



***Residency Guide:
Transitioning from PGY1 to PGY2***

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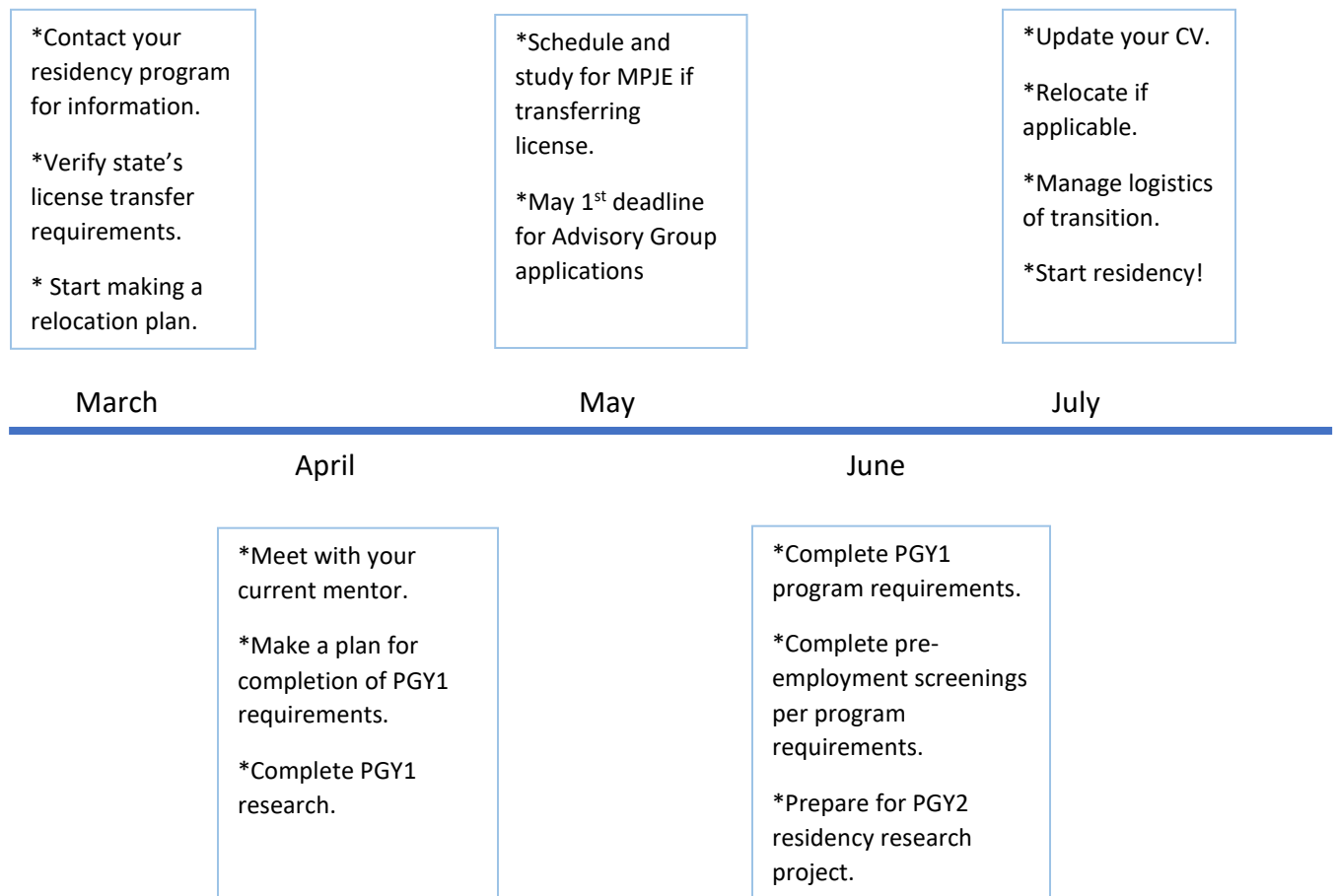
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I Matched for a PGY2 Residency—Now What?

