



University of Kentucky / UK HealthCare Policy and Procedure	Policy PH09.03.055
Title/Description: Pharmacy Residency Staffing Requirements	
Purpose: To set forth guidelines for resident pharmacy practice experience in central or decentral positions as part of their residency training program.	

Related Policies:

- PH09.03.005 Leave Policy – Pharmacy Residents
- PH09.03.065 Moonlighting – Pharmacy Residents

1. Policy
 - a. Residents provide pharmacy staffing, the equivalent of approximately eight hours each week during the residency program.

2. PURPOSE
 - a. The intent of this policy is to involve the resident in all facets of pharmaceutical care as practiced at the University of Kentucky. From this experience, the resident develops a broad perspective of comprehensive pharmacy services as well as the knowledge and ability to provide those services.

3. PROCEDURE
 - a. Staffing schedules are prepared by the Residency Program Director (RPD) or designee. Each resident is scheduled to staff an average equivalent of one shift per week including shifts staffed on-call, per schedule block. This number may be less in the event that a residency event (see section 3.o. below) occurs during the schedule block. In the event that schedules are prepared for more or less than eight weeks, shifts are assigned proportionally. The number of shifts worked over the course of the year should not exceed 52 weeks minus the number of required residency events and holidays (for example, vacation days, PDE, Great Lakes, Midyear, the Midwest Residency Exchange program, Christmas holiday, Professional meeting). Thus a PGY1 and PGY2 would not be assigned more than 47 total shifts per year.
 - b. For each on-call day, all residents will be scheduled to staff the AC2 position in Central Pharmacy for four evening hours from 7PM – 11PM. Staffing responsibilities are the priority during such a shift whenever possible. Each on-call staffing shift qualifies as one of the resident’s shifts for the schedule block.
 - c. Staffing and rotation experiences should be scheduled to comply with the ASHP duty hour rules whenever possible. Typically, residents will not be scheduled to staff an additional shift during a week in which the resident has an on-call shift. If the resident staffs a shift during the same week as an on-call day, the resident may not exceed a total of 80 hours for the same week. It is the responsibility of the resident to ensure that they are within ASHP duty hour requirements. If staffing assignments cause the resident to exceed these hours, the resident must notify the resident staffing coordinator and RPD when the schedule is issued so that changes to the schedule can be made. Staffing two shifts in a week in which the resident is on-call is prohibited.
 - d. Residents are included in staffing schedule for holidays.

