TITLE Residency Program Director (RPD)/Assistant Residency Program Director (A-RPD)- Pharmacy Residency Programs			**IDENTIFICATION NUMBER** PH09.03.105
ORGANIZATION(S) University of Kentucky / UK HealthCare	**SITES AFFECTED** ☒ Enterprise ☐ Chandler ☐ Good Samaritan ☐ KCH ☐ Ambulatory	**CATEGORY** ☐ Enterprise ☐ Nursing ☒ Department Pharmacy Services ☐ Guideline ☐ Protocol	**REPLACES:**
REVIEW CYCLE ☐ 1 year ☒ 3 years **REVIEW DATES:** 8/8/2018; 10/15/2021; 2/11/2025, 2/26/2025; 10/15/2026		**EFFECTIVE DATE:** 11/15/2026	

POLICY STATEMENT

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.

PURPOSE

The purpose of this policy is to establish guidelines for the RPD and A-RPD position as it applies to multiple pharmacy residency programs within the UK HealthCare umbrella.

SCOPE

This policy applies to RPDs/aRPDs, personnel interested in pursuing a program director role, and personnel handling program director appointments of the UKHC Pharmacy Residency programs.

PROCEDURES

A. RPD Role

1. Eligibility:

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

   a. 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

   b. Without completion of an ASHP-accredited residency, has five or more years of pharmacy practice experience.

2. 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

3. Allotment:

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

4. Appointment Process:

   RPDs are appointed by the Chief Pharmacy Officer, or Residency Oversight Committee on the Chief Pharmacy Officer's behalf. Approval must be obtained by the RPD candidate's direct supervisor.

5. Term limits:

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

6. Notice and Departure of RPD:

   Residency Program Directors (RPDs) are encouraged to provide at least six months' notice before departing their role. For departures during an active residency year, notice should ideally be given no later than October 1st to ensure a smooth transition and program continuity.

B. A-RPD Role

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.

1. Eligibility:

   A-RPD must meet program preceptor eligibility criteria, at a minimum, with preference given to meeting the RPD criteria listed above.

2. 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.

3. Allotment:

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

4. 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.

5. Term limits:

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

REFERENCES

ASHP Accreditation Standard for Postgraduate Pharmacy Residency Programs

APPROVAL

NAME AND CREDENTIALS: Devlin McGrath, PharmD, MS **TITLE:** Senior Director, Acute Care Services	**NAME AND CREDENTIALS:** Kimberley Hite, MS, PharmD **TITLE:** Senior Director, Pharmacy Shared Services