Congratulations! You have matched with a PGY2 residency program. Your next few months will be busy with the completion of PGY1 requirements and preparation for the next stage of your training. ASHP has resources available to help you make this transition. Every journey will be different, but below you will find helpful resources on license transfer, research, board certification, and more. The timeline for preparing for your PGY2 training will vary by residency program and state, but here is a general guideline of the steps you will take in the coming months.



Early Commitment

Some institutions offer the option of early commitment to PGY1 residents seeking specialized PGY2 training. If you decided to commit early to the same institution in which you are completing your PGY1 residency, there are some unique considerations for your upcoming transition. Even though each institution has a different early commitment process (and the process may even vary among PGY2 programs at the same institution), the bottom line is that you are continuing your residency training at the same institution.

Orientation

- Since you've already been oriented to the site, you may have a shortened or absent orientation period relative to the other PGY1/PGY2 residents beginning in June/July.
- If you begin rotations immediately, you may have to work to find time to get to know your new co-residents and/or help them learn their way around the institution.

Higher Expectations

- Since you're already familiar with the institution, you may automatically be drafted to be the first among the residents to complete presentations, projects, teaching, research, etc.
- If you have deadlines early in your PGY2, it may be helpful to begin identifying projects and presentation topics toward the end of your PGY1 year to help jumpstart the process.

Research

- Begin thinking about research ideas during your PGY1 residency. Take advantage of the opportunity to begin your study design and potentially even gain independent review board (IRB) approval prior to beginning your PGY2.

Take a Break

- You may not be able to take time off between residency programs, so be sure to take off the weekend between programs to completely shut out work and mentally recharge before beginning your next year of training.

Logistics of Moving Sites

If you match for a PGY2 residency at a site other than where you are completing your PGY1, you may want to consider the logistics of moving. This could range from moving across town to moving across the country. Although this is an exciting transition, it can be stressful if details are not worked out ahead of time. The information below outlines some key steps for consideration as you begin this transition:

- Share the good news of matching with your current residency program director and determine your last day of your PGY1 residency. Finish all of your projects in advance, and try to clear your calendar for the month of June.
- Consider saving vacation time during your PGY1 for this transition period. Check with your current program director to see if there are restrictions on the number of days you can take off at the end of the year, and gain approval of vacation days ahead of time.
- Talk to your future residency program director and determine the first day of your PGY2 residency. Some programs may be flexible with the July 1st start date, and some may require you start on July 1st to attend orientation with other incoming residents
- Keep in mind that although ASHP standards do not define start and end dates for residency programs, they do require that programs be 12 months in duration.
- Talk to your current PGY1 program director about what previous residents have done to help ease the transition. Program directors are there to provide support even though the resident is ultimately required to make the transition.
- Plan a budget for next year based on the cost of living and your new residency stipend.
- Start looking for housing at your new destination and set a move date.
- Contact your future program director to see if he or she can provide any guidance for your transition and information on where previous residents have lived. Many residency programs keep a database of places for residents to live.
- Consider how you will move between locations and recruit help (i.e., move yourself, hire movers, donate extra items etc.). Movers often are booked a few months in advance.
- If you are transferring your pharmacist license, find out from your PGY2 program director when you are required to be licensed and consider when you want to take your law exam (i.e., before or after completing your PGY1 residency).
- Notify the state board of pharmacy of change in address, employment if required by law.
- Investigate details of your new, including when health insurance and other benefits end at your current employer and when coverage begins at your new employer.
- Give a leave of notice to your current housing and cancel utilities, mail, memberships, etc.
- Update your professional email address.

Reading to consider:

- Mebel E, Davlin M. Managing the logistics of transitioning between PGY1 and PGY2 pharmacy residencies. *Am J Health Syst Pharm.* 2012; 69(5): 374-5.

License Transfer

If you matched out-of-state for a PGY2 residency, you will likely have to complete a pharmacist license transfer. If you are completing your residency at a Veterans Affairs medical center or other federal or government institution, state licensure is sometimes not required.

