



University of Kentucky / UK HealthCare Policy and Procedure	Policy PH09.03.035
Title/Description: Officers and Assignments – Pharmacy Residents	
Purpose: To define the role of officers in the operation of the pharmacy residency program.	

Related Policies:

PH 14-29 Pharmacy Resident Job Description

1. Chief Resident

- a. The chief resident will manage and coordinate activity of all concurrent pharmacy residents. Select major responsibilities of chief resident are as follows:
 - Chair resident meetings
 - Serve on and chair monthly Resident Program Director committee meetings
 - Serve as a liaison to residency preceptors, college of pharmacy faculty, and pharmacy department
 - Ensure resident onboarding needs are met, including facilitating appropriate scrubs embroidery and sizing, OR scrub access, available resident communication system roles (eg. Voalte), ED access (coordinate with ED preceptors)
 - Coordinate activities of all pharmacy residents, including appointment of PGY2 resident committee chairs and oversight of all resident committee tasks
 - Coordinate schedules of pharmacy residents with the scheduling chair as needed, including service responsibility, on-call coverage, and staffing
 - Attend the Chief Resident retreat and participate in other House Staff/Graduate Medical Education functions (or assigns a delegate to attend in place)
 - Present quarterly report of residency accounts to RPD committee in conjunction with treasurer
- b. The chief resident is a second-year resident who is appointed by the Director of Pharmacy Services after consultation with the previous year’s chief resident, the PGY1 residency program director, preceptors, and the Residency Advisory Committee. The chief resident will receive additional compensation above their PGY2 resident stipend. A co-chief resident will be appointed in the Fall and will aid in completing responsibilities of the Chief.

2. Scheduling Chair

- a. The Scheduling Chair is the liaison between pharmacy administration and the residents regarding the staffing and on-call schedule.
- b. Typical activities:
 - Maintain the on-call and staffing schedule in coordination with pharmacy leadership and residency program directors, including any changes throughout the year
 - Ensure availability of on call, staffing, Emergency Response Pharmacist, and rotation schedules on shared online platform
 - Review and provide feedback as needed on resident leave requests

3. Secretary

- a. The secretary records and distributes minutes of all resident meetings. The Secretary will find a co-resident substitute to fill this position if they are unable to attend a meeting. This position is usually filled by a PGY2 resident.
- b. Typical activities:
 - Record and ensure availability of resident meeting minutes to all residents
 - The meeting minutes should be uploaded to shared online platform
 - Lead resident meetings when Chief and Co-chief are absent
 - Coordinate with COP personnel to facilitate acquisition of resident biographical information to be posted on the UK Pharmacy Residency website

4. Treasurer

- a. The treasurer is responsible for the residents' fund account. This position is usually filled by a PGY2 resident.
- b. Typical activities:
 - Transfer bank account responsibility from outgoing treasurer to incoming treasurer
 - Write checks and deposits payments as needed
 - Maintain bookkeeping on a monthly basis and document in secure place
 - Prepare quarterly report of residency accounts for presentation to RPD committee
 - Facilitate ROTM gift card monthly

For each committee, there will be two advisors each serving a 2-year term. One advisor will serve as the incoming advisor and one will serve as the outgoing advisor. The incoming advisor will orient to their responsibilities from the outgoing advisor. Once one year is served as the incoming advisor, the next year will be served as the outgoing advisor. The preceptor development program will provide a list of preceptors interested in serving as advisors and will assign roles on a yearly basis.

5. Recruitment Committee

- a. The recruitment committee plans residency recruitment activities leading up to, during and after the ASHP Midyear Meeting. This committee should be chaired by two residents who completed their PGY1 residency at the UK Chandler Medical Center.
- b. Typical activities:
 - Aid in coordinating PGY1 candidate interviews and utilization of residents and preceptors during interview days
 - Coordinate the review of candidate applications and assisting with interview selections as needed
 - Aid and coordinate PGY2 program interview activities (at their request)
- c. The primary responsibility of the recruitment committee is to support PGY1 recruitment and global program recruitment efforts. PGY2 recruitment activities are typically identified early in the recruitment process (i.e. December) and are typically ala carte requests.

