

### Interview: Getting ready to be interviewed for a PGY1 Residency

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### The Interview: Purpose

- *Their Purpose:*
  - Assess your qualifications
  - Assess your fit with their program and department
- *Your Purpose:*
  - Assess whether their program fits with your interests and needs
  - Assess whether their department fits with you!

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### The Interview: Format

- Individual v. group
  - Often combination
- Meeting with RPD, Director of Pharmacy
- Meetings with preceptors
- Meetings with residents
- Tour
- Lunch
- Presentation or clinical case?

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### The Interview: Your Preparation

- Research the program!!
- Ask about the expectations of the interview
  - Presentation?
    - Format, AV availability, audience, handout
    - Draw upon previously given presentations
  - Clinical case?
    - References, timing
- Develop a list of questions you'll ask
- Think about answers to potential questions they'll ask

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### Questions They'll Ask

- Why do you want to do a residency?
- Why THIS residency?
- Goals (this year, 1 year, 5 years, 10 years)
- What can YOU bring to this program?
- Strengths/weaknesses
  - Highlight how you have improved in areas of weakness
- How do you manage ....time? ....stress?... conflict?

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### Questions They'll Ask

- 3C's
  - How do you handle change?
  - How do you handle criticism?
  - How are you creative?
- Clinical scenarios/Behavioral
  - What would you do if....
  - Tell me about an intervention
  - Give examples of...conflict resolution, group project, etc.

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### Questions You Can Ask

- Ask questions and ask appropriate questions
  - Nothing shows lack of interest like silence or questions not matched to the program
- Typical day/rotation
- How are projects selected?
- How is the staffing component integrated?
- Where are past residents now?
- Consider asking preceptors/RPD and residents the same questