

PGY1 Residency Programs

Pharmacy

Jennifer Ellison, PharmD

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Different settings

- Settings
 - Hospital
 - Ambulatory care/acute care combination
 - College based
- Different populations
 - VA/geriatric
 - Pediatric
 - Ambulatory/outpatient

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Examples of PGY1 Pharmacy Residency Learning Experiences

- Orientation
- General Medicine
- Infectious Disease
- MICU
- Pediatrics
- Administration
- Research project month
- SICU/CVICU
- Electives-cardiology, ED, oncology, anticoagulation, NICU, peds oncology
- Longitudinals-staffing, project, precepting/drug information/med safety/informatics

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Common Components of PGY1 Programs

- Staffing component
 - Varies by program
- Teaching
 - Some require completion of teaching certificate
 - College based may differ from non-college based
- Direct Patient Care

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What To Look For

- Consider your patient care interests
 - Do you want to do a PGY2?
 - What electives are offered?
 - What resources are available?

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PGY1 Residency Options: Ambulatory Care

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Why choose an ambulatory care residency?

- Enhance communication skills
- Sharpen critical thinking
- Leadership opportunities
- Work as part of an interdisciplinary patient care team
- Networking
- Specialization in a field

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Residency program types

- Postgraduate Year 1 (PGY1)
 - Provides general training
 - 3 types
 - Health System
 - Managed care
 - Community
 - Focuses include clinical judgment and problem-solving skills
- Postgraduate Year 2 (PGY2)
 - Focused area of training
 - Ambulatory care, Cardiology, pharmacy administration, drug information, etc
 - Focuses include using prior skills to allow independent professional functioning

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Ambulatory Care Core learning experiences

- Direct patient care
 - Drug therapy management
- Health education
 - Understand and teach primary literature
- Practice management
 - Manage projects to enhance leadership and independence
- Drug information
 - Practice being a resource for provider and patient questions
- Administration
 - Collaboration with pharmacy leaders to improve pharmacy services

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Opportunities

- Direct patient care
 - Free up physician time
 - Increase patient access to care
 - Enhance clinical and economic outcomes
- Practice management
- Medication management
- Trusted relationships with recurring patients
- Coordination of care
- Patient advocacy
- Wellness
- Patient education

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Ambulatory settings

- Hospital
- Community-based practice
- Patient centered Medical Homes
- Accountable care organizations
- Specialty Services/Pharmacy

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Ambulatory specialties

- Primary care
- Management of the following chronic conditions:
 - Diabetes
 - Asthma
 - Smoking cessation
 - Heart failure
 - Infectious disease
 - Anticoagulation
 - Many others
- Community based practice
 - MTM
 - Immunizations
 - Travel medicine
 - Medication management

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Preparation for Residency

- Network and research prospective programs
 - Consider Professional Organization Membership: ICHP, ASHP, APhA
- 4th Professional year
 - Draft CV
 - Draft cover letter
 - Be specific to each site
 - Letters of recommendation
 - Sign up with the National Matching Service
 - Contact prospective residency directors
 - ASHP Midyear clinical meeting
 - Residency showcase
 - Personnel Placement Service
 - Complete program applications
 - Interview
 - Submit ranking to National Matching Service

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Resources

- <http://www.ashp.org>
- <http://www.natmatch.com/ashprmp>
- <http://www.careerpharm.com>
- <http://ichpnet.org>

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Residency Interview Pearls

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Main Goal of the Interview

- *Residency program perspective:*
 - Evaluate which candidate is the most qualified
 - Assess which candidate fits the best
- *Residency applicant perspective:*
 - Evaluate clinical, management, opportunities available at the program
 - Find the program that fits the best with your interest

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Prior to the Interview (1)

- Research the program
- Familiarize yourself with the location of the interview
- Gather information from current or previous residents
- Make sure all your documents have been received
- Ask about formal presentations, number of interviewers, and expectations

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Types and Format Interviews

- Individual, group, combination
- Meetings with residents, preceptors, pharmacy directors, residency directors, staff
- Presentation, clinical case
- Tour of the facility
- Breaks/meals between interviews

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Personal Questions

- What are your short and long-term career goals?
- Why do you want to do a residency?
- What are your strengths and weaknesses?
- What is your greatest professional accomplishment?
- What makes you the best candidate?

