



TITLE: Pharmacy Residency - Remediation, Disciplinary Action	
SECTION:	POLICY NUMBER: PHAR-34
EFFECTIVE DATE: July 1, 2016	REVIEWED/REVISED DATE(S): January-2017; May-2019; October-2020; June-2023
AFFECTED AREAS: All TriHealth pharmacy residency programs	
POLICY OWNER: Residency Program Coordinator(s)	
APPROVED BY: VP of Pharmacy Services	

PURPOSE

The purpose of this policy is to outline a procedure for TriHealth Pharmacy resident(s) failing to progress as expected during the residency, including when failure to progress would result in withholding the certificate of completion, extension of the program, or dismissal from the residency program. In addition, this residency-specific policy is intended to cover issues that are not specifically addressed by the organization’s disciplinary policy, such as unprofessional behavior or academic misconduct.

BACKGROUND

The American Society of Health-System Pharmacists (ASHP) requires sponsoring institutions such as TriHealth to have a remediation/disciplinary policy as stated in ASHP Accreditation Standard 2.6:

2.6: A residency-specific remediation/disciplinary policy is documented and includes actions taken for residents who fail to progress and any resident-specific behaviors that trigger the organization’s disciplinary process.

POLICY

Resident Disciplinary Action

Residents are expected to conduct themselves in a professional, ethical manner at all times and to follow all relevant departmental and hospital policies and procedures. The following outlines the disciplinary action process as it relates to behavioral conduct, other professional issues, or the need for clinical remediation. Concern for the need of disciplinary action can be expressed to the Residency Program Director by any staff member, regardless of whether they are faculty of the residency program.

Disciplinary action will be initiated if a resident:

- Does not follow policies and procedures of TriHealth
- Does not follow policies and procedures of the Department of Pharmacy or the Residency Program
- Does not present him/herself in a professional or ethical manner
- Does not consistently make satisfactory progress on the residency goals or objectives, defined as:

- Two NI in the same objective, one NI in an objective only evaluated in longitudinal LEDs, or three total NI in a quarter for any objectives
- Not enough TE are left in the year to complete an R1 objective for ACHR
- Not enough TE are left in the year to earn the required percentage of ACHR for graduation
- Missing multiple deadlines resulting in delay of completion of projects required for graduation
- Does not make adequate progress towards completion of the residency requirements (e.g., residency project, rotation requirements, assignment completion, staffing requirements, etc.)

Disciplinary Action Policy and Procedure

In the event of need for disciplinary action related to unprofessional/unethical conduct or behavior, not exclusively related to clinical progress, the following disciplinary steps shall be taken:

1. The Resident will meet with the RPD and/or involved preceptor to discuss any identified issue(s). If the RPD is not involved in the initial discussion, the preceptor and resident are to notify the RPD of the events that transpired. Actionable steps to follow include:
 - a. An appropriate consequence or solution to rectify the behavior, deficiency, or action will be determined.
 - b. A corrective action plan and specific goals for monitoring progress must be determined and outlined.
 - c. An appropriate timeline for corrective action will be determined.
 - d. The action plan will be documented in the resident's personnel file and in PharmAcademic by the RPD.
2. Failure to correct the initial behavior/infracton or repeating of the same behavior/infracton may result in automatic dismissal from the residency program.
3. If the RPD and/or preceptors determine the resident cannot complete the residency program in the original 12-month timeframe due to issues of unprofessional/unethical conduct or behavior, extensions will not be offered, and the resident will be dismissed from the residency program.

In the event of need for disciplinary action related to a resident failing to make satisfactory advancement in any aspect of the residency program, the following disciplinary steps shall be taken:

1. The Resident will meet with the RPD to discuss observed clinical deficiencies or failure to progress. An informal plan spanning two weeks will be developed by the RPD in conjunction with the preceptor(s) for the rotation(s) during which the plan will be active to initially correct observed deficiencies. Details of the meeting and informal plan will be documented within PharmAcademic.
2. The resident will be required to complete a self-reflection at the end of the two-week plan detailing how they feel they have progressed in correcting the observed deficiencies.
3. If after the initial two-week plan deficiencies have not been improved upon satisfactorily (as determined by the RPD and the resident's current preceptor in conjunction with review of the resident's self-reflection), the resident will be entered into a formal remediation plan. If the resident has satisfactorily progressed, they will continue on with the program uninterrupted.
4. The RPD in conjunction with the preceptor(s) scheduled with the resident during the timeframe that the formal remediation plan is in place will create an individualized plan for the resident. The remediation plan serves as a formal pathway to correct deficiencies noted in performance or other elements of practice which preclude the resident from meeting expectations of the residency program, residency program director, and/or residency

program preceptor(s). The intent of the formal remediation plan is to promote resident success. In no way is the remediation plan meant to serve as punishment or as anything other than what is in the best interest of the resident.

5. The formal remediation plan will clearly outline the following:
 - a. Evidence of need for entrance into a remediation plan
 - b. Timeline of remediation plan
 - c. Specific actions/assignments/responsibilities/expectations of the resident during the remediation plan
 - d. Definitions of successful completion of the remediation plan
 - e. Definitions of failure to progress
 - f. Potential outcomes of remediation plan
 - i. Three potential outcomes exist upon entrance into this remediation plan:
 1. Successful completion of remediation plan – continuation of normal responsibilities and duties
 2. Extension of the residency program up to a maximum of 30 days
 - a. The resident will receive pay and benefits during the extension if the resident is enrolled in TriHealth’s benefit plan
 3. Unsuccessful completion of remediation plan – Dismissal from the residency program or resident resignation from program
6. The formal remediation plan and subsequent outcome will be documented in PharmAcademic

Dismissal

Just cause for immediate dismissal from the residency program includes:

1. The resident commits an intentional major act of plagiarism (i.e., passing off a significant portion of others’ writing or a presentation as their own original work), as determined by the RPD and at least two additional residency preceptors
2. Serious acts of incompetence, impairment, unprofessional behavior, unethical behavior, negligence, violence, falsifying information, vandalism, theft, sexual harassment, or lying
3. One or more recurrences of unprofessional/unethical behavior after a corrective action plan is in place
4. Unsuccessful completion of a formal remediation plan or need for extension of the residency program beyond 30 days once enrolled in a formal remediation plan to complete graduation requirements
5. Any violation of TriHealth Corporate Policies that would otherwise result in immediate termination
6. Failing to obtain licensure within the required time frame, as stated within the policy, *Pharmacy Residency – Requirements for Licensure*
7. Use of paid time off, time away from the residency program, or an approved leave duration in excess of that allowed within policy, *Pharmacy Resident Time Off and Leave of Absence*

OTHER AREAS/POLICIES OR PROCEDURES OF REFERENCE

- American Society of Health-System Pharmacists, Inc. ASHP Accreditation Standard for Postgraduate Residency Programs (Published August 2022, Effective July 1, 2023)
- Pharmacy Resident Time Off and Leave of Absence (PHAR-35)
- Pharmacy Residency – Requirements for Licensure (Policy #