

TITLE Pharmacy Practice Experience - Residents			IDENTIFICATION NUMBER PH09.03.055
ORGANIZATION(S) University of Kentucky / UK HealthCare	SITES AFFECTED <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> KCH <input type="checkbox"/> Ambulatory	CATEGORY <input type="checkbox"/> Enterprise <input type="checkbox"/> Nursing <input checked="" type="checkbox"/> Department Pharmacy Services <input type="checkbox"/> Guideline <input type="checkbox"/> Protocol	REPLACES: PH20-09
REVIEW CYCLE <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 3 years REVIEW DATES: 9/2012; 4/2015; 4/30/2015; 5/25/2017; 2/11/2025, 02/26/2025			EFFECTIVE DATE: 03/15/2025

POLICY STATEMENT

All University of Kentucky HealthCare (UKHC) pharmacy residents enrolled in ASHP-accredited training programs will participate in a staffing experience. When possible, the staffing experience should be relevant to the resident's specialty practice area and fill an organization/department patient care need.

PURPOSE

To set forth guidelines for pharmacy resident practice experiences as a part of their residency training program.

SCOPE

This policy applies to all residents of the UKHC Pharmacy Residency programs.

PROCEDURES

1. The resident staffing schedule will be made in advance; all resident staffing shifts will be located on the same shared file and saved in an accessible location for the department.
 - a. schedule creation should occur as far in advance as possible, ideally before the resident starts the program and for the entire residency year. Coordination of the schedule creation for programs staffing in shared areas (i.e. on-call, decentralized teams, central pharmacy) will typically be the responsibility of an HSPAL resident, with assistance from pharmacy managers.
 - b. Some programs may have additional shifts to staff throughout the year (i.e. the entire year of schedule cannot be created prior to the start of the residency year), these should be added to the schedule as they are determined.
2. Due to the diversity in specialty practice experiences where residents staff, the duration of the shift, and what activities the resident is responsible for will vary. In general, the residents will work most of their staffing requirements during the weekends. Staffing requirements may be fulfilled during weekday evenings. Alternative staffing arrangements must mutually meet resident program goals and department needs. These definitions should be discussed and agreed upon by the Residency Program Director Committee (RPDC) prior to implementation.
 - a. All staffing shifts must occur outside of regular rotation hours.
 - b. In general, a shift is > 5 hours long. Any staffing < 5 hours will constitute a ½ shift.
 - c. An in-house on-call experience will constitute 1 shift (for both night call and weekend/holiday call).
 - d. Other on-call experiences can also count towards the staffing requirement. Currently approved experiences include:
 - i. Specialty on call: 1 week of specialty call = 4 shifts

- ii. ID restricted ABX call: 1 day of weekend call = 1 shift
- 3. PGY1 and PGY2 residents may have a different number of required shifts for the year, but all PGY1s should have the same number and all PGY2s should have the same number.
 - a. This number should be discussed and agreed upon by RPDC in consultation with department leadership.
- 4. Scheduled staffing will comply with the ASHP duty hours requirements.
- 5. Holiday Staffing:
 - a. Resident staffing will include holidays, these staffing days will count as a single staffing shift per the definition above.
 - b. Residents that staff a holiday are entitled to a comp day per the University of Kentucky Graduate Medical Education (GME) Policies and Procedures.
 - c. In general, residents will be scheduled to work holidays in an equitable manner
 - i. Residents will be required to staff one of the following major holidays: Thanksgiving/Day after Thanksgiving, Christmas, or New Years Day.
 - ii. And up to two of the following recognized holidays: 4th of July, Labor Day, MLK Day, Memorial Day, Juneteenth.
 - iii. To allow for maximum time away from residency when not scheduled to work a holiday, residents will be scheduled in holiday and associated weekend blocks when possible.
- 6. In the event a resident picks up an open evening, weekend, holiday, or on-call shift, the resident shall receive overload pay, or if deemed appropriate by RPDC and the resident's RPD, count this shift towards their total number of required staffing shifts, thereby removing a future shift from their schedule.
- 7. In the event a resident need to call off from their scheduled staffing shift, an additional shift of similar responsibility will be added to their staffing schedule to fulfil their staffing requirement.
 - a. Resident call off procedures for a shift should follow the regular call off procedures of the area they are scheduled to staff (typically contacting the manager of the area)
 - b. Residents that need to call off from an on-call shift should contact their RPD, chief resident, and notify Pharmacy Chandler Operations (via CC1.1 Chandler Central Pharmacist Call In SOP) if the call off will result in a time period of no on call coverage while alternate plans for coverage are being finalized.
- 8. In the event of an off-site clinical rotation, the residents staffing schedule will be adjusted to make up the equivalent number of staffing shifts.
- 9. There may be resident social functions throughout the year that occur when residents are schedule to staff or be on call. At the discretion of the RPDC, scheduled residents will be given time off to attend these events and the staffing will be covered by a non-resident pharmacist. Coverage is facilitated by the chief resident and the Director of Clinical Services. Arrangements must be made in advance, ideally 8 weeks prior to the event. These functions may include:
 - a. Lamppoon (May-June)
 - b. Graduation (June)
 - c. Homecoming/Pig Roast (September or October)
- 10. After the schedule is created, additional conflicts may arise. These may be personal conflicts or additional required functions such as professional development experience and Midyear. The staffing schedule may be adjusted to accommodate these conflicts. Residents should follow the staffing switch process to switch shifts with another resident.

REFERENCES

1. [ASHP Duty Hour Requirements for Pharmacy Residencies](#)
2. University of Kentucky Graduate Medical Education (GME) Policies and Procedures.
3. [Pharmacy SOP: Pharmacist Call-In Procedure](#)

APPROVAL

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