Speak with your residency program director to clarify if pharmacy licensure in the state is required and the program's deadline for licensure. If you need to obtain a new license, get started on the process as soon as possible to ensure a smooth transition. Keep in mind that state boards of pharmacy become busy with new graduates in mid-May. So, plan ahead, and submit your application early. Below is a general outline of how to reciprocate your license. Keep in mind that every state is slightly different, and it is important to review the state board of pharmacy website very closely before beginning the application process.

- Review the state board of pharmacy website for the state you want to transfer your license to regarding requirements for reciprocity,
- Ensure your license will reciprocate to the state in which you wish to become licensed.
- Determine if you must take the law exam, appear in front of the state board, or complete any other requirements for reciprocity.
- Consider reaching out to your new program for any resources to study for the law exam.
- Plan ahead for the costs involved, including fee for license transfer, state board of pharmacy application, and board exam fee.
- Apply through the [National Association of Boards of Pharmacy](#) (NABP) for a license transfer.
- Information you will need for NABP application:
 - Demographic information
 - Pharmacy degree and date of conferral
 - Number of intern hours filed with any state board of pharmacy
 - Date taken and score for the NAPLEX and MPJE
 - Pharmacist license number and date acquired
- NABP will mail you an application for license transfer which you must fill out and send to the state board of pharmacy for the state in which you wish to become licensed.
- The state board of pharmacy will review your application and provide you with further instructions.
- Once your request for license transfer is approved, schedule your MPJE.

Additional resources:

- [Transferring your license](#)
- [State restrictions](#)

License Renewal

Before your PGY2 residency begins, it is important to become licensed in your new state, as well as keep all other licenses and certifications up to date. Make a list of important license renewal dates, including pharmacist's license, basic life support (BLS), advanced cardiac life support (ACLS), and pediatric advanced life support (PALS), and any other certifications you may have obtained. Become familiar with the number and type of continuing education credits you will need as well as any special requirements for your pharmacy license. The [continuing professional education \(CPE\) monitor](#) on NABP's website can help you track your continuing education credits. The CPE monitor should include all ACPE continuing education, but currently does not include state specific continuing education credits. You may also need to update your address and/or employer with state boards of pharmacy. If you need to update any of your certifications, check with your future residency program director to see if these trainings will be part of your orientation or if you will be required to be certified prior to your start date.

Board Certification

Obtaining specialty board certification demonstrates your skill competency and commitment to professional excellence. You can [obtain board certification](#) in a variety of practice areas, including oncology, psychiatry, pediatrics, critical care, nuclear pharmacy, nutrition support, ambulatory care, and pharmacotherapy. Certification requirements vary by specialty area, but typically include having a current license to practice pharmacy, one to two years of residency training from an ASHP-accredited program or equivalent work experience, and a passing score on the certification exam. There are two testing cycles for board certification: Spring (April-May) and Fall (September-October).

Considerations for obtaining board certification:

- Obtaining board certification is one way to validate your specialized training and competency in a specialty area
- Jobs in pharmacy specialty areas are becoming increasingly competitive; board certification may set you apart from other candidates
- Board certification can be a tool to help you negotiate salary
- The process of studying for the board certification exam will help you stay current on national guidelines and practice areas
- Recertification programming may also count toward continuing education credits
- There are additional costs associated with board certification and recertification (every seven years), including exam costs, study materials, and live review courses
- In order to pass the board certification exam, you will need to dedicate time to study and review the recommended material

If you are considering board certification, plan to take the exam during or immediately after completion of your ASHP-accredited PGY1 or PGY2. Most residents will be eligible for board certification in pharmacotherapy after a PGY1. Taking the exam immediately after completing your PGY1 may improve your chance of successfully passing the exam as the information is still fresh in your mind. If you are pursuing a PGY2 in a specialty area that offers board certification, you can get certified in pharmacotherapy, your specialty area, or both. Keep in mind that the pharmacotherapy exam is typically once in the Fall and once in the Spring which can both be busy times during PGY-2. Whichever option you choose, consider the time commitment for being adequately prepared for the exam as well as the continuing education credits required to maintain each certification. Some institutions may provide funding or incentives to assist residents seeking board certification.

