

HOSPITAL
DEPARTMENT POLICY MANUAL
PHARMACY SERVICES

RESIDENT: CANDIDATE INTERVIEW AND RANK PROCESS

ORIGINATED BY: Director, PGY1 Residency

APPROVAL: Director, Pharmacy/Director, Human Resources

DISTRIBUTION: Pharmacy

ORIGINAL DATE: March 22, 2013

LAST REVIEWED DATE:

SIGNATURE: *Signatures on file*

LAST REVISED DATE: To Be Determined

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PURPOSE

To delineate the process for screening potential residency candidates and to determine our final resident candidates for the match.

POLICY

Members of the Resident Advisory Committee will adhere to this process during the resident candidate evaluation process.

PROCEDURE

1. The RPD will screen all candidates who apply to the Hospital Residency program through Phorcas. The RPD will utilize the PGY 1 Residency Applicant Evaluation form to evaluate the potential candidacy of an applicant for the Hospital Residency. Candidates who do not score at least 30 points on this evaluation, will be removed from further consideration.
2. Once the RPD completes the initial screen process, all potential candidates for on-site interviews will be contacted for a 20 minute Skype, Facetime or videoconferencing interview. Candidates will be scheduled to interview with two preceptors who currently sit on the Resident Advisory Committee. Candidates must have access to Sykpe, Facetime, or videoconferencing to be considered further for an interview. Candidates will complete the 20 minute interview and will be scored on 5 behavioral based questions as well as their conduct during the interview. Candidates will be allowed to have no less than 5 minutes and no more than 10 minutes where they may ask questions about our program. Candidates who score at least 20 points out of a total of 30 points will be eligible for consideration for an on-site interview.
3. Candidates will be ranked by score for on-site interviews. Hospital will offer no more than 18 interviews annually, but reserves the right to schedule much less than 18 interviews. Interviews will be provided first to those candidates who score the highest on the pre-interview and the Skype® or FaceTime® interview. If a discrepancy exists between these two scores and we have more than 18 candidates who score higher than 20 on the Skype® or FaceTime® interview, then these will be ranked numerically and preference given by rank order. Any “tie” will be decided by the RPD as

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to who receives an interview based upon a full review of the candidates and after contacting references or preceptors of a candidate.

4. Candidates will be brought on-site for a full day interview. This interview will include 2 patient case evaluations, time with all of the precepting and administrative staff, time with the residents, time with the RPD to provide a thorough overview of the Residency/Hospital and a tour.
5. Preceptors are required to complete a complete write-up and scoring of all candidates who interview on-site. Use of the on-site interview evaluation form as well as a review of all candidate documents provided through Phorcas is required for the on-site interview. Someone from the RAC committee will contact references for further discussion of candidates. Information obtained from references will be shared with all preceptors before final ranking of all candidates occurs.
6. The RAC will meet at least 2 days before the match deadline to discuss all candidates and develop a final rank list. All criteria listed above will be considered. The final rank list will be entered into the National Matching Service database by the RPD within one working day of the final rank meeting.
7. After match results are released, the RAC will meet as needed to assess candidates should our residency spots remain open after the match results are released. We will follow a similar process as outlined above to fill any open positions.

Resident Name: _____
(Print)

Resident Signature: _____

Date: _____

RPD Signature: _____

Date: _____

Revised: To Be Determined

Reviewed: