

# How to Become an A List Residency Candidate : Preparation and Portfolio

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# Objectives

At the conclusion the participant will be able to:

- Identify opportunities to become a better residency candidate each year of pharmacy school
- Describe how to develop and prepare a portfolio effectively

# First Year

- Professionally affiliated organization
- Service organizations
- Create a Curriculum Vitae and update prn
- Begin work in a pharmacy environment
- Remember, time management is key!

# Curriculum Vitae

- Extensive background of educational and professional experiences
- 2 to 4 pages
- Categories include:
  - Education
  - Work Experience
  - Experiential Training
  - Professional Involvement
  - Certifications
  - Leadership
  - Awards

# Second year

- Seek leadership positions and organization projects
- Become more active in organizations (committee chairs, project managers)
- Consider attending state and national meetings
- Identify opportunities with faculty members (research, projects, publications)

# Third Year

- Remain active in school organizations
- Develop rapport with clinical faculty
- Attend state and national meetings if possible
- Arrange challenging rotations that may lead you to a specialty

# Fourth Year

- Do your best every day at every rotation!!
- Discuss residency decisions with current residents and preceptors
- Pick residency site in the fall that interest you
- Mock interviews, portfolio, CV

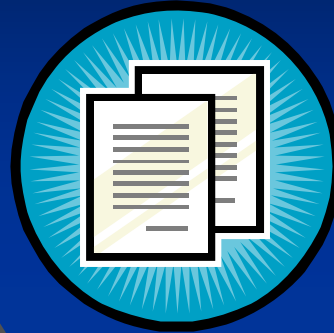
# Late Bloomers

- What if you are a 3<sup>rd</sup>/4<sup>th</sup> year student and just decided to do a residency?
  - Get involved in available projects/activities
  - Seek out opportunities to set yourself apart (extra projects, extra journal clubs, etc)
  - Communicate with preceptors, residents, other pharmacy student
  - Develop CV and portfolio

# Creating Your Portfolio



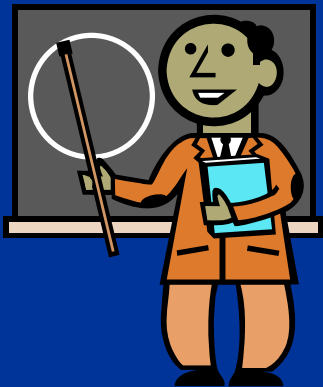
Awards



Papers



Projects



Teaching



Certificates



Presentations

# Portfolios

- Used in other professions to organize involvement and achievement
- Collection of experiences that highlight knowledge, skills, attitudes, and abilities
- Online portfolios and traditional notebook portfolios
- Used in conjunction with a CV

# Starting a Portfolio

- **What is the purpose?**
  - To illustrate your abilities and achievements
- **Who is your audience?**
  - Likely an employer, residency staff
- **What characteristics do you want to exploit?**
  - Strengths, skills, knowledge

# Portfolio Content

- Title Page
- Table of Content
- Personal Statement
- Curriculum Vitae
- Education
- Licensure or Certifications
- Experiential Learning
- Professional Development
- Recognition/Achievement
- Skills
- References

# Portfolio Content

- Personal Statement – your individual mission statement
- Artifacts – examples of your skills, proficiencies, progress

# Developing a Personal Statement

- Describe yourself in 10 words.
- What are your favorite parts of your personality and skills?
- What would you change about yourself?
- What is one of your talents?
- What makes you happy?

# Personal Statement

- 3 well thought out sentences
- Should focus on the next 3 to 5 years and reflect your goals and objectives as a professional

# Artifacts

- Documents or other items that illustrate your knowledge, skill, innovation or commitment
- 5 to 10 items per portfolio
- Include captions that explain the relevance of the artifact

# Choosing artifacts

- Does this artifact send the intended message?
- Will another person easily understand this artifact?
- Is the artifact and its caption consistent with the employer's objectives?
- Does this convey a message of proficiency?
- Be prepared to talk in depth about the artifact.

