



UKHC Pharmacy Residency Class Officers Standard Operating Procedure (SOP)

SOP Purpose: Define the job description and responsibilities for resident class officers and preceptor advisors for resident committees within the University of Kentucky HealthCare (UKHC) pharmacy residency program.

1) Chief Resident

Purpose

- a) The purpose of the chief resident is to serve as a liaison between the residents and residency leadership and to advocate for resident interests within the decision-making groups for the residency program.

Role and Responsibilities of chief resident

- a) Expectations of the chief resident include but are not limited to:
 - i) Serve as a pharmacy resident liaison to:
 - (1) Leadership within the pharmacy department through monthly chief meetings
 - (a) Participants in monthly chief meetings may include: Senior Director of Acute Care, Director of Clinical Services, and Pharmacy Education Coordinator. Other members of the department may be included in chief meeting as needed based on agenda items.
 - (b) Purpose of monthly chief meetings includes:
 - (i) Discussing agenda items for the Residency Program Director Committee (RPDC) monthly meetings
 - (ii) Bringing forward resident questions or concerns
 - (iii) Disseminating pertinent communications from administration to residents through various platforms (i.e. resident meeting, email, etc.).
 - (iv) Provide monthly mentorship for the chief resident.
 - (c) It is the responsibility of the chief resident to schedule monthly chief meetings.
 - (2) Graduate Medical Education (GME) through:
 - (a) Attending monthly GME Resident and Fellow Forum
 - (b) Attending the GME Chief Resident Retreat
 - (c) Applying to the GME Emerging Leaders Program (encouraged but not required)
 - ii) Maintaining confidentiality when any sensitive information is shared between residents or in meetings with others in the pharmacy department.
 - iii) Encourage resident feedback for the annual Residency Retreat and work with the Pharmacy Education Coordinator and RPDC to design the resident feedback survey
 - iv) Assist with incoming resident orientation in coordination with RPDs and the Residency Program Coordinator
 - v) Assist the Pharmacy Education Coordinator with organizing resident committee operations through:

- (1) Development of a mechanism to solicit resident committee interests each year, with formal appointments being completed by the Pharmacy Education Coordinator
 - (2) Facilitate communication of resident committee operations and report out between resident committees and leadership
 - (a) This communication could include monthly reports presented at RPDC from rotating resident committees.
 - (b) Information included in these reports is typically:
 - (i) Resident committee purpose
 - (ii) Resident committee members (residents and advisors)
 - (iii) Major responsibilities
 - (iv) Upcoming events
 - (3) Scheduling and chairing pharmacy resident meetings (typically scheduled every other week)
 - (a) Recording and distributing Resident Meeting minutes
- vi) If co-chief resident is selected, work with leadership to define roles and responsibilities.

Qualifications, Appointment, and Term

- a) A member of the Residency Oversight Committee (ROC) will solicit interest in pursuing the chief role from the current residency group. Typically, in the third quarter but could occur at other points in the year if necessary.
 - i) Residents interested in serving as chief resident will submit a cover letter and CV as their application for this position. To be considered, a resident must be in good standing in their program.
 - ii) Interested residents will participate in an interview process with ROC.
 - iii) Final selection will be determined by ROC with input garnered from RPDC, preceptors and current residents.
- b) The term of Chief Resident runs from time of appointment through the completion of the following residency year.
- c) The chief resident may receive a stipend for the role of chief as determined by Graduate Medical Education.

2) Co-Chief Resident

Purpose

The purpose of the co-chief resident is to serve with the chief resident as a liaison between the residents and residency leadership and to advocate for resident interests within the decision-making groups for the residency program. The co-chief will facilitate and organize resident committee operations and train to become chief resident if selected to pursue the role.

Role and Responsibilities of co-chief

- a) Expectations of the co-chief resident include but are not limited to:
 - i) Maintaining confidentiality when any sensitive information is shared between residents or in meetings with others in the pharmacy department.

- ii) Assisting the chief resident in execution of aforementioned duties as needed
- iii) Representing the chief resident as needed in their absence
- iv) Sending thank you notes to contributors to the resident fund
- b) If the co-chief pursues becoming the incoming chief resident and is selected, additional responsibilities include:
 - i) Welcome and coordination of orientation needs with RPDs and the Pharmacy Education Coordinator through:
 - (1) Assignment of incoming resident buddies
 - (2) Organization of the residency class contact information
 - (3) Provide guidance for licensure and potential housing

Qualifications, Appointment, and Term

- a) A member of the Residency Oversight Committee (ROC) will solicit interest in pursuing the co-chief role from the current residency group in the first quarter of the residency year.
 - i) Residents interested in serving as co-chief resident will submit a cover letter and CV as their application for this position. To be considered, a resident must be in good standing in their program.
 - ii) Interested residents will participate in an interview process with ROC.
 - iii) Final selection will be determined by ROC with input garnered from RPDC, preceptors and current residents.
- b) The term of co-chief resident runs from time of appointment through the completion of the current residency year.

3) Scheduling Chair

Purpose

The Scheduling Chair is an appointed PGY2 resident with primary responsibility for creating the annual Master schedule.

Role and Responsibilities of scheduling chair

- a) Duties of the Scheduling Chair include but are not limited to:
 - i) Working with program leadership to develop the annual schedule of staffing and on call shifts for all residents by June of each year.
 - ii) Reviewing and completing shift swaps on the Master Schedule
 - iii) Assist in coordinating coverage for shift gaps or shift emergencies

4) Resident Committee Chairs

Purpose

Resident Committee Chairs are PGY2 residents who are responsible for the operations of their respective resident committees. Resident Committee Chairs are appointed by the RPDs or Pharmacy Education Coordinator at the beginning of the residency year. Each resident committee will have at least one Resident Committee Chair.

Role and Responsibilities of resident committee chair

- a) Duties of the Resident Committee Chair generally include:
 - i) Overseeing and executing the tasks of the Resident Committee per the individual Resident Committee SOP
 - ii) Manage communication between residency leadership (ROC, RPDs) and committee members
 - iii) Communicate updates from the Resident Committee to RPDC at the discretion of RPDC and the chief resident

5) Resident Committee Advisors

Purpose

Resident Committee Advisors are preceptors who facilitate continuity between years for resident-run committees.

Role and Responsibilities of resident committee advisors

- a) Duties of Resident Committee Advisors include but are not limited to:
 - i) Review and assist in updating committee Standard Operating Procedure on a yearly basis.
 - ii) Attend an introductory meeting with committee chairs and committee members as well as any additional meetings requested by chairs throughout the year.
 - iii) Serve as an advocate for and liaison between residents within the committee and the preceptor or administration groups as needed.
 - iv) Fulfill any additional needs outlined within the resident committee Standard Operating Procedure.

Qualifications, Appointment, and Term

- a) Resident Committee Advisors are appointed by the Residency Oversight Committee.
- b) Resident Committee Advisors commit to their role for a minimum 2-year term to provide continuity from year to year as residents cycle through the program.
- c) If a Resident Committee Advisor decides to cycle out of their position, RPDC will find a replacement which is approved by the Senior Director of Acute Care and Director of Clinical Services.