



<b>University of Kentucky / UK HealthCare Policy and Procedure</b>	<b>Policy PH09.03.070</b>
<b>Title/Description:</b> Early Commitment Process for current University of Kentucky Postgraduate Year 1 Residents	
<b>Purpose:</b> To define the procedure for early commitment to a postgraduate year 2 (PGY2) residency program. To define the responsibilities related to the early commitment process for residents and residency program directors.	

- I. Procedure
  - a. Submission of an electronic/digital statement of interest by a current University of Kentucky PGY1 resident to the PGY2 residency program director, copied to the PGY1 residency program director, the director of pharmacy services, and the chief pharmacy resident. Adherence to all ASHP requirements and deadlines for matching of PGY2 residency programs.
    - The statement must be submitted by a deadline determined by the Residency Program Director Committee (RPDC). Deadline for delivery of letters is 1700.
  - b. Discussion of interested applicants will occur at the last RPDC meeting prior to the early commit deadline for suggestions and then brought to the Residency Oversight Committee (ROC) for approval.
  - c. Notifications offering positions to selected applicants must be delivered in an appropriate time frame after decisions are made.
  - d. A signed offer electronic/digital letter must be returned to the PGY2 program director and copies given to the PGY1 program director, the Director of Pharmacy Services, and the Chief Pharmacy Officer within one week of the offer letter.
  - e. Note that the UK HealthCare early commitment date is earlier than the ASHP date.
  
- II. Resident Applicant Responsibilities
  - a. Preparation and electronic delivery of the following to be considered for a PGY2 resident position:
    - a. A formal statement of interest to the PGY2 RPD, PGY1 RPD, and Director of Pharmacy
    - b. Curriculum vitae
  - b. Adherence to all applicable deadlines listed above.
  - c. Return of signed electronic/digital offer letter is a formal written commitment by resident to the PGY2 program.
  - d. Residents signing a letter of offer must provide service coverage for those residents attending the ASHP Midyear Clinical Meeting.
  
- III. Program Director Responsibilities
  - a. Attendance of the RPDC meeting prior to early commit deadline.
  - b. Each PGY2 program will employ a standardized process to evaluate requests for early commit.
  - c. Approval or denial of early commitment must be determined by each individual Residency Program Director based on the candidate’s ability to achieve the educational goals and objectives selected for the program, with the approval of the ROC. Recommended timeline for responding to the resident applicant is two weeks.
  - d. Preparation and delivery of a formal offer notification for the PGY2 resident position.

- e. Adherence to all applicable deadlines listed above.
- f. Participation in ASHP PGY2 residency matching program according to all ASHP established guidelines and regulations.
- g. Communication with the HS/GME Office regarding documentation of approved offers of early commitment.

IV. Appeals and Exceptions to the Policy

- a. No changes, modifications, or exceptions to the policy will be honored without the approval of the RPDC.
- b. All appeals must be submitted to the RPDC and ROC prior to the ASHP early commit deadline.

<b>Persons and Sites Affected</b>	
<input type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children’s <input type="checkbox"/> Ambulatory <input checked="" type="checkbox"/> Department	
<b>Policies Replaced</b>	
<input checked="" type="checkbox"/> Chandler PH20-01 <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children’s CH <input type="checkbox"/> Ambulatory KC <input type="checkbox"/> Other	
<b>Effective Date:</b>	<b>Review/Revision Dates:</b> 9/2012, 4/15, 4/30/2015, 5/25/17, 2/11/2021, 8/10/2021
<b>Approval by:</b>	
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