

LEGACY HEALTH

PATIENT CARE

Policy: 916.3210
Origination Date: JAN 2019
Last Review Date: JUNE 2021

SECTION: PHARMACY

TITLE: LICENSURE AND GROUNDS FOR PHARMACY RESIDENT DISMISSAL

FACILITY:

- Legacy Emanuel Hospital and Health Center (as applicable: LEMC only RCH only Unity only)
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| <input checked="" type="checkbox"/> Legacy Good Samaritan Medical Center | <input checked="" type="checkbox"/> Legacy Medical Group |
| <input checked="" type="checkbox"/> Legacy Meridian Park Medical Center | <input type="checkbox"/> Legacy Urgent Care |
| <input checked="" type="checkbox"/> Legacy Mount Hood Medical Center | <input type="checkbox"/> Legacy Visiting Nurse Association (Hospice) |
| <input checked="" type="checkbox"/> Legacy Salmon Creek Medical Center | <input type="checkbox"/> Legacy Lab Services |
| <input checked="" type="checkbox"/> Legacy Silverton Medical Center | <input type="checkbox"/> Legacy Research Institute |
| <input type="checkbox"/> Administrative / System Support Services | <input type="checkbox"/> Other: |
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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 expected within the first 90 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. If the resident is not licensed within 90 days of the beginning of the residency program, the following describes the outcome for the resident.
 1. If the resident has taken, but not successfully passed either the NAPLEX or MPJE exam, or both, the RAC may consider allowing a 30 day extension, which will allow the resident to complete two-thirds of the residency as a licensed pharmacist. If approved, this extension will be noted in the RAC minutes.
 2. If this extension is not approved, the resident will be dismissed
 - ii. If the resident has not taken both the NAPLEX and MPJE exams within 90 days of the beginning of the program, the resident will be dismissed from the program.
 - iii. If a 30 day extension has been provided and the resident is still not licensed as a pharmacist at the end of the 30 day extension, the resident will be dismissed 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. Postgraduate year 1 (PGY1) 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.

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](#)

Approval: Pharmacy Director

Originator: Pharmacy

Owner: Pharmacy