# Online Portfolios

- Some schools are integrating online portfolios into curriculum
- Great way to share information with potential employers across the country
- Supplement traditional portfolios
- Can limit material that is viewed/shared
- Tangible artifacts can be photocopied and added to online portfolio

# Online Portfolios



- General Biography
- Education History
- Courses Taken & Transcripts ++
- Experiential Rotations
- Residencies / Fellowships
- Employment History
- Honors & Awards
- Professional Activities ++
- Technology Skill Sets
- Training & Testing ++
- Standard Exams
- Licenses & Certifications
- Liability Insurance
- Immunization History
- CE Storage / Archive
- Teaching ++
- Preceptor Training



## Stephanie Ferrell - Pharm. D. Candidate

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**Personal Biography:**

I grew up in Lancaster, South Carolina with my mother and brother. In high school, I enjoyed being the yearbook editor and a member of drama club. I began my first pharmacy job at an Eckerd at age 16 and I

# Utilizing Your Portfolio

- Local or regional career fairs
- On-site interviews
  - Make portfolio available to Residency Program Director
  - Have them distribute it throughout the day
  - Retrieve at end of interview day

# Summary

- Getting involved throughout pharmacy school
- Incorporating activities into CV material
- Creating portfolios and using portfolios as a marketing tool
- Good Luck!

# Questions??

You can only become truly accomplished at something you love. Don't make money your goal. Instead, pursue the things you love doing, and then do them so well that people can't take their eyes off you.

-- **Maya Angelou**

- [stefferrell@gmail.com](mailto:stefferrell@gmail.com) for further questions

# Key Characteristics and Qualities of a Successful Residency Candidate

Lauren M Czosnowski, Pharm. D.  
Internal Medicine Pharmacy Resident  
Methodist Healthcare- Memphis, TN



# Objectives

- My background- What do I have to share?
- What are the key characteristics or qualities that programs will look for?
- How can I market or convey that I have these characteristics?
- How do I select references to back up that I have desirable characteristics?





# About Me



- Pharmacy School
  - Purdue University, West Lafayette, IN
- PGY1- Pharmacy Practice
  - Methodist Healthcare, Memphis, TN
- PGY2- Internal Medicine
  - Methodist Healthcare/University of Tennessee, Memphis, TN



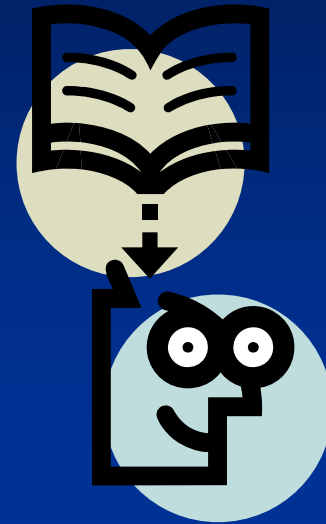
# My Experiences

- Four trips to Midyear
- Couples' match- twice!
- Interviewed at multiple residency sites
- Involved in interview experience on both sides



# Key Characteristics or Qualities

- Flexible
- Personable
- Knowledge base
- Willingness to learn
- Down-to-earth
- Professional



# Characteristics Cont.



- Communication skills
- Leadership
- Enthusiasm
- Maturity
- Direction/goals
- Organizational skills

# Examples from Programs

- Methodist Healthcare, Memphis, TN
  - Possess independent learning skills, maintain a professional ethic
- University of Pittsburgh, Pittsburgh, PA
  - Highly motivated, team-oriented
- Johns Hopkins, Baltimore, MD
  - Maintain a professional ethic, assume personal responsibility for effecting change



# Professionalism

- Commitment to self-improvement
- Service orientation
- Pride in the profession
- Creativity and innovation
- Conscience and trustworthiness
- Accountability for own work
- Ethically sound decision making
- Leadership



# Words of Advice- Clifton Latiolais

- Your Responsibilities as a Resident
  - To your hospital- Show sincere loyalty
  - To your profession- Actively support and promote hospital pharmacy, live “above reproach,” earn respect
  - To your department- understand and respect your unique position
  - To your preceptor- respect, communication



# Responsibilities to Yourself

- Attendance and punctuality
- Personal appearance
- Integrity of character
- Desire to cooperate
- Diligence and application
- Improvement on own initiative
- Enthusiasm; Perform duties promptly, cheerfully
- Willingness to work



# Characteristics from ASHP

- Industriousness and perseverance
- Initiative and motivation
- Assertiveness
- Ability to organize and manage time
- Dependability
- Resourcefulness and originality
- Willingness to accept constructive criticism



# Marketing Your Qualities

- Your qualities and characteristics will be evident in any communication you have with a residency program!



