Appendix

**CMC- Missoula**

**PGY1 Pharmacy Residency**

**Terms and Conditions – 2020-2021**

**Period of Appointment:**

- 12 months – Completion of residency does not guarantee future employment

**Salary:**

- $47,500 annually, paid biweekly

**Health Benefits:**

- Full Health Benefits that include medical, dental, and vision options

* Selection of plans will occur on arrival

**Professional Leave:**

- Paid professional leave will be provided for the Mountain States or Northwest Pharmacy Residents Conference and the ASHP Mid-year Clinical Meeting

- Professional Development Funds for attend the meetings with be provided up to $2375 total for the year.

**Paid Annual Leave (PAL) [i.e. Vacation/Holiday/Sick days]**

- 160 hours of PAL will be accumulated during the residency year.

- All PAL must be pre-approved by the Residency Program Director (RPD) or his designee

**Holidays:**

- Residents are not expected to work on major holidays but those will count as PAL. However, they are expected to work on those national holidays that are not recognized as major holidays by CMC and normal health care practice ensues, such as Elections Day. PAL may be used for those holidays, but must follow the approval process.

**Certifications:**

* Basic Life Support (BLS) is required for employment prior to starting the residency. Renewal classes are offered through the hospital if necessary to maintain certification during the residency year. The resident is responsible for any associated fees for recertification.
* Advanced Cardiac Life Support (ACLS) is optional for the residents and they are responsible for the associated fees for certification.
* Pediatric Advanced Life Support (PALS) is an optional certification for the residents and they are responsible for the associated fees for certification.
* All fees associated with the books and study materials for these courses are the responsibility of the resident.

**Licensure:**

* It is preferred that the exams for Montana Pharmacist Licensure are completed prior to the start of the residency program.
* If Montana Pharmacist Licensure is not obtained prior to the start of the residency a valid Montana Pharmacy Intern License must be obtained prior to starting the residency program. If pharmacist licensure is not obtained by September 15 of the residency year, the resident will be subject to dismissal from the residency program. If there are extenuating circumstances outside of the residents control preventing completion of licensure requirements, these situations will be considered on a case-by-case basis.

**Pre-employment and time of employment conditions**

* An application for employment at CMC must be completed (this can be done later)
* A negative criminal background and drug-screen is required
* The resident will complete the General Orientation for the hospital (separate from Orientation to the Residency

**Patient Confidentiality:**

* Health Insurance Portability and Accountability Act (HIPAA) training will be provided to the resident and they will abide by these regulations.

**Attendance:**

* The resident is required to attend all activities specified by the residency program and individual preceptors.
* Residents are expected to be engaged in residency activities for a minimum of 8 hours of work each day at a site where training occurs (e.g. hospital, clinic, UM). They are allowed 30 minutes for a lunch break, which is not included in the 8 hours of work.
* Excused absences must follow the appropriate process for PAL approval. These absences must be agreed to by the RPD or his designee.
* All work activities concerning the care of patients must be completed prior to leaving the hospital for the day.
* For unexpected absences, the resident’s preceptor and the RPD must be notified prior to the start of the resident’s shift.
* Excessive tardiness is not acceptable and will be addressed by the RPD and Residency Advisory Committee

**Leave of Absence:**

* Under extenuating circumstances, as determined by pharmacy management and the RPD, the resident may be allowed to complete any outstanding days off in excess of their allotted PAL in the program after the end date for the residency year. This time may be required to be completed on a voluntary basis without pay in order to complete the program and be awarded a certificate of completion.