6. Outreach/Alumni Committee

- a. The goal of the Committee is to facilitate alumni engagement with the UK Pharmacy Residency program through volunteer/fundraising events, social media, and periodic social outings. They promote and preserve the legacy of the residency program.
- b. Typical activities:
 - Organize alumni & resident outings
 - Update UK residency yearbook

- Coordinate education of resident group on historical significance of UK Pharmacy and contribution of UK Pharmacy leaders such as Paul Parker
- Plan Paul Parker award ceremony watch party

7. Social Committee

- The Social Committee is responsible for planning and coordinating social activities for residents and preceptors. The committee is chaired by two PGY2 specialty residents and is composed of both PGY1 and PGY2 residents.
- Typical activities coordinated:
 - Ropes Challenge Course
 - Welcome Resident picnic
 - Pig Roast
 - Holiday parties
 - Lamppoon
 - 100 Days Party
 - Additional social events as needed to be coordinated with Alumni/Outreach committee
- Additionally, the Social Committee works closely with the College of Pharmacy to coordinate the Resident Recognition Ceremony held each June. Through its organization of formal and informal events throughout the year, the Social Committee fosters a cohesive community atmosphere within the residency program and allows residents the opportunity to socialize with each other outside of work responsibilities.

8. Media and Marketing Committee

- The Media and Marketing Committee is responsible for managing marketing of the UK Pharmacy Residency via the following responsibilities:
 - Coordinate article preparation, submission, and publication of the annual *Kentucky Konnection* newsletter to former UK residents and prospective applicants.
 - PGY1 RPD is the faculty editor of the publication. The newsletter is distributed in November, prior to ASHP’s Midyear Meeting.
 - Work with COP representatives (including communications director and director of alumni relations) and committee advisor to manage multiple UK social media accounts:

Social media platform	Handle/page name
Twitter	@UKPharmRes
Facebook	University of Kentucky Pharmacy Residency
Instagram	@ukpharmacyresidency
	@ukgsrxresidency
	@ukpharmrespsy2hemeonc

- Engage UK COP to develop content for dissemination via various social media platforms.
 - Subjects of interest: Welcoming new residents, Grand Rounds, meet our resident series, meet our preceptor series, resident of the month, preceptor of the month, ASHP Midyear meeting, Rho Chi research day, Great Lakes Pharmacy Residency conference, recruitment efforts, etc.
- Develop and evaluate streamlined process for others to submit content for dissemination.

9. Pharmacy Grand Rounds Committee

- The Grand Rounds committee responsibilities include:

- Develop schedule for grand rounds
- Work with CE department to obtain CE for seminars
- Ensure handouts and materials are ready for seminar
- Work with staff assistant to schedule rooms
- Recruit faculty and clinical staff to participate
- Communicate regarding Grand Rounds and PDE presentation calendar and weekly agendas
- Send out a link for providing feedback after each Grand Rounds, as well as forwarding the comments/feedback to each resident

10. Case Conference Committee

- a. The case conference committee was developed by residents for residents to facilitate constructive discussion of unique patient cases and provide learning opportunities for fellow trainees. Case conference is subject to change based on the needs of the resident group and yearly feedback
- b. Case Conference Committee responsibilities include
 - i. Coordinate and distribute schedule for the year
 - ii. Solicit feedback from residents and incorporate changes as reasonable

11. GME House Staff Council Representative

- a. A PGY1 and PGY2 are to be selected for pharmacy representation on the GME House Staff Council.
- b. Responsibilities of the GME House Staff Pharmacy representatives include attendance of monthly Council meetings on behalf of the pharmacy residency program and communication of GME updates to pharmacy residency group

12. Wellness Committee

- a. The Wellness Committee comprises three subcommittees: Wellness Warriors, Anti-Harassment, Civility, Inclusion, & Diversity (ACID), and R-UoK? (described below). Residents lead the R-UoK? subcommittee by planning topic discussions and wellness events.
 - i. Wellness Warriors Create a formal Wellness Warriors selection, onboarding, and reporting process. Residents facilitate mental health and other wellness resources to Wellness Warriors, residents, and preceptors. Work with the Preceptor Development Committee on topics related to resident well-being and gatekeeper training.
 - ii. Anti-Harassment, Civility, Inclusion & Diversity (ACID) Develop pathways for resident support surrounding issues concerning bias, inclusion, and harassment. Work with the Preceptor Development Committee on topics related to unconscious bias, diversity, and inclusion.
 - iii. R UoK? Promote resident wellness through topic discussions and events focused on mental, physical, emotional, and financial well-being.

Persons and Sites Affected

Enterprise Chandler Good Samaritan Kentucky Children's Ambulatory Department

Policies Replaced

Chandler PH20-05 Good Samaritan Kentucky Children's CH Ambulatory KC Other

Effective Date:

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