

Main Campus Resident Selection Policy

Target Group: Residency Applicants Pharmacy Residents Residency Preceptors Residency Committee		Original Date of Issue: 7/2014	Version 4
Approved by: Main Campus Pharmacy Residency Committee	Date Last Approved/Reviewed: 8/15/2023	Prepared by: M. Leonard M. Lehmann M. Waldron	Effective Date 7/1/2014

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Purpose:	The Resident Selection policy and procedure exist to describe how residency applicants are evaluated, and how the final rank order list submitted for the National Matching Service (ASHP Match) is developed.
Definitions:	N/A
Policy:	This policy will be followed when evaluating residency candidates' application materials, determining which applicants to invite for on-site interviews, and determining overall scores used to develop the final rank order list.
Procedures:	<ol style="list-style-type: none"> 1. Recruitment: <ol style="list-style-type: none"> a. Recruitment is done by participating in virtual or on-site local, state, and national residency showcases and open-houses. b. Cleveland Clinic Health-System Residency Program Materials (including brochure) are sent to all Colleges of Pharmacy which the Cleveland Clinic currently has an affiliation agreement to take IPPE and/or APPE students. c. Each affiliated College of Pharmacy is send an annual survey to assess progress on diversity, equity, and inclusion in their strategic plan. Colleges of Pharmacy with robust strategic plans will be offered additional and intentional recruitment such as offerings for direct communication with program directors and college-specific open houses. d. Cleveland Clinic Health-System Residency Programs are listed in the ASHP and ACCP Residency Directories. e. Cleveland Clinic Health-System Residency Programs (including brochure) is sent to Black, Indigenous and People of Color (BIPOC) where there are Colleges of Pharmacy (for purposeful and intentional recruitment). f. Cleveland Clinic Residency Programs (including Residency Program Directors and preceptors) attend diversity and inclusion training provided by Cleveland Clinic (available in MyLearning) and are often done as preceptor development sessions. g. All residency program directors will take implicit bias testing annually prior to interviews to assess and bring awareness to

personally held implicit bias

2. Early Commitment is allowed in accordance with the Pharmacy Residency Early Commitment SOP
3. Applicants must submit materials for application through PhORCAS, according to the Cleveland Clinic Residency Brochure, by the submission deadline (January 2 at 11:59 PM annually)
4. Application Requirements:
PGY1 Programs: Interested applicants must be PharmD graduates of accredited college of pharmacy, be eligible for licensure in the State of Ohio and submit the standard application materials through PhORCAS (i.e. Letter of Intent, CV, the 3 standard reference forms in PhORCAS, official college transcripts), along with: Cleveland Clinic requests a minimum of one (two is preferred) of the candidate's three references should come from a preceptor who worked with them in a clinical setting, related to an APPE in acute or ambulatory care. The clinical preceptor should be able to comment on the candidate's scope of responsibility, total patient load, level of autonomy, clinical abilities, and organizational and time management skills. All 3 reference writers should use the standard PhORCAS template to submit their candidate recommendation. A response to an essay statement is required for acceptance. The essay response should be no longer than one page in length. An application will not be reviewed if this statement is missing. Please note that the essay is separate from the candidate's letter of intent. PGY-1 candidates must have graduated or be actively enrolled in an ACPE Accredited School of Pharmacy or foreign equivalent (see criteria #7 below)

PGY2 Programs: Interested applicants must be PharmD graduates of accredited college of pharmacy, be eligible for licensure in the State of Ohio and submit the standard application materials through PhORCAS (i.e. Letter of Intent, CV, the 3 standard reference forms in PhORCAS, official college transcripts), along with: Cleveland Clinic requests a minimum of one (two is preferred) of the candidate's three references should come from a preceptor who has worked with them in a clinical setting, related to a PGY1 rotation in acute or ambulatory care. The clinical preceptor should be able to comment on the candidate's scope of responsibility, total patient load, level of autonomy, clinical abilities, and organizational and time management skills. All 3 reference writers should use the standard PhORCAS template to submit their candidate recommendation. A response to an essay statement is required for acceptance. The essay response should be no longer than one page in length. An application will not be reviewed if this statement is missing. PGY-2 Candidates must have completed or be actively enrolled in a PGY-1 residency that is ASHP-accredited or in candidate status. Proof of completion of PGY-1 is required within 30 days of the resident's start date.
5. Cleveland Clinic Health-System Residency sites agree that no person at these sites will solicit, accept, or use any ranking-related information from

any residency applicant.

