**Community Medical Center: PGY1 residency**

**Policy: Licensure & Extended Leave**

Purpose:

Part A: To make the incoming resident aware of expected pharmacist licensure date and the consequences of failure to obtain licensure

Part B: To provide for extended leave during the residency due to unforeseen circumstances

Part A: Licensure

From the Position Description

*Requirements: Applicant must have received a Pharm.D. degree from an American Council on Pharmaceutical Education (ACPE) accredited pharmacy school. The applicant also must have, or will soon have, a license to practice pharmacy in Montana at the time of starting the residency. Licensure is critical to completion of the residency requirements and, therefore the resident must have obtained licensure in Montana by September 15th of the residency year. Failure to attain licensure will result in suspension or dismissal from the residency. See Licensure & Extended Leave Policy.*

Consequence of failure to obtain licensure by September 15:

* The resident is subject to immediate dismissal from the residency
* If extenuating circumstances exist in which the resident does not obtain licensure, the Residency Advisory Committee (RAC) **MAY** consider the situation on a case-by-case basis
  + The RAC must be convinced the resident will successfully meet the goals & objectives of the residency
  + The residency may be started later or delayed depending on the circumstances. The resident will not be paid during any delay period.
  + If a delay period is implemented, the resident will graduate from the residency late; the residency must complete a full year in the residency.

Part B: Extended leave

From the Position Description

*Failure to complete the residency: A resident may fail to complete the residency on June 30 of the residency year, due to various causes such as significant family or sick leave or failure to attain competence in a residency requirement (Section IV above). In cases of incompletion due to excessive leave and if the RPD and preceptors agree that the resident will successfully complete the requirements, the resident will be allowed to finish the residency. However, completion of the residency must occur immediately following the June 30 date, as an extension of the residency year. Compensation for the extra time in the residency likely will not be available. The resident and RPD will meet to develop and mutually agree to expectations and a timeline for completion of the residency. No certificate of completion will be awarded until all requirements of the residency are fulfilled.*

Extended leave: may occur due to various issues including, but not exclusively:

* Illness or injury
* Significant family issues such as death in the immediate family
* Legal issue not including those related to drug or alcohol abuse

Policy #AD5108 for CMC will govern aspects of an extended leave of absence. It should be noted that residents will not be eligible for benefits under the Family Medical Leave Act (FMLA) since they will not have been employed by CMC for at least 1 year or 1250 hours.

It is the belief of the RPD, Director of Pharmacy, and RAC that an extended leave of greater than 6 weeks impairs the continuity required to meet the residency outcomes, and also the fiscal administration of the residency.

The resident will always be allowed to complete the residency in the cases of a justified extended leave that is less than 6 weeks long. Financial remuneration cannot be promised during the residency extension period, and will be addressed on a case-by-case basis. In all cases, the resident will first exhaust all acquired paid annual leave (PAL) at the start of the extended leave.

In all cases, the resident must complete a minimum of 12 months actively performing in the residency. As noted, the extended training time must directly follow the residency year.

In the case of extended leave exceeding 6 weeks, the resident will be allowed to apply to restart the residency at the next July 1 date, and complete the full residency year. In this situation, the resident is not guaranteed a spot for the next residency year.

Developed: July 2015

Reviewed/revised: January 2017, February 2018, March 2019, March 2020