

# Yale New Haven Health Department of Pharmacy Pharmacy Residency Program

## Residency Discipline and Dismissal Policy and Procedures (YNHH, BH)

Original Date Approved/Date Effective: 11/16

Date Reviewed/Revised: 4/18

Approved by: Residency Advisory Board, Human Resources

- I. The Residency Director may place a resident on probation or dismiss a resident for inappropriate behavior(s) as defined herein.
  
- II.
  - A. Definitions
    1. Probation: The residency director suspends or limits the continuation of the residency program via probation. Probationary status indicates that completion of the residency training program is in jeopardy. Probation is a specified and defined period of time not less than 1 month but no more than three months. Probation may include the restriction of assigned work, loss of elective time or both.
    2. Dismissal: The Residency Director involuntarily ends the resident's training at Yale New Haven Hospital (YNHH) / Bridgeport Hospital (BH) via dismissal.
    3. Withdrawal: The resident voluntarily initiates termination of his/her residency training program at YNHH / BH.
  
  - B. Placing A Resident On Probation

A resident may be placed on or removed from probation by a decision of the Residency Director in consultation with the program preceptors. The Residency Director will inform the resident of the probation status, duration and limitations in person and in writing. Probation or dismissal may occur as the result of any of the following:

    1. failure to complete a required rotation or set of objectives
    2. failure to adequately participate in the educational program as defined by:
      - a. failure to establish individualized rotation goals/objectives with the preceptor
      - b. failure to be present at the established/scheduled times
      - c. failure to complete assignments according to established deadlines
    3. failure to adhere to the professional conduct and dress code policy as outlined:  
<https://ynhh.elucid.com/documents/view/10373>
    4. failure to act responsibly and ethically in the provision of pharmaceutical care
      - a. failure to practice in accordance with state and federal drug laws
      - b. failure to practice in accordance with the Policies and Procedures of the Department of Pharmacy Services and YNHH / BH
      - c. failure to communicate or collaborate with colleagues and/or preceptors when such is required for optimal patient care
      - d. failure to respond to pages, verbal or written requests for drug information or other pharmacy services

5. failure to obtain pharmacist licensure in the state of Connecticut
  - a. pharmacy residents may start their residency prior to receiving a pharmacist license, however they will not practice pharmacy until they have an active pharmacist license in the state of Connecticut pursuant to Sec. 20-593, Chapter 400j of the Connecticut Comprehensive Drug Laws.
  - b. license should be obtained within 90 days of the start of residency; failure to obtain license by within this time frame will result in immediate dismissal
6. an extended leave of absence or failure to make up the time missed where the resident is unable to complete the residency program requirements within a reasonable amount of time at the discretion of Residency Program Director in collaboration with Human Resources and Director of Pharmacy
  - (a) A resident may be dismissed from the program if he/she is unable to complete the residency program requirements in a reasonable amount of time due to an extended leave of absence or failure to make up missed time. The decision is made by the Residency Program Director in collaboration with Human Resources and the Director of Pharmacy.
7. accidental or intentional plagiarism (copied text and/or ideas without proper citation)
8. Any other acknowledged serious violation of departmental and/or YNHHS policies or procedures, performance issues, or any serious incident of misconduct or behavior which, after review of circumstances, warrants termination from employment.

**C. Dismissal from the Residency Program**

A resident may be dismissed from the program for one or more of the above listed reasons without first being placed on probation. The decision to dismiss a resident is made by the Residency Director in consultation with the program preceptors and the Director of Pharmacy.

1. The resident will be informed of dismissal in person and in writing.
2. The resident shall be prohibited from work immediately upon notification of dismissal.
3. The Residency Director may dismiss any resident who does not meet minimum necessary program achievements, clinical performance, or standards of conduct.
4. Residents who are dismissed will not receive a certificate of completion.

**D. Resident Withdrawal**

A resident may voluntarily withdraw from the residency program.

1. The resident will inform the Residency Director of the intent to withdraw in writing.
2. The resident should provide at least four weeks working notice to the Residency Director prior to withdrawal to ensure continuity in the provision of pharmaceutical care. If the resident does not provide four weeks of notice, he/she will be made ineligible for rehire with YNHHS.
3. Residents who withdraw will not receive a certificate of completion.

**E. Grievance**

A resident may file a grievance in regards to a decision leading to dismissal by contacting the Human Resources department and filing a formal, written objection. A third party, the Associate Director of System Pharmacy or his/her designee, will hear the grievance and come to a final decision. This is a one-step review process. Pharmacy residents are not eligible to proceed under YNHHS's Alternative Dispute Resolution policy.

**Resident Name:** \_\_\_\_\_

**Resident Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_