remediation and criteria for successful completion of remediation and notice of consequences to failure to meet the conditions of probation
 - 2.2.b.4 The resident will sign acknowledgement of receipt of probation document
 - c. Extended Probation
 - 2.2.c.1 Status of probation must be evaluated on a monthly to quarterly basis
 - 2.2.c.2 If performance remains unsatisfactory, probation may be extended to a maximum of 6 months, after which suspension or dismissal will be considered
 - d. Suspension

- 2.2.d.1 Recommendations for suspension may be proposed by residency preceptors, department supervisors, the RPD or Director of Pharmacy.
- 2.2.d.2 Suspension may be imposed when continuation of activities by the resident is deemed potentially detrimental or threatening to the operations of RUHS, including but not limited to patient safety, suspension or loss of licensure, grossly unprofessional, incompetent or potentially criminal conduct, *etc.*
- 2.2.d.3 Suspension decision must be reviewed within 3 days by the RAC and the Director of Pharmacy to determine if resident may return to clinical activities or whether further action is warranted (e.g. probation or dismissal)
- 2.2.d.4 Suspension may be with or without pay at the discretion of the Director of Pharmacy
- 2.2.d.5 Residents must be notified in writing of the reason for and terms of suspension

2.3 Dismissal

- a. The resident is subject to dismissal with any one of the following conditions
 - 2.3.a.1 Poor performance (e.g. not able to meet goals and objectives of the program, unsatisfactory progress despite documented feedback or probation)
 - 2.3.a.2 Unprofessional conduct (e.g. neglect of service, patient care and residency duties with unsatisfactory progress despite documented feedback or probation)
 - 2.3.a.3 Failure to obtain licensure by the California State Board of Pharmacy by November 15th or the approved deadline date
 - 2.3.a.4 Revocation of pharmacist license
 - 2.3.a.5 Criminal offense
- b. Residents who are subject to dismissal will be notified in writing of the events leading to recommendation for dismissal by the RPD
- c. The resident will have an opportunity to respond to the action before the dismissal is effective
- d. The RAC will review events leading to dismissal of the residents for final disposition

Document History:

Release Dates: 07/16		Retire Date:	
Sponsored by: Pharmacy Department		Replaces Policy:	
Date Reviewed	Reviewed By:	Revisions Made?	Revision Description
2/16/16	Pharmacy Review Committee	New Policy	