Additional resources:

- [Board of Pharmacy Specialties](#)
- [ASHP Career Transitions](#): Take a look at the “New Practitioner” tab for information on board certification and helpful study guides:
- [ASHP Certification Resources](#)

PGY2 Bucket List

Below you will find a PGY2 Bucket List example, which includes a few goals to consider achieving during your PGY2 training. These goals will help you expand your involvement in professional organizations, teaching, scholarship, and mentoring.

Professional Organizations

- Seek leadership opportunities in local, state, or national pharmacy organizations
- Volunteer for projects led by local pharmacy organizations
- Attend a national conference for an organization within your specialty area
- Consider submitting your PGY-1 research project to a national conference meeting
- Look for opportunities to give presentations on the local/regional/state level

Teaching and Mentorship

- Precept both student pharmacists and PGY1 pharmacy residents
- Serve as a mentor for a pre-pharmacy students, student pharmacists, or PGY1 pharmacy residents
- Organize a virtual regional journal club with residents in your specialty area in your area
- Give a lecture at an affiliated school of pharmacy
- Lead a discussion or lecture for a healthcare discipline outside of pharmacy

Scholarship

- Get involved with a multidisciplinary committee within your institution
- Develop and implement a quality improvement project within your institution
- Help provide peer-review edits for a recent journal submission with a preceptor or mentor
- Write a review article
- Author a case report
- Consider obtaining board certification

Community Service

- Get involved with community service projects and organizations outside of pharmacy
- Volunteer as a pharmacist at a free clinic
- Volunteer for an event affiliated with a school of pharmacy

Preparing for the Chief Resident Role

As the number of residents across the nation continues to expand, more programs are developing chief resident roles. Serving as chief resident will help you expand your leadership skills. Requirements of and expectations for this role vary by institution, and you should clarify requirements with your future residency program director. If the institution hosts multiple PGY2 residents and has a chief resident, ask about the expectations and requirements of that role. Whether you serve as chief resident or not, be sure to consider the ways you can serve as a leader to incoming PGY1 residents. Think about things that you wish you had known before your PGY1 experience and share those tips with incoming residents.

Roles for pharmacy chief residents

- Serve as a liaison between residents and the program director
- Participate in residency recruitment interviews
- Coordinate residents educational programming
- Contribute to resident evaluations
- Provide education on various topics
- Arrange travel plans for professional meetings
- Organize and coordinate other resident activities

Remember that your role is not to do everything for your class, but to provide resources and build your team of residents to accomplish the tasks designated to your class. If your program does not have established resident committees for the various required tasks, consider developing formal or informal committees to help with workload distribution amongst the class.

Readings to consider:

- Burkiewicz JS, Bruce SP. Chief resident in pharmacy residency programs. *Am J Health Syst Pharm.* 2007; 64(7): 754-61.
- Kopcza BT, Seo TH. Characterization of the pharmacy chief resident position. *Am J Health Syst Pharm.* 2013; 70(11): 937-8.

Selecting Rotations

Each PGY2 residency program is unique and will vary in how rotations are selected, which types of rotations offered, and how rotations are timed.

