

## PGY2 Program Screening and Ranking of Residency Applicants

### Resident qualifications:

- Complete an ASHP accredited or ASHP candidate status PGY1 pharmacy residency with submission of PGY1 certificate at the start of the PGY2 program.
- Graduate from Accreditation Council for Pharmacy Education (ACPE) accredited degree program or one in process of pursuing accreditation.
- Ability to be fully licensed as a pharmacist in Georgia within 60 days of beginning the residency.

### Residency Application Procedure:

- **Early commitment candidate** – *please see Early Commitment Policy*
- **No Early Commitment:** [Candidate Process and Timeline](#)
  - **November:** PhORCAS™ opens
  - **December:**
    - Recruiting and interviews at PPS at ASHP Midyear Clinical Meeting
    - Interviews at PPS – if candidate moves to application, interview score included in application evaluation
    - Showcase is an opportunity to ask questions but is not considered an interview
  - **January:**
    - Application window closes January 10<sup>th</sup>
    - RPD plus at least one other preceptor (goal of 2 preceptors) independently review resident applications using the provided rubric.
    - The application review committee will review the compiled rank lists after each has scored the applicants. Any discrepancies in scoring will be reviewed and resolved by the applicant selection committee.
    - The top 5 resident candidate applications, based on final score, will be invited to interview. If a candidate withdraws from the selection process, the RPD reserves the right to invite the next candidate on the list or to not continue to invite resident candidates. At the time of the invitation to interview, the RPD will provide the requirements of completion of the residency program and all policies and procedures relating to the program by email.
  - **January-February:**
    - Up to 5 residents interview onsite:
      - Manager interview (supervisor/RPD)
      - Preceptor interview 1 (two clinical preceptors)
      - Preceptor interview 2 (longitudinal and clinical preceptor, or clinical preceptor and technician)
      - Tour / lunch with current resident
      - Presentation: 40-45 minutes clinical topic (pediatric preferred)
  - **Late February:**
    - After all interviews are complete, the individual scores from each interviewer will be entered into a spreadsheet and an initial rank list will be generated. All members of the interview committee and the current resident meet to discuss and develop the final rank of applicants to the program. Adjustments to the initial rank list may be made based on discussion of applicant's fit with program. The preceptors and RPD may rank all candidates or may choose to only rank a partial

list of applicants. If a consensus is not able to be reached, the RPD has final authority to finalize the rank list. After the final rank list has been developed, the RPD will input the Rank Order List into the National Match Service system by the due date.

- **Early March:** The Match results
  - If the match provides a matched candidate, the RPD will reach out to the candidate to confirm the match result and provide the match agreement letter.
- **March-April:** Phase II and Scramble, if applicable
  - If there is no match, the residency program will enter the Phase II match.
  - All of the application documents for Phase I will be required for Phase II and submitted via PhORCAS™. The screening process will be the same as Phase II. The interview will consist of the same components. This interview may be completed via Skype/FaceTime if travel is unable to be arranged. The presentation will still be required.

After all interviews are complete, the individual scores from each interviewer will be entered into a spreadsheet and an initial rank list will be generated. All members of the interview committee and the current resident meet to discuss and develop the final rank of applicants to the program. Adjustments to the initial rank list may be made based on discussion of applicant's fit with program. The preceptors and RPD may rank all candidates or may choose to only rank a partial list of applicants. If a consensus is not able to be reached, the RPD has final authority to finalize the rank list. After the final rank list has been developed, the RPD will input the Rank Order List into the National Match Service system by the due date.

- If a candidate is matched via Phase II, the RPD will reach out to the candidate to confirm the match result and provide the match agreement letter.

- **Scramble:** If no match in phase II, the residency program will participate in the Scramble

- RPD will ask for letter of intent, CV, and 3 letters of recommendation from scramble candidates.
- 1-3 candidates will be invited to interview
- Interview will consist of the same components. This interview may be completed via Skype/FaceTime if travel is unable to be arranged. The presentation will still be required.
- After all interviews complete, all preceptors available and current resident meet to discuss and rank applicants to the program. Scores from the interviews and the presentation will be included in the discussion. The preceptors and RPD may rank all candidates or may choose to only rank a partial list of applicants. The top candidate will be offered the residency program spot. If this is declined, the RPD will work through the list of candidates.
- Once a candidate verbally accepts the position, RPD will provide the match agreement letter.