TITLE Early Commitment			**IDENTIFICATION NUMBER** PH09.03.070
ORGANIZATION(S) University of Kentucky / UK HealthCare	**SITES AFFECTED** ☐ Enterprise ☐ Chandler ☐ Good Samaritan ☐ KCH ☐ Ambulatory	**CATEGORY** ☐ Enterprise ☐ Nursing ☒ Department Pharmacy ☐ Guideline ☐ Protocol	**REPLACES:** PH20-01
REVIEW CYCLE ☐ 1 year ☒ 3 years **REVIEW DATES:** 9/2012, 4/15, 4/30/2015, 5/25/17, 2/11/2021, 8/10/2021; 10/30/2024, 11/20/2024; 10/1/2026		**EFFECTIVE DATE:** 12/15/2024	

Policy Statement

The UK HealthCare (UKHC) Pharmacy Residency Program will maintain a standardized framework for early commitment of eligible current UKHC postgraduate year 1 (PGY1) pharmacy residents interested in pursuing a postgraduate year 2 (PGY2) pharmacy residency program. Early commitment processes must adhere to applicable institutional policies, established residency-wide timelines, and American Society of Health-System Pharmacist (ASHP) requirements. Individual PGY2 programs are responsible for maintaining and consistently applying their program-specific selection procedures.

PURPOSE

To define the process for early commitment to a PGY2 residency program and establish the responsibilities of resident applicants, Resident Program Directors (RPDs), and applicable residency program personnel throughout the early commitment process.

Scope

This policy applies to current UKHC PGY1 pharmacy residents seeking early commitment to a UKHC PGY2 pharmacy residency program, participating PGY2 RPDs, and residency personnel involved in administering the early commitment process. Program-specific procedures are maintained by the corresponding program and outlined in their program-specific appendix.

PROCEDURES

1. Eligibility
   a. UKHC PGY1 pharmacy resident applicants pursuing a PGY2 residency must be completing an ASHP-accredited or candidate-status PGY1 residency prior to the start of the PGY2 program.
   b. Applicants must be in good standing within their current residency program and meet applicable PGY2 program eligibility requirements.
   c. Availability of an early commitment opportunity does not guarantee selection or appointment to a PGY2 residency position.

d. Additional program-specific eligibility and selection criteria, when applicable, are maintained by the corresponding program and outlined in their program appendix.

2. Early Commitment Process
    a. The Residency Program Director Committee (RPDC) establishes the annual early commitment timeline and internal deadlines in accordance with applicable ASHP and National Match Service (NMS) requirements. UKHC internal deadlines may precede nationally established deadlines. Early commitment timeline and internal deadlines are communicated to all PGY1s by Resident Chief(s) and/or Pharmacy Education Coordinator.
    b. Eligible residents must notify the applicable PGY2 RPD and submit required application materials by the established deadline.
    c. Eligible residents who submit all required application materials by the established deadline will be guaranteed consideration and an interview with the applicable PGY2 residency program. An interview does not guarantee an offer of early commitment, and final selection decisions remain at the discretion of the PGY2 Residency Program Director (RPD) in accordance with the program's established selection process.
    d. Each participating PGY2 program evaluates eligible candidates using its established, consistently applied selection process.
    e. PGY2 programs communicate early commitment decisions in accordance with the annual residency-wide timeline.
    f. Formal offers must be provided in writing. Selected residents must return a signed acceptance within the timeframe specified in the offer.
    g. All early commitment activities must comply with applicable ASHP, NMS, and institutional/Graduate Medical Education (GME) office requirements.

3. Resident Applicant Responsibilities
    a. Discuss early commitment interest with the current PGY1 RPD and applicable PGY2 RPD(s).
    b. Submit a formal letter of interest and a current curriculum vitae (CV), to the PGY2 RPD, PGY1 RPD, and Pharmacy Education Coordinator, by the established deadline.
    c. Adherence to all applicable internal deadlines.
    d. Participate in any PGY2 program-specific application, interview, or selection activities, as applicable.
    e. Return the signed offer within the specified timeframe to the PGY2 program RPD. Acceptance constitutes the resident's formal written commitment to the PGY2 residency specialty position.

4. PGY2 Program Director and Administrative Responsibilities
    a. Each participating PGY2 program maintains a defined, consistently applied process for evaluating early commitment candidates. Program-specific procedures are documented in its program-specific appendix.
    b. Approval or denial of early commitment must be determined by each individual PGY2 RPD, in accordance with the program's established selection process, considering the candidate's qualifications, performance, and the candidate's ability to achieve the program's educational goals and objectives.
    c. Preparation and delivery of a formal written offer notification for the PGY2 resident position by the established timeline.

d. RPD and/or Pharmacy Education Coordinator will communicate with GME Office regarding documentation of approved offers of early commitment.
e. Complies with applicable ASHP and NMS rules, including required early commitment reporting processes.

5. Appeals and Exceptions
    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 RPDC and/or Residency Oversight Committee (ROC) in sufficient time for review prior to the ASHP/NMS early commitment deadline.
    c. In the event that the number of eligible early commitment candidates exceeds the available allotted PGY2 residency program positions for that specialty, the Residency Program Director Committee (RPDC) will convene to review potential early reversions or reallocation of positions across residency programs prior to the early commitment deadline. An emergency meeting will be scheduled, and as part of this review, RPDC may consider authorizing up to one additional early commitment position per program beyond its approved allotment via a group vote (consensus voting or via email voting options). Impacted program RPD(s), must be in agreement prior to voting. Additional positions beyond this limit may be considered when anticipated staffing or institutional patient care needs warrant further allocation.

REFERENCES

PGY2 Program-Specific Appendix

APPROVAL

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