

## LEGACY HEALTH

### [PATIENT CARE]

Policy: 916.3XXX

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**SECTION: PHARMACY**

**TITLE: LICENSURE AND GROUNDS FOR PHARMACY RESIDENT DISMISSAL**

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**POPULATION: X\_Adult \_X Pediatric X\_Neonate**

(Adult > 18 years of age; Pediatric 0-18 and adult patients under care of a pediatric specialty physician at RCH; Neonate 0-28 days and continued hospitalization in the NICU)

### **PURPOSE:**

1. Define expectations for pharmacist licensure including deadlines for licensure and consequences for not meeting deadlines for licensure.
2. Define conditions and procedures for dismissal from Legacy Health residency programs when the resident fails to meet performance or academic standards for the training program in which they are engaged or is found to have acted in a manner that violates a policy or policies of Legacy Health.

### **RESPONSIBLE STAFF:**

Pharmacy resident, Residency Program Director (RPD), Pharmacy Manager/Director

### **POLICY:**

1. Pharmacy residents are employees of Legacy Health. Employees are expected to comply with Legacy Health policies for conduct and performance. Any non-compliance with these standards will be addressed per Legacy Health Human Resources policies. See [LH 500.108 Termination of Employment](#) and [LH 500.204 Employee Conduct](#).
  - a. Department level leadership and RPD, along with Human Resources, have the responsibility for determining when corrective action is necessary, and which corrective action options are appropriate. See [LH 500.506 Actions to Address Employee Performance or Conduct](#).
2. Pharmacist licensure in Oregon and/or Washington is required within the first 120 days from the hire date of the residency training year.
  - a. An active pharmacist Intern license (Oregon and/or Washington) is required while the resident is pursuing pharmacist licensure.
  - b. Failure to obtain pharmacist licensure within the first 120 days is subject to dismissal from the program.
3. Residents are expected to make continual progress toward achievement of required program competencies, goals and objectives throughout the residency year.
  - a. Residents must demonstrate progress by the end of the General Medicine rotation or at the end of 90 days from the hire date, as applicable and whichever occurs first.
    - i. Evaluations and documented notification will be submitted as indication for failure to demonstrate progress
  - b. Upon receiving evaluations indicating “needs improvement” or documented notification of the resident’s failure to meet program expectations, the RPD or their representative will:
    - i. Meet with the resident to discuss the area(s) of concern, and
    - ii. Identify appropriate measures for improvement or remediation through a corrective action plan with established timelines.
  - c. Failure to progress and meet milestones of the correction action plan within the established timeline is subject to dismissal from the program.
4. Leave of absence leading to inability to complete training during the residency calendar year is subject to dismissal from the program.
  - a. For leave of absence policy for the program [see LH 916.3902 Pharmacy Residency Training Program: Leave of Absence](#).

Leave of absence duration extending beyond 90 days will require assessment by the RPD and Legacy Human Resources to determine if reasonable accommodations can be made to allow the resident to fulfill the requirements of the residency training program. This may include extension of the training period or requirement for resident to reapply to the program.

5. Dismissal will occur when corrective action has not resulted in sufficient documented improvement or the resident violates standards of conduct and performance, per Legacy Health Human Resources policies and procedures.
  - a. The program shall present the resident with the documented evaluations, notices and corrective action plans indicating failure to demonstrate progress and/or documentation of violation of Legacy Health policies of conduct and performance.
  - b. The program shall provide an oral statement of dismissal within 3 days and a written letter of dismissal within 10 days of decision.
6. Involuntary termination may be initiated for reasons including, but not limited: poor performance; violation of Legacy rules, expectations or policy; excessive absenteeism; actions or conduct detrimental to Legacy Health, patients, or other employees; lack of availability; or reduction in force.

### IMPLEMENTATION PROCESS:

1. Any concerns about resident performance, failure to progress or meet residency requirements will be brought to the attention of the RPD, as soon as they are identified.
2. The RPD will work with the site residency coordinator, pharmacy director and human resources representative on a plan of action in accordance with Legacy Human Resources policies and procedures to address any performance concerns.

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Key Words: pharmacy residency, dismissal, disciplinary action, licensure

References: [500.108 Termination of Employment](#)  
[916.3902 Pharmacy Residency Training Program: Leave of Absence.](#)  
[500.204 Employee Conduct](#)  
[LH 500.506 Actions to Address Employee Performance or Conduct](#)

Replaces: If the standard will replace an existing standard, not this here

Approval: Database Administrator to fill in the approval pathway

Originator: Identify the group/role originating this standard

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