



University of Kentucky / UK HealthCare Policy and Procedure	Policy PH09.03.0105
Title/Description: Residency Program Director (RPD)/Assistant Residency Program Director (A-RPD)- Pharmacy Residency Programs	
Purpose: To establish guidelines for the RPD and A-RPD position as it applies to multiple pharmacy residency programs within the UK HealthCare umbrella.	

Purpose and Responsibilities of the RPD

1. Purpose:

The RPD is responsible for all aspects of the residency program. The RPD may delegate various tasks to other preceptors or individuals as needed, but ultimate responsibility for accreditation and success of the residency program lies with the RPD.

2. Qualifications:

Per ASHP Standards, the RPD must be a licensed pharmacist who:

- Has completed an ASHP-accredited PGY1/PGY2 residency (requirements specific to the individual program) followed by a minimum of 3 years of pharmacy practice experience
OR
- Without completion of an ASHP-accredited residency, has five or more years of pharmacy practice experience.

3. Responsibilities:

Responsibilities include, but are not limited to, the following:

- a. Resident recruitment, including PPS interviews if needed
- b. Scheduling and coordinating on-site interviews
- c. Ensuring residents are oriented to the program in a sufficient manner
- d. Resident rotation scheduling
- e. Staffing schedule development oversight
- f. Updating learning experience documentation as needed
- g. Preparations for ASHP accreditation documentation and on-site visits

- h. Activities necessary for Graduate Medical Education (GME) compliance
- i. Coordinating research activities for the residency program
- j. Coordinating conferences and other educational activities within the residency
- k. Identification of qualified preceptors for the residency program and engagement with preceptor development committee as needed
- l. Strategic planning for the residency program
- m. Ensuring resident and preceptor evaluations are done completely and in a timely manner

4. Allotment:

Per ASHP Standards, there may only be 1 RPD assigned to each individual residency program.

5. Appointment Process:

RPDs are appointed by the Residency Advisory Committee. Approval must be obtained by the RPD candidate's direct supervisor.

6. Term limits:

Retention of the RPD in their role falls under the purview of the Residency Advisory Committee.

Purpose and Responsibilities of the A-RPD

1. Purpose

The A-RPD is a key contributor to the development, maintenance, and quality improvement of the residency program and in collaboration with the RPD, ensures the residency is providing the best experience for the individual resident and that the resident is meeting the overall objectives of the program. The A-RPD may serve a number of functions, and this will vary depending on the needs of the individual program and RPD.

2. Qualifications:

It is advisable for the qualifications for A-RPD to be as listed above for RPD, but variance from these qualifications may be appropriate in some situations

3. Responsibilities:

Responsibilities include, but are not limited to, assisting the RPD with 3. A-M above. Additionally, A-RPDs may participate in Residency Program Director Committee (RPDC) meetings as needed. The A-RPD may attend in the RPD's absence and carry any necessary proxy vote for the RPDC.

4. Allotment:

The number of A-RPD's may vary per program and will be left at the discretion of the individual RPD.

5. Appointment Process:

The appointment process will be left to the discretion of the RPD, ranging from direct appointments, interviews, applications, or any combination of the three. Approval must be obtained from the A-RPD candidate's direct supervisor.

6. Term limits:

Term limits for the A-RPD position will be 1 year with re-appointment at the discretion of the RPD.

Persons and Sites Affected

- Enterprise Chandler Good Samaritan Kentucky Children's Ambulatory
 Department Pharmacy Services

Policies Replaced

- Chandler Good Samaritan Kentucky Children's CH
 Ambulatory KC Other PHXX-XX

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