# Marketing Your Qualities

- Put time and thought into any written communications
  - Letter of intent
- Make a good first impression at the Residency Showcase
- Put thought into answers for questions that may arise in interviews



# What NOT To Do

- When asked about presentation skills:
  - “At school they asked me to give a talk about giving presentations, so I guess they thought my skills were already really good.”
- A better approach:
  - “I enjoy giving presentations and was asked to give a talk about presenting, but I look forward to having more experience and getting feedback from new preceptors.”



# What NOT To Do

- A candidate who knew his interviewers:
  - “Wow, Carrie, you look good!”
- A better approach:
  - Don’t be too casual, even when you work closely with preceptors or have had rotations at that site.
  - Showcase your professionalism!



# What NOT To Do

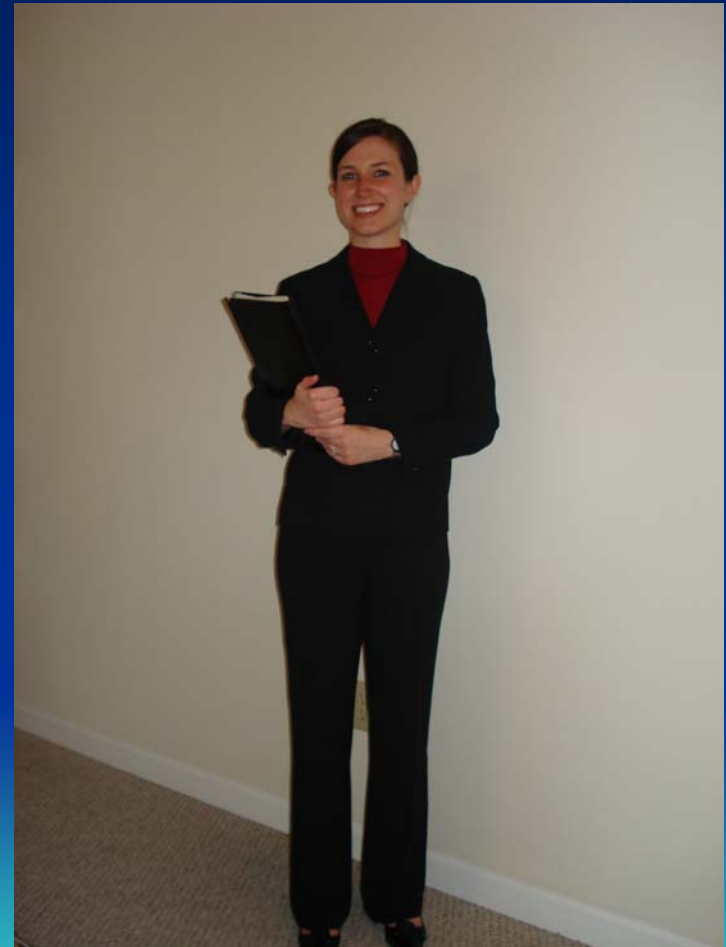
- When asked about time management strategies:
  - “I take naps in the residents’ office so that I can be more productive.”
- A better approach:
  - Get a new time management strategy!



# You Never Get a Second Chance...



# Marketing Your Qualities



# Strengths and Weaknesses

- You WILL be asked this question!
- Strengths-
  - Choose strengths that are essential to residency or to that program
  - Give examples of evidence
- Weaknesses-
  - Choose one or two
  - Explain how you are working to improve



# How to Select References

- Essentials
  - Choose references who know you well and will give an honest portrayal
  - Make sure your references are able to write a GOOD recommendation



# Who to Select?

- Manager/Employer- comment on work ethic
- Professor- one who knows you well, perhaps worked together in an organization
- Preceptor- comment on clinical skills
- Often writes letters, involved in residency
- Someone who offers!



# Examples of Requirements

- MUSC, Charleston, SC
  - “Three health professionals who can attest to the individual’s practice abilities and aptitudes”
- University of Wisconsin, Madison, WI
  - Preceptors, instructors, or employers
- Form, letter, or both



# ASHP Form

- Quantifies relationship
- Asks reference to identify strengths and weaknesses
- Ratings for specific characteristics
- Provide letters instead if program prefers
- May use as a guide for those who are not familiar with residency



# Reference Timeline

- November (or earlier)- Begin asking references when researching programs
- December (after Midyear)- Pass information on to references for all applications
- Beginning to mid-January- Applications/letters of reference due