4. Residency applicants must be authorized to work in the United States at the time they apply for the residency. Cleveland Clinic Pharmacy does not sponsor applicants for work Visas.
5. Appointments of applicants to residency positions may be contingent upon the applicants satisfying certain eligibility requirements [e.g., graduating from accredited college of pharmacy, obtaining pharmacist license in Ohio (for Ohio sites) or Florida (for Florida sites) within 90 days of start date, and successful completion of a pre-employment physical and drug screen, including testing for nicotine, and attendance of an onboarding appointment on site at main campus, or as otherwise directed by Occupational health].
6. Unfortunately, we cannot accommodate Optional Practical Training visas for the Cleveland Clinic Pharmacy Residency program as the program extends beyond 12 months. Trade NAFTA visas are acceptable, however the candidate is responsible for the application process and all necessary fees. Cleveland Clinic cannot extend the candidate an employment letter until the candidate has matched with the Cleveland Clinic program and signed an acceptance letter. Any employment letter will state the length of the program (12 months if PGY1 or PGY2, 24 months if HSPAL or Pharmacotherapy).
7. Graduates of international pharmacy schools will be considered if they meet the ASHP criteria for application to residency. To be eligible for pharmacist licensure, candidates must be graduates or candidates for graduation from an ACPE accredited degree program (or one in the process of pursuing accreditation) or have a Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate from the NABP.
8. Each application is reviewed within 2 weeks after the application deadline
 - a. Each application is evaluated with a standardized form for PGY1 or PGY2 residency, as appropriate (see Residency Application Evaluation Form for PGY1 or PGY2 residents)
 - b. Each application is evaluated by the residency program director (RPD) or designee(s) using the standardized form
 - c. Application Evaluation Form takes in to account Pass/Fail schools (i.e., class ranking; Top 10% of class, deans letter, etc if available).
9. The candidates who will be invited for virtual or on-site interviews are reviewed through discussion of the Residency Specific Subcommittee.
 - a. This determination by the Residency Specific Subcommittee incorporates scores from the application evaluations as well as RPD interactions with the candidate.
 - b. The number of candidates to invite for an on-site interview for each residency is determined by number of available residency positions (typically 5-10 candidates are invited per residency position)
10. Candidates invited for virtual or on-site interviews will be provided applicable residency materials including program policies for successful completion of the residency, duty hours, pharmacy licensure in Ohio, leave of absence, and dismissal.

	<p>11. All candidates participating in Phase I of the Match must complete a virtual or on-site interview</p> <ol style="list-style-type: none"> a. The interview will include an introduction to Cleveland Clinic, time with the RPD to provide an overview of the residency, time with preceptors, time with residents, and a tour (<i>tour is omitted if virtual interview</i>) b. Each preceptor that interviews the candidate completes an evaluation using a standardized form. c. Total score includes application evaluation and on-site evaluation. <p>12. Each Residency Specific Subcommittee (e.g. Ambulatory Care, Cardiology, Community, Community Specialty, Critical Care, Emergency Medicine, Health System Pharmacy Administration and Leadership, Infectious Diseases, Informatics, Internal Medicine, Investigational Drugs and Research, Medication Use System and Policy, Pediatrics, Pharmacotherapy, Pharmacy, Pharmacogenomics, Oncology, and Transplant) will create a rank order list for their individual program.</p> <p>13. The rank order lists from the Residency Specific Subcommittees for the Match are reviewed by the overall Residency Committee (for all the programs). The RPD is responsible for submitting approved rank list to Match</p> <p>14. Programs with unfilled positions in Phase I of the Match will participate in Phase II of the Match. Interviews for this Phase may be on-site or conducted via telephone or video call (e.g., Skype, Microsoft Teams) with the RPD or designee. Then same process as #10-#14 above occurs.</p> <p>15. After the Match, matched residents are sent Acceptance Letters by the RPD. Once signed letters are received back from matched resident, then the System Residency Director contacts Cleveland Clinic HR to begin official hiring and on-boarding process.</p>
<p>References and Related Topics:</p>	<p>Residency Applicant Evaluation Form (PGY1 and PGY2 Residency Programs)</p> <p>Pharmacy Residency On-site Interview Rating Form</p> <p>Pharmacy Residency Early Commitment SOP</p> <p><u>ASHP Accreditation Standards for Postgraduate Pharmacy Residency Training; Standard 1.1</u></p>