- Review your program's required rotations as well as any elective rotations that are offered at your institution
 - If you don't have a list of required and/or elective rotation options, ask your future residency program director for this information
- Reflect on what experiences will be the most critical to your development
 - If you have an interest in a practice area(s) in your PGY2 specialty area, consider requesting a rotation in that area prior to beginning a job search
 - Discuss the possibility of scheduling those rotations of interest earlier in the residency year in order to prepare for job interviews
 - Alternatively, if you want to gain experience in a very unique area of practice offered by your institution, this is your year to learn
- Communicate with your future residency program director early to determine:
 - How rotations are selected in your program
 - If there are certain sequences or prerequisites to rotations
 - If certain rotations are only offered at certain times of the year
 - If flexibility exists for changing rotations throughout the year based on interests or future job preparation
- Reach out to current and/or past residents of your new program if needed
 - Ask about rotations that were especially beneficial
 - Learn about preceptors that are enthusiastic, engaging, and focused on education
 - Discuss elective options with someone who has completed those experiences before
 - Keep in mind that everyone has a different learning style and that your experience with a particular preceptor or on a particular rotation may not be the same as someone else's
- Get outside of your comfort zone, even within your PGY2 specialty
 - Consider an elective rotation or two in areas that are not directly within your chosen specialty but may augment your experience and help you provide more complete care to the patients you encounter within your specialty

CV Update PGY1 to PGY2

Your curriculum vitae (CV) is constantly being updated as you gain new experiences throughout your career. Once you have completed a PGY1 pharmacy residency and begin your PGY2 residency, you will need to fine-tune your CV to reflect new experiences. Begin thinking about what new information you will want to add and if there is anything irrelevant you wish to remove. Below are some general tips to consider as well as additional reading:

- Adding new experiences
 - Completion of PGY1 pharmacy residency
 - Research projects
 - National or regional presentations
 - Publications
 - Honors or awards
 - Monthly and longitudinal rotations with a brief description of responsibilities
 - Teaching certificate or teaching experiences
 - New licenses and certifications
 - Any other significant achievements throughout the year
 - Pharmacist license information (if obtaining licensure in a new state)
- Consider removing irrelevant information
 - Minor experiences
 - Professional organizations in which you are no longer involved
 - Student-related activities
- As a general rule, if you can't speak to an experience on your CV, consider removing it
- Ask a mentor or preceptor to review your CV and provide feedback

Reading to consider:

- Flannery AH, Winstead PS, Smith KM. Transforming the curriculum vitae as a new practitioner. *Am J Health Syst Pharm.* 2014; 71(24): 2115-7.

Additional resources:

- Submit your CV for review during the [ASHP CV Review Program](#) during the fall or spring review cycle to gain the perspective of others or get involved by becoming a CV reviewer for student pharmacists. Learn more utilizing the ASHP Curriculum Vitae Resource Center

Preparing for Teaching and Precepting Responsibilities

Many PGY2 pharmacy residents will teach or precept pharmacy students and/or PGY1 residents. Below are some topics to think about that will help you transition into these roles:

Comparison of Tenure vs. Non-Tenure/Clinical Track Positions		
	Tenure Track Faculty Member	Non-Tenure/Clinical Track Faculty Member
Didactic Teaching	Required to develop and deliver lectures	Required to develop and deliver lectures
Experiential Teaching	Minor to no expectation for experiential teaching	Required to participate in experiential teaching
Research	Large expectation to perform original research studies that are supported through grants	Minor expectation and is often completed in the clinical setting in collaboration with other healthcare providers
Scholarship	Large expectation to publish results of original research studies	Minor expectation and may include original research, case reports, and review articles
Service	Required services experiences, which may include serving on local and national committees	Required service experiences, which may include serving on local and national committees
Reporting Structure	Full employee of the school of pharmacy	Can be full employee of the school of pharmacy or split position between the school of pharmacy and local pharmacy or hospital
Contract Period	Longer contract period, generally up to five years	Shorter contract period, generally one year

Precepting Resources:

- [Overview of Precepting](#)
- [Student Preceptor Resources](#)
- [Resident Preceptor Resources](#)
- [Preceptor's Handbook for Pharmacists](#)
- [The Effective Pharmacy Preceptor](#)