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The key to a top curriculum vitae and letter of intent

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Curriculum vitae (CV)

- Latin = course or outline of your life
- Organized list:
 - Professional qualifications
 - Education
 - Achievements & experiences
- Varies in length, more detailed than a resume
- Living document

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What to include in your CV

- **Personal information**
 - Name, address, current phone & professional email address
- **Licensure Status**
 - State & type of license
- **Education**
 - School, degree, years attended, anticipated graduation, GPA
- **Professional experience**
 - Reverse chronological order
 - Position, name & location, time frame, name of supervisor, including title
 - Description of position
 - Notable contributions to pharmacy practice

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What to include in your CV

- **Residency & Clerkship rotations**
 - Spell out rotation, preceptor and their title
 - No abbreviations
- **Presentations, posters, publications, research**
 - Title & year
 - Name of group presented to & location
 - Official citation method
- **Honors & Awards**
 - Title & year
- **Specialized Training & Certifications**
 - CPR, ACLS, BCPS, Immunization
 - Full certification name, year earned

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What to include in your CV

- **Professional & Community Service**
 - Name of group
 - Office held
 - Describe the scope of responsibility & impact
- **Membership in organizations**
- **Special experiences, skills, language**
- **References**
 - list out

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Employers look for...

- Professionalism
- Signs of achievement
- Pharmacy-related focus & career direction
- Hard worker, continued willingness to work hard
- Patterns of stability

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Tips

- Update regularly
- Use headings to identify each section
- Simple fonts
- No abbreviations
- Be honest in your content
- Focus on positive achievements
- Watch for spelling errors
- Have someone proofread it for you

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What not to include

- Personal, biographical information
- Reason for changing jobs or having no job
- Information that predates pharmacy school
 - except for education, degrees earned
- Interests and hobbies
- Photo, unless requested

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Letter of Intent

- Defines your goal of achieving a Pharmacy Residency
- Highlights your current skills, what you can contribute to benefit their patients and the organization
- Identifies what you hope to learn from that program
- Answer these questions:
 - Why you are pursuing a residency?
 - Why is this program your top choice?
 - How will the position help you develop as a professional?
 - How will your skills and experiences help you succeed?
 - What are your professional goals?

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Letter of Intent

- Format
 - Use business letter formatting
 - Limit to 1- 2 pages
 - Usually 3-5 paragraphs
 - Do not include detailed personal information
- Composition of the letter
 - Individualized focus for each site you are applying
 - What is it about this particular residency and organization that has led to you select it?
 - Include skills and interests you have that make you a good candidate

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Final Thoughts

- Be honest in your content
- Highlight your strengths & achievements - what can you contribute that would make a program select you?
- Create a good first impression
- CV and Letter of Intent are an advertisement for YOU!

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References

- American Society of Health-System Pharmacists. Curriculum Vitae Resource Center. Available at: <http://www.ashp.org/menu/PracticePolicy/ResourceCenters/Residency/General-Information/CurriculumVitae.aspx>. Accessed July 14, 2015.
- CV-Resume.org. CV Resume and Cover Letter. Available at: <http://cv-resume.org>. Accessed July 1, 2015.
- University of Kent. Careers and Employability Service. How to write a successful CV. Available at: <http://www.kent.ac.uk/careers/cv.htm>. Accessed July 1, 2015.
- Writing a letter of intent for a pharmacy residency program. Office of Career & Professional Development, University of California, San Francisco. <http://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/PharmacyResidencyWritingALetterOfIntent.pdf>. Accessed August 3, 2015.

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The Interview Process and How to Conduct Yourself at Interviews and at Midyear

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The Interview Process

- Apply, Interview, Rank, Match!
- Anticipate the "usual" questions
- Research different interview styles
 - Behavior-based
 - Formal
 - Casual
- If needed, take a few seconds to collect your thoughts
- This is also your time to get to know the program!

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Your CV

- Everything is fair game!
- Know something about everything on your CV
- Interviewer will take 8-12 seconds to look at your CV
 - Highlight important information!

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Before the Interview

- Do your research!
 - Program, interviewers, institution
 - Job description (rotations)
- Make a list of questions
- Plan for weather, travel, etc.
 - Allow plenty of extra time and arrive early
- Presentations
 - Bring on at least 2 forms of media and print out

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During the Interview

- You are ALWAYS being interviewed
- Be attentive and watch mannerisms
- Ask questions!
- Do not try to "overshadow" other interviewees
- Make eye contact
- Avoid any negativity or complaining
- Take notes!
 - Helpful for ranking program and writing thank you letters!

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After the Interview

- Send a follow-up thank you!
 - More important that it is personalized than hand-written vs email
- Write down any thoughts or notes
 - You will need to rank programs!

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Midyear Do's!

- Plan out the showcases
- Ask thoughtful questions
 - Avoid asking questions regarding information that can be found on the program's website
- Speak with residents
- Follow post midyear instructions

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Midyear Don'ts!

- Don't be a lingerer!
- Don't force your business card/CV!
 - Hundreds of students multiplied by hundreds of CVs...
- Don't be aggressive!
- Don't be on your phone!
- Pharmacy is a small world!
 - Seriously, we cannot say this enough...

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Resources

- GlassDoor (www.glassdoor.com)
 - https://www.glassdoor.com/Interview/pharmacist-interview-questions-SEARCH_K00.10.htm
- US News and World Report
 - <http://money.usnews.com/money/careers/slideshows/the-10-most-common-interview-questions/12>
- The Pharmacy Professionals' Guide to Résumés, CVs and Interviews. 3rd Edition. Thomas Reinders.

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The Key to a Top Curriculum Vitae (CV) and Letter of Intent (LOI)

Jen Phillips, PharmD, BCPS
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September 17, 2016

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Objectives

1. Identify the purpose of a letter of intent and a CV.
2. List things to include and not include in a letter of intent and a CV.

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The Match Process

- Residencies are looking for the "best fit"
 - Clinical interests
 - Character
 - Learning style
 - Strength/type of clinical rotations
 - Professional involvement
 - Clinical aptitude
 - Personality

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Curriculum Vitae

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Why do I need a CV?

- Highlights what you have accomplished
 - School
 - Career
 - Extra-Curricular activities

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CV: What to Include

- Header
 - Include name & contact information
- Educational experience
- Work experience
- Presentations
- Publications
- Honors
- Licensure
- Certifications
- Memberships/professional activities
- References

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CV Elements

- Contact Information
 - Business and Permanent address
 - Professional e-mail address
- Educational experiences
 - Post-secondary education
 - Degrees earned and anticipated
 - Residency, fellowship programs
 - GPA?
- Work experience
 - May list non-pharmacy employment (as a new practitioner only)
 - Brief description of duties may be included

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CV Elements

- Rotations
 - Completed and anticipated
 - List preceptors and dates
 - May include bullets summarizing details or work on special projects
- Presentations / Publications
 - Include those given at regional, state, and national meetings
 - Include title, audience, and location for presentations
 - Cite in proper format for articles

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CV Elements

- Honors
 - Dean's list, scholarships, and other special recognition
- Licensure/Certification
 - Pharmacy licensure
 - ACLS, BLS, or immunization certification
- Professional Involvement
 - Include all organizations
 - Denote status (e.g., member or officer position)

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CV: Common Errors

- Make sure that your CV:
 - Is easy to read and follow
 - Is Up-to-date
 - Has a consistent format throughout (e.g., bullets, chronological order, tense agreement, etc.)
 - Does not contain spelling errors
 - Contains the correct titles for all preceptors and references included

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Letter of Intent

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Why do I need an LOI?

- Important way for you to DISTINGUISH yourself from other candidates
- Highlights things not included in a CV such as: skills, experience, goals, and communication skills

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LOI: Overcoming Barriers

Issue	Recommendation
"I do not feel comfortable selling myself."	<ul style="list-style-type: none"> Use comments/feedback from rotations to help you identify your strengths Don't go overboard (i.e., "I am the best student ever!")
"I am not a good writer."	<ul style="list-style-type: none"> Put down all of your ideas first Enlist help (i.e., mentor, preceptor, etc.) when "smoothing it out" but make the changes YOURSELF
"I do not know what to put in the letter."	<ul style="list-style-type: none"> Seek examples from current residents, websites, etc. Refer to outside sources for suggestions (residency books, articles, this presentation, e.g.)