- i. The University of Kentucky recognizes the following holidays:
 1. New Year's Day
 2. Martin Luther King Day
 3. Memorial Day
 4. Independence Day
 5. Labor Day
 6. Presidential Election Day (not a pharmacy resident holiday; see PH20-01 III.C.)
 7. Thanksgiving Day
 8. Friday after Thanksgiving
 9. Christmas Day
- e. Each resident is scheduled to staff one winter holiday (Thanksgiving, Christmas, New Year's Day, Martin Luther King Day) and one summer holiday (Memorial Day, Independence Day, Labor Day) per year. To accommodate staffing patterns, days adjacent to holidays may serve as the resident's holiday shift requirement at the discretion of the scheduling pharmacists or resident chairs. Staffing the AC2 position as part of the on-call requirements on a holiday satisfies the holiday staffing requirement.
- f. During the holiday weeks of Christmas Day and New Year's Day, residents may be scheduled to staff in addition to an on-call shift during the same week as long as resident duty hours are not exceeded.
- g. If residents volunteer to cover open shifts on the schedule, ill calls, or emergency situations in addition to their regularly scheduled shifts, they are paid for that time from the on-call pool. Any resident may volunteer to provide staffing coverage however; payment from the on-call pool is prohibited Monday thru Friday 0730 to 1700. If coverage is to be provided, priority consideration needs to remain with the rotation goals and adherence to applicable resident duty hour limitation. Consultation with the rotation preceptor and program director is required and approval must be granted prior to the moonlighting shift.
- h. If a resident works a holiday in addition to their regularly scheduled holiday staffing requirement, he/she is paid for 1.5 times the number of hours worked. This is in consideration for the fact that the residents do not receive compensatory time off for staffing a holiday. If this occurs, priority consideration needs to remain with the rotation goals and adherence to applicable resident duty hour limitation. Consultation with the rotation preceptor and program director is required.
- i. Resident who are sick or have another emergency while being scheduled on-call will contact the chief resident who first calls residents who are not on the schedule for coverage. Residents are encouraged to cover other residents in these situations. The resident who covers a resident sick call will be compensated by the resident for whom he/she is covering. This can be handled on the current schedule or in the future by the residents involved and the resident staffing coordinator. If this occurs, priority consideration needs to remain with the rotation goals and adherence to applicable resident duty hour limitations. Consultation with the rotation preceptor and program director is required.
- j. In the event of an off-site clinical rotation, staffing will be adjusted to make up the equivalent number of staffing hours. No running total-hours-worked will be maintained with the exception of the off-site clinical rotation. As a general rule, every attempt will be made to evenly meet the staffing requirement, avoiding excess shifts/deficient shifts on subsequent schedules.
- k. Postgraduate year 1 residents are scheduled to work their required shifts primarily in the Central Pharmacy or in de-centralized positions. PGY2 staffing will occur mainly in the satellite or decentralized area of that specialty. If the number of PGY2 residents for a given specialty exceeds the staffing capacity for a given specialty practice site, alternative practice site(s) will be identified.

- l. In general, the residents will work most of their staffing requirements during the weekends. Staffing requirement may be fulfilled during weekday evenings as available. Alternative staffing arrangements must mutually meet resident program goals and department need. The resident's RPD will review the staffing schedule to ensure the Resident Staffing Policy is being upheld, and to keep track of staffing days.
- m. The specific methods used in coordinating each schedule are the responsibility of the manager responsible for that schedule.
- n. Four resident social functions have been identified for flexible scheduling. Residents may be scheduled to staff the first shift position on the days of the specified events. Additional pharmacist staffing should be planned to cover open resident shifts as well as the on-call shift to facilitate resident participation. During these functions, pharmacists will be asked to cover the PharmD on call pagers. The social functions necessitating flexible scheduling are:
 - i. Lampon (May-June)
 - ii. Graduation (June)
 - iii. Ropes (July)
 - iv. Pig Roast (September or October)
- o. "Required events" are those events residents are required to attend. Residents are not scheduled to staff during these required events. Additional pharmacist staffing should be planned to cover open resident shifts as well as the on-call shift to facilitate resident participation.
 - i. Postgraduate year 1 residents:
 - 1. Professional Development Experience (1 weekend day, 2.5 weekdays)
 - 2. Midyear Clinical Meeting (2 weekend days, 4 week days, unless "early commitment")
 - 3. Regional Residency Conference (3 weekdays)
 - 4. Residency Graduation Ceremony Banquet
 - ii. Postgraduate year 2 residents:
 - 1. Resident Exchange Program (1 weekend day, 1 weekday)
 - 2. Professional Development Experience (1 weekend day, 2.5 weekdays)
 - 3. Midyear Clinical Meeting (2 weekend days, 4 week days)
 - 4. Regional Residency Conference (3 weekdays, attendance optional)
 - 5. Residency Graduation Ceremony Banquet
- p. Moonlighting (working a shift for pay) while on-call is prohibited and staffing post on-call is prohibited.
- q. Staffing requirements that vary from this policy will be decided by the resident's Resident Program Director in conjunction with the RPD Committee and ROC.

Persons and Sites Affected

Enterprise Chandler Good Samaritan Kentucky Children's Ambulatory Department

Policies Replaced

Chandler PH20-09 Good Samaritan Kentucky Children's CH Ambulatory KC Other

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