



CHI St. Vincent Pharmacy Residency Program

SUBJECT: Resident Disciplinary Action	EFFECTIVE: February 28, 2018
DEPARTMENT: Pharmacy Residency Program	PAGE: 1 of 2 REVISED: 1/23

PURPOSE:

To outline the expectations for conduct of pharmacy residents, ensuring that all CHI St. Vincent policies and Pharmacy Residency Program policies are followed and that the resident conducts themselves in a professional manner at all times.

POLICY:

All CHI St. Vincent Pharmacy Residents will:

- A. Present him/herself in a professional manner.
- B. Follow policies and procedures of CHI St. Vincent.
- C. Make satisfactory progress on the residency goals and objectives. This will not be determined by one rotation evaluation, but rather in a global sense as determined by the Residency Program Director.
- D. Make satisfactory progress towards the completion of residency requirements (project, manuscript, longitudinal drug information projects, MUE, operational staffing, etc.).
- E. Be respectful and professional at all times.
 - i. Gross misconduct towards the Residency Program Director, any member of the Pharmacy Department, other healthcare workers, or patients will result in a corrective action in accordance with the *Progressive Corrective Action* policy.
 - ii. Plagiarism or other unprofessional behavior will result in corrective action.
 - iii. Chronic tardiness is considered to impede progress towards residency goals attainment and will result initiation of the warning cascade. See CHI St. Vincent *Employee Attendance* policy and *Progressive Corrective Action* policy.
 - iv. Absenteeism in excess of what is allowed in *Resident Responsibilities* policies will impede progress toward successful completion on learning experiences.
 - v. Professional dress and hygiene is required while on campus or representing the program. See *Professional Image, Personal Appearance, and Dress* policy.
- F. Must obtain pharmacist licensure to practice in the State of Arkansas within 90 days from the start of the residency year. Exceptions to this policy will be reviewed by the residency advisory committee on a case by case situation. The final decision will rest with pharmacy management. Verification of licensure occurs in accordance with department policy. The resident is responsible for maintaining licensure and any required continuing education documentation for licensure.

Residency Disciplinary Action Plan:

Step 1

If the resident fails to meet the above objectives or does not follow CHI St. Vincent policies, or meet CHI St. Vincent standards, the involved preceptor and Residency Program Director will:

1. Discuss the issue with the resident.
2. In conjunction with the resident, determine an appropriate solution to rectify the behavior, deficiency, or action. A follow-up plan and specific goals for monitoring progress will be determined and outlined.
3. Document information as discussed in Step 2 and place in resident's file.
4. If not involved in discussion with resident, the Residency Program Director must be informed of the issue and provided with copies of the above documentation.

Step 2

If the follow-up plan does not yield satisfactory results as described and agreed upon, or another deficiency, behavior or action warrants attention, the involved preceptor(s) and the Residency Program Director will determine a plan and course of action.

The RAC will be notified of the deficiency, behavior or action under scrutiny, and the follow-up plan and specific goals for improvement. The Residency Director will appoint a Discipline Advisory Committee (DAC) to provide advice and monitoring to the Residency Program Director and Advisor. The DAC will be composed of three individuals from the Residency Advisory Committee, not to include the involved preceptor(s) or Residency Program Director.

Step 3

If the resident fails to progress satisfactorily as outlined in Step 2, or if additional shortcomings are identified, the involved preceptor(s) plus the resident's Residency Program Director will determine a plan and course of action, up to and including dismissal from the program. The Residency Advisory Committee will be notified of the deficiency, behavior, or action, and the follow-up plan and specific goals for improvement. The DAC is kept informed and remains involved.

Based on the number, severity, or seriousness of the deficiency, behavior or action, at any time the Residency Advisory Committee can be convened to consider a recommendation put forth by a Residency Program Director up to and including dismissal from the Residency Program.

When and if dismissal is recommended by the Residency Program Director, the Residency Advisory Committee will be convened.

Extension of the residency program due to failure to progress may result in extension of the program up to 90 days, but only if extenuating circumstances have occurred warranting extension (as determined by the DAC). Paid status and benefits for the resident will not be available after June 30th as the resident's paid position will at that time be filled by a resident from the next residency class.

Policy Key Contact: Brandy Hopkins, PharmD BCCP, Pharmacy Residency Program Director

Approved/Reviewed by: RAC and Pharmacy and Therapeutics Committee

Reference(s): American Society of Health-System Pharmacists Guidelines

Attachment(s): None