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LOI: What to Include

- Why you want to do a residency
- Why you want to do a residency THERE
- Current area(s) of interest
- Preferred environment
- Short and long-term goals
- Other information requested by the program (check recruiting materials!)

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LOI: What NOT to Include

- List or summary of rotations
 - This is already included in your CV
- Negative experiences
 - Pharmacy is a small world!
- Hobbies/outside interests

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LOI: Format

- Standard business letter
 - Address to the appropriate person
 - Spell name correctly!
 - Separate letter for *each* site
- Style
 - 1 page
 - 11-12 point font
 - No "frilly" font styles
 - Appropriate margins

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LOI: Format

- 3-5 paragraphs
 - Intro
 - Why interested in the position/place
 - Body
 - Highlight skill set, successes, experiences
 - Use specific examples
 - Sell the match!
 - Conclusion
 - Summarize / reinforce interest
 - "Thank you for your time/consideration"

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Additional "hints"

- Proofread, proofread, PROOFREAD!
- Spend a LOT of time thinking
 - Goals, preferences, etc.
- Customize your letter/CV by site
 - People, experiences, examples that support your skill assessment
- Send a different letter/CV to each place

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Additional Reading

- Bauman JL, Sims KA. The ACCP Field Guide to Becoming a Standout Pharmacy Residency Candidate. American College of Clinical Pharmacy. 2012. p. 161-163.
- Gallagher JC, Wodlinger Jackson AM. How to write a curriculum vitae. Am J Health-Syst Pharm. 2010;67:446-7.

The Match Process and PhORCAS

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What is PhORCAS?

- Pharmacy Online Residency Centralized Application Service
- Provides a single platform for all aspects of residency application:
 - Applicant Portal
 - Application submission
 - NMS (“The Match”) registration
 - Program Portal
 - References Portal

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Benefits of PhORCAS

- Single application for multiple programs
- Single transcript request
- Streamlined recommendation process (both requests and submissions)
- Ability to customize materials for each program
- Electronic tracking of application status
- Integration with the Match

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Application Components

- Demographics
- Transcripts
- Personal Statement/Letter of Intent
- Curriculum Vitae (CV)
 - Additional section for extracurricular and professional activities
- References
- Supplemental material (program specific)

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Initial Steps

- Demographics
 - Address, phone, citizenship, academic history, GPA
 - DOB, gender and ethnicity for ASHP data collection only
- Transcripts
 - Request official transcripts and submit to PhORCAS using the transcript request form
 - Make sure to allow sufficient time for delivery and processing

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Personal Statement/ Letter of Intent

- Uploaded as a word or PDF file
- Can (and should) be customized to each program
 - Be careful not to mix up programs
- Check program information for specific content requests and/or word limits

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CV

- Uploaded as a word or PDF file
- Can be customized to programs, but may not need to be
- Be complete but concise
- Will be prompted to enter activities separately
 - Do not skip this step even though most information will already appear on the CV
 - Allows for more detailed descriptions
 - Allows programs to filter candidates based on experience

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References

- Applicant will enter the name, email address, and phone number of each reference
- Will then enter reference requests for each program separately
 - Can send each reference writer any combination of requests (all or only a few)
 - Space for notes on each request
 - Deadlines
 - Special requests for content
 - Supplemental recommendation materials

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Reference Etiquette

- Entering a reference request prompts an immediate notification
 - No surprises!
- Allow writers sufficient time for completion
- Communicate important deadlines
- Be reasonable with special requests
 - No longer includes space for freetext
 - Additional supplemental letters discouraged by PhORCAS
 - Consider discussing goals and any hopes for content face-to-face instead

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Supplemental Information

- Check program requirements
- Supplemental information may include:
 - Additional demographic information
 - Program-specific paperwork
 - Interview availability
 - Additional transcripts
- Any supplemental material for a program should be saved as a single file

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Final Steps

- Finalize attachments for each program
 - Allows you to select the customized versions of each category as applicable
- Register and pay for the Match
- Check and re-check!
 - Silly mistakes will cost you
- Adhere to deadlines
 - Submit early. Do not tempt technology
 - PhORCAS will allow reference letters and transcripts to be added to an application after the deadline
 - However, programs may choose not to accept late submission of these items

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Good Luck!!!

Questions?

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