Preparing for PGY2 Resident Research

Generally, expectations for PGY2 research projects are higher than those for PGY1s. PGY1 programs are expected to expose residents to the research process and provide foundational experience, while the PGY2 training will build upon knowledge from the prior year. Given the higher expectations, it may be valuable to contact your future program soon after matching/committing to the program to determine what project options are available. Depending on your program, you may be able to select your project, design the study, and establish and enforce your own project deadlines. Some specialty organizations may offer funding or awards for trainee research, so explore what opportunities are available. Below you will find several helpful resources that can guide you through the research process:

Share your research results as abstracts, posters, oral presentations, and journal publications

- Seek opportunities to present your results to your colleagues
 - Discover what local resident or pharmacy presentation opportunities are available
 - Get involved with your ASHP state affiliate organization to take advantage of presentation opportunities
 - Present your results at the national level, including [ASHP meetings](#) and/or professional organization meetings within your PGY2 specialty

- Consider seeking publication opportunities in *AJHP* or the [AJHP Residents Edition](#)

Readings to consider:

- Berry AJ, Heintz BH, Cutler TW. Practical pearls for a successful residency research project. *Am J Health Syst Pharm*. 2013; 70(18): 1610-5.

Additional resources:

- The ASHP Research and Education Foundation's [Research Resources](#). A great website dedicated to research, there are resources available for research study design, data collection, data analysis and resident focused grants.
- The ASHP New Practitioners Forum has designed a useful [residency project timeline](#) that will walk you through your residency project from start to finish.

Developing Time Management

Time management can be one of the toughest challenges to overcome as a pharmacy resident. PGY1 and PGY2 residents face enormous pressure to juggle a number of tasks while meeting high expectations on performance, projects, and presentations. Learning to manage time effectively is a crucial skill to master for a successful residency year. For a compilation of practical advice on managing time, consider the following:

Prioritize your day, every day.

Find a system that helps you prioritize your time each day. Each day should start with a list of goals, including prioritizing your day by focusing on providing optimal patient care.

- The time management matrix by Stephen Covey, below, is one popular tool used to organize daily activities into four quadrants

Table: Stephen Covey's Time Management Matrix

I. Important and urgent	II. Important and not urgent
III. Not important and urgent	IV. Not important and not urgent

Source: Stephen Covey, 7 Habits of Highly Effective People

Two-minute rule

Completing or delegating a task in under two minutes allow you to fully focus on more important tasks at hand.

Create a residency timeline

Whether it is a pictorial graph or a simple list, create a timeline of all major projects and deadlines for the year. It is much easier to stay on track when you have all of your important items in one place. Always remember to continually revise the timeline as new events arise.

Divide your major projects into segments

One of the major challenges of doing a residency is managing multiple longitudinal projects at the same time. Breaking the projects into smaller and more manageable sections can help improve efficiency.

- Set deadlines for when you need to have a topic identified or when your literature search should be completed and add them to your timeline or calendar
- Complete sections of projects or presentations out of sequence (i.e., introduction and project methods before data and results are available)
- Identify your rate-limiting steps for each project, and anticipate possible delays

Use technology

Apps such as Dropbox and Evernote allow you to take and access notes on the fly. Calendar apps can be used to create alarms and reminders before big projects are due. Countless to-do list apps are available to keep you on track. Utilizing these tools effectively can help optimize your time. One example of a website and electronic application is [Toodledo](#).

Maintain work-life balance

One of the most important aspects of time management is maintaining a positive balance between work and personal life. This is important in maintaining healthy relationships at home, with friends, and yourself as well as preventing residency burn out. Some tips to achieving this include the following:

- Designate one day a week for scheduled “me” or “family” time
- Create an “absolutely yes” list of personal commitments and activities which will help you prioritize “me” time and make it easier to say no to less-important activities
- Find some time each day to unwind. For example, don’t skip your lunch break. A little bit of downtime in between work can help maintain your energy, concentration, and productivity.
- Maximize the quality of your time off by minimizing interruptions. Don’t react to work emails or text during time spent with your friends and family

Readings to consider:

