

Status **Active** PolicyStat ID **12517864**



Origination 3/1/2014  
Last Approved 10/13/2022  
Effective 10/13/2022  
Last Revised 10/13/2022  
Next Review Due 10/13/2023

Owner Julie Mccoy:  
Senior Manager  
Pharmacy  
Policy Area Medication  
Management  
Applicability WA - Providence  
Centralia  
Hospital

## Pharmacy Practice Residency Program: Selection

**Policy Number: 77100-HR-007**

### **PURPOSE:**

Create a standardized process for selection of a Pharmacy Resident Candidate.

### **APPLIES TO:**

All Pharmacy Services personnel of Providence South Puget Sound (SPS) Providence Centralia Hospital (PCH).

### **POLICY STATEMENT:**

In accepting applicants to the PCH Pharmacy Practice Residency Program, we have standardized the application process to be as objective as possible. In addition, we follow the policies of the hospital in assessing and ranking candidates.

### **OBSERVATION & SAFETY FACTORS:**

N/A

### **PROCEDURE:**

1. Assessing and selecting applicants for acceptance into the residency program:
  - A. To be eligible for the PCH residency position, the applicants must complete the following by December 29<sup>th</sup>:

1. Pharmacy Online Residency Centralized Application Service (PhORCAS) Application
    - a. A letter of general introduction and interest, stating reasons for applying to PCH.
    - b. An updated resume or curriculum vitae.
    - c. Three letters of professional reference.
    - d. One copy of college transcripts.
  2. A completed on-line PCH employee application (after match results are posted).
- B. Residency Advisory Council members review applications and provide objective scores to pre-screen candidates.
1. Both the residency director and the Advisory Council determine the list of applicants to be offered interviews.
  2. The Residency Advisory Council is made up of at minimum the Pharmacy Director, Pharmacy Operations Manager, two residency preceptors, and current residents, as appropriate.
- C. The residency director is responsible for contacting the applicants and setting up the interview schedule.
- D. The interview process involves participation of the Residency Advisory Council.
1. The interview process also involves a tour with the current resident and allows informal exchange of information.
- E. The applicant is ranked by the Residency Advisory Council members on a numeric scale, rating the application materials and the interview itself, and an overall score is determined from the average of the ratings.
- F. The rank list for the match is determined by scoring from interviews, and submitted to the Match process by the residency director.
- G. All of the material for application, interviews, resident evaluation, and ultimate ranking order are collated and filed by the residency director.
- H. The Residency Advisory Council documentation will be kept confidential and protected from the incoming resident.

## **AGE-RELATED CONSIDERATIONS:**

No

## **CONTRIBUTING DEPARTMENT/COMMITTEE APPROVALS:**

None

## DEFINITIONS:

N/A

## ATTACHMENTS:

N/A

## OWNER:

Senior Manager, Pharmacy Services SPS

## REFERENCES:

N/A

## ADMINISTRATIVE APPROVAL:

Senior Director, Pharmacy Services SPS

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### All Revision Dates

10/13/2022, 11/18/2021, 12/6/2019, 6/13/2017, 9/29/2016, 10/22/2015, 3/1/2014

### Approval Signatures

Step Description	Approver	Date
Site Administrator	Erika Sherie Luat: Quality Accreditation Analyst	10/13/2022
Regional Director, Pharmacy Services SWSA	Lauren Bristow: Senior Director Pharmacy	10/13/2022
	Julie Mccoy: Senior Manager Pharmacy	10/12/2022

### Standards

No standards are associated with this document