

# HUNTERDON MEDICAL CENTER PHARMACY RESIDENCY PROGRAMS POLICY AND PROCEDURE MANUAL

## Resident Disciplinary and Dismissal Policy

- I. **Purpose:** While every effort will be made to ensure each resident successfully completes their respective residency program, they must meet the minimum standards of the program, department and healthcare system.
- II. **Disciplinary Action**
  - a. A resident who is not progressing based on expected goals and objectives of the residency program or violates policies and procedures of the institution will receive a Performance Improvement Plan (PIP).
    - i. A plan outlining timelines for improvement in performance and deadlines will be developed by residency program director, direct preceptor (if applicable) and the resident. The PIP will be reviewed in a formal meeting with those individuals and the director of pharmacy services (and assistant director of pharmacy services as applicable).
    - ii. Failure to meet PIP timelines and deadlines may result in dismissal of the resident.
- III. **Dismissal from the Residency Program**
  - a. A resident may be dismissed from the program without first undergoing a Performance Improvement Plan in the following situations due to seriousness of the infraction.
    - i. All areas identified in the Human Resources and Development *Disciplinary Procedures* Policy #454.
    - ii. Theft of hospital property including but not limited to pharmaceutical agents (prescription, over-the-counter and controlled substances), supplies and technological equipment.
    - iii. Plagiarism
    - iv. Failure to attain New Jersey State Pharmacist Licensure (NAPLEX and MPJE) within 90 days after start date of residency.
      1. Continuances will only be given in rare circumstances per discretion of residency program director and only if the resident will be licensed for at least two-thirds of the residency program
      2. Residents not in compliance of being licensed for two-thirds of the residency program will be terminated
    - v. PGY-2 Pharmacotherapy Residents must provide PGY-1 Pharmacy Residency Certificate of completion within 14 days of employment start date. If a resident fails to comply with this, they will be terminated from the program.
  - b. The decision to dismiss a resident will be made by the Residency Program Director through discussion with residency preceptors, Director and Assistant Director of Department of Pharmaceutical Services, and Human Resources.
  - c. Process
    - i. The resident will be informed of separation from the program through both verbal and written format per Human Resources and Development *Separation from Employment* Policy #462.
    - ii. Subsequent steps will follow per Human Resources and Development Policy #462.
    - iii. Residents dismissed from the program will not receive a certificate of completion.
- IV. **Resident Withdrawal**
  - a. A resident may voluntarily withdraw from the program through verbal and written notification to the residency program director.
  - b. The resident must provide notice of at least 14 days to the residency program director.
  - c. Residents who withdraw from the program will not receive a certificate of completion.

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