- White, SJ. Integrating your personal life and career. *AJHP*. 2007; 64(4): 358-60.
- Book: “Getting Things Done: The Art of Stress-Free Productivity” by David Allen
- Book: “Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time” by Brian Tracy
- Book: “The Energy Bus: 10 Rules to Fuel Your Life, Work, and Team with Positive Energy” by Jon Gordon
- Book: “The First 90 Days: Critical Success Strategies for New Leaders at All Levels” by Michael Watkins

Getting Involved with ASHP

There are many [opportunities to get involved](#) with ASHP. As new practitioners, there are many resources and networking opportunities within the [New Practitioners Forum](#) such as involvement with ASHP Pharmacy Practice Sections or ASHP councils, being a Practice Standard Reviewer, [serving as an AJHP author or reviewer](#), participating in the [ASHP CV Review Program](#), doing a rotation at ASHP headquarters, and engaging in ASHP's residency accreditation process through the [ASHP Resident Visit Program](#). If you're interested in leadership opportunities, consider applying for an appointed position within ASHP. There are opportunities to advise the New Practitioners Forum through appointment to an Advisory Group. Each Advisory Group consists of new practitioners who focus on the unique needs of new practitioner members and how ASHP can meet these needs.

Policy and Advocacy

The profession of pharmacy is continually evolving. Policy decisions at the local, state, and national level all have profound effects on the practice of pharmacy and how we as pharmacists can use our extensive medication knowledge to care for patients. It is important to become familiar with pharmacy legislation in your state. There are many ways to get involved, including writing to or hosting a site visit for legislators or simply talking with colleagues and administrators at your practice site about advocacy and policy issues effecting pharmacists. Consider becoming involved in your local or state affiliate's policy initiatives while completing your residency. ASHP is involved in many advocacy priorities, many of which can directly impact you as a resident.

Additional resources:

- [New Practitioners Forum Advocacy Toolkit](#)
- [ASHP's Advocacy website](#)
- [ASHP's Grassroots Network](#)

Personal Finance 101

Personal finance and money management are topics that often get pushed to the side during a residency. It is very common for residents to delay making important financial decisions because they believe there is no time to consider it or they don't make enough money to worry about this topic. In reality, there is a lot to gain by taking control of your finances early on and plenty to lose by making uninformed decisions. If you wait too long to take action, you may miss out on possible tax benefits and savings opportunities. Below are a few financial topics to consider as you begin your transition into your second year. This information is not all inclusive and is meant to provide a broad overview. You may want to consult a financial planner for your individualized financial needs.

Start paying off debt NOW!

Most of us have debt to some degree from credit cards, mortgage, car payments, etc. If you are struggling to stay on top of your bills, it may be time to seek help managing debt before it gets out of hand. After credit card debt, most of us also struggle with repayment of student loans. This is one area where starting repayment early can shave thousands off of your total debt. If you are considering going into public service or working at a not-for-profit hospital after residency, you should consider looking into the [Public Service Loan Forgiveness Program \(PSLF\)](#). Under this federal program, the remaining balance of certain loans may be forgiven after 120 on-time payments. The best part is, under most income-based repayment programs, you may pay as little as nothing and still have those "payments" count towards the requirement. Keep in mind that you may have to consolidate your loans into direct loans and be enrolled in a qualifying repayment plan to meet the requirements.

If you are not going into public service and a steady income is in your future, refinancing to lower interest rates with private loans may save you money in the long term. Please consult a professional or do your own research and calculations to see if this makes sense for you.

Start Saving for Retirement

Due to the magic of compound interest, the earlier you start saving for retirement, the bigger your nest egg can be in the future. There are several retirement vehicles that can be used for this purpose and their key differences are described below:

Most places of employment offer a retirement savings plan such as a 401K or 403B as part of the institution's benefits package. Contributions you make are taken out of your paycheck and may reduce your taxable income. Some employers offer a company match in which they match and pay a percentage of your contributions into your retirement fund. Try to maximize these contributions as it is considered "free money." Be aware, however, that company matching funds are not fully yours until you are vested or until retirement. Be sure to read the fine print or consult a financial adviser, especially during residency when you may only stay at an institution for one year.