# Example of Table

Institution	Due Date	Send To	Address
RXXX	Jan 5	XXXXXXXXXX, PharmD, Residency Coordinator	Department of Pharmacy XXXXXXXXXXXXX XXXXXXXX Chicago, IL 60612
NXXXXXXXXXX	Jan 15	ME (in a sealed envelope)	XXXXXXX 2998 XXXXXX Crown Point, IN 46307
XXX *special form*	Jan 6	XXXXXXXXXX, PharmD, Clinical Associate Professor	Department of Pharmacy Practice XXXXXXXXXXXXX 833 XXXXX St. Chicago, IL 60612-7230
XXXXXXX	Jan 17	XXXXXXX, PharmD BCPS Clinical Coordinator	Department of Pharmacy XXXXX Milwaukee, WI 53215
XXXXXXXXXX Healthcare	Jan 15	XXXXXXXXXXXXXXXXXX	Department of Pharmacy Attn: Residency Coordinator 6019 XXXXXXXXXXX Memphis TN 38120
Methodist Healthcare	Jan 6	XXXXXXX, PharmD, BCPS, FASHP	Methodist Healthcare- University Hospital XXXXXXX Memphis, TN 38104



# Recommendations/Conclusions

- Be aware of what residency programs are looking for
- Be yourself, be honest, but be cognizant of how you present yourself
- Most importantly, look for a residency program that is compatible with your personality and characteristics



# Key Characteristics and Qualities of a Successful Residency Candidate

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# MARKETING YOURSELF:

Identifying What  
Programs Consider  
Important

- Objectives
  - Review qualities that are desired by post-graduate programs
  - Discuss how residency programs assess applicants
  - Identify key experiences, skills to increase post-graduate marketability

# Ten Key Qualities & Characteristics

- Communication skills
- Personal direction
- Professional goals
- Education
- Initiative
- Leadership
- Maturity
- Organizational activity
- Enthusiasm
- Personable

# Objective Assessments

- Many programs use an objective tool to assess an applicant's characteristics
- Can be used for application screening and/or interview evaluation
- Annie Cheang , Tom Hall

# Letters of Recommendation

**Pick an individual who knows you well**

- Knowledge base
- Clinical skills
- Personal attributes

**Does author**

**give**

**highest recommendation?**

# Internet Awareness



- **Beware of your 'online footprint'**
- **Google™**
- **Facebook**
- **MySpace**

# Quality of Rotations

- **Patient-care focused**
- **Multi-disciplinary & interactive**
- **Challenging**
- **Preceptors involved in active practice**



# Professional Involvement & Motivation

**Present at local/national meetings or participate in publications**

**Membership in pharmacy and non-pharmacy organizations**

**Evidence of active participation with emphasis on leadership**



# Career Goals and Vision

- Demonstrate your insight, vision, and sense of direction
- Do your homework!
- Ensure the residency program matches your goals

# Personal Statement and Essay Questions

- Writing skills and career goals
- Opportunity to display your qualifications
- Express how strengths of the program matches your career path

# Work Experience

- Pharmacy experience within your intended field is desirable
  - Inpatient/Acute Care Pharmacy
  - Community/Retail Pharmacy
- Residency programs include a service commitment

# Ten Key Qualities & Characteristics

- Communication skills
- Personal direction
- Professional goals
- Education
- Initiative
- Leadership
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# Application Process

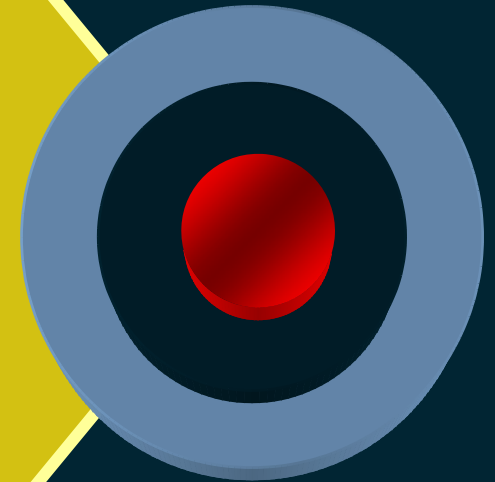
- **Reference Letters**
- **Personal Statement**
- **Transcripts**
- **Curriculum Vitae**
- **Other Requirements**
- **Meet the deadlines**



# Conclusion

**You are competing against  
many talented people, but  
you are just as talented**

**Put your knowledge, skills,  
and abilities to the forefront**





**Best of Luck!**



Claire Murphy, PharmD  
Pharmacotherapy Resident  
Barnes-Jewish Hospital  
Saint Louis, MO