

## PGY2 Procedure for Verification of PGY1 Program Completion Examples

Each of the examples below is fully compliant with Standards 2.7 and 2.7.a of the *ASHP Standards for Accreditation of Postgraduate Pharmacy Residencies*. If a program chooses to use an example policy, the exact wording should be used to ensure full compliance. However, if a program makes any modifications to the policies below, or chooses to use their own, the criteria at the end of this document should be utilized to ensure compliance with the Standard. Any procedure for verification of PGY1 completion, including the examples below, should be reviewed by your organization’s Human Resources Department or other applicable organizational body prior to implementation.

### Example 1:

Incoming PGY2 residents must upload a copy of their PGY1 certificate of completion into their PGY2 PharmAcademic™ files tab within 30 days of the start of the residency. Failure to upload a PGY1 certificate of completion within 30 days of the start of the PGY2 residency will result in dismissal from the residency program and termination of employment.

### Example 2:

Incoming PGY2 residents must provide a copy of the PGY1 certificate of completion prior to the PGY2 residency start date; the PGY2 RPD will upload the PGY1 certificate into PharmAcademic™ files tab. Failure to provide a copy of the PGY1 certificate of completion will result a delay in the residency start date and extension of the residency end date to ensure a 52 week minimum term of employment. Failure to provide a copy of the PGY1 certificate of completion within 15 days of the initial start date will result in withdrawal of the offer of employment.

### Example 3:

Incoming PGY2 residents must provide a copy of the PGY1 certificate of completion prior to the PGY2 residency start date that is to be uploaded into the resident’s share drive folder by the RPD. If the incoming PGY2 resident is unable to provide a certificate of completion prior to the residency start date, the RPD may also use PharmAcademic™ or direct communication with the resident’s PGY1 residency program director to verify PGY1 residency completion. If direct communication with the RPD is utilized for PGY1 verification prior to the start of the residency, a certificate of PGY1 completion must be provided within 30 days of the resident start date. If completion of a PGY1 residency cannot be verified by any of the above methods, the offer of employment will be withdrawn.

<b>CRITERIA: Procedure for Verification of a PGY1 Residency</b>
Policy includes method of verification
Policy includes a method of verification that must be retrievable
Includes a timeframe for verification
Includes consequences if the incoming resident did not complete their PGY1 program
Requirements are objective and clearly written with little left to interpretation
Documentation should ensure uniform application of policy