When moving from one employer to another, don't forget to bring your 401k/403b savings with you! Cashing out the funds is not a good idea as you will have to pay large penalties and taxes on the money you withdraw. Instead, consider shifting the sum into your new employer's retirement plan or rolling the funds over into an IRA.

Prepare for the Unexpected

Unexpected events can have a huge impact on a budget and savings plan. Most employers will provide this in their employee benefits packages. However, it is advisable to carry your own [individual professional liability insurance](#) to ensure you are fully covered in the event of a lawsuit.

If you plan to get married and/or have children, consider adding life and disability insurance to your personal portfolio. Life insurance is intended to provide financial support for your beneficiaries in the event of your untimely death. It pays for items such as funeral costs, co-signed loans, and shared debt. Disability insurance will replace a portion of lost income in the event you are unable to work for an extended period of time due to illness or injury.

Finally, you should also plan to have an emergency fund for all of life's unexpected events that are not covered by insurance. This cushion will allow you to cover items such as a broken water heater or a flat tire without having to dip into your retirement savings. Set aside enough to cover three to six months of your standard living expenses.

Before taking action, however, it is always advisable to consult with certified financial planner or other financial adviser so that you can start on a plan that is tailored to your short- and long-term financial goals.

Additional resources:

- [Retirement Plans](#)
- [Seven Financial Steps for Young Professions](#)
- [Guide to Buying Life Insurance at Different Life Stages](#)

Preparing for ASHP's Personal Placement Services (PPS)

[ASHP's PPS](#) is a great resource to help you start your PGY2-to-employment transition. The PPS process allows you to gather a large amount of information about institutions with current position openings and practice your interviewing skills. Below you will find some steps to consider as you plan for your PPS experience:

Before you arrive:

- Speak with your current co-residents about their experiences with PPS if you have never participated before
- Create a position list or database. Sections to consider highlighting in this document include:
 - Size of institution, culture, current initiatives
 - Staffing specifics/on call programs
 - Teaching opportunities
 - Committee involvement
 - Compensation considerations (i.e., vacation days, salary, reimbursement for meetings, licensure, or BCPS)
 - Geographic location
- Update your CV and post it on the [PPS portal](#)
 - Sections that change throughout your residency year
 - Completed and future rotations
 - Presentations
 - Publications
 - Teaching experiences
 - Leadership experiences
- Select your interview availability on the PPS portal
- Request interviews with institutions through the portal

During PPS:

- Be organized and be sure to arrive to interviews on time
- Create a list of your questions and leave them in your portfolio for easy access and review
- Review your position-specific questions prior to going into the interview
- What to expect:
 - Some programs will treat your PPS interview as an actual interview, while other programs will use this time to present you with information about their institution.
 - It is best to prepare for both types of scenarios by thinking about interview question responses and preparing questions for each of the programs
- Gather business cards of everyone with whom you interact
- After each interview, write down the pros and cons for each position and any insightful information you gathered

After PPS:

- Add your pros/cons and comments to your position list or database
- Write “thank you” cards to everyone you met
- Reflect on which positions you feel match your career goals and offer growth opportunities
- Continue searching for jobs; more positions often open up after PPS as institutions gain approval to post positions
- Submit your applications

Preparing Beyond PGY2

ASHP’s PPS is likely one of the first steps you will take in the job search, but there are a number of other avenues you may explore. One of the most important things you can do to find your dream job is to network and get in touch with perspective employers. If your specialty has a national meeting, this is a great avenue to network. As you complete new projects throughout your residency, continue to update your CV so that it is interview-ready whenever needed. Another important consideration is your internet appearance. Update your [ASHP Connect](#), LinkedIn, or any other online profiles to ensure that they are professional and current. When looking for jobs, [ASHP’s CareerPharm](#) includes job listings throughout the year and is not limited only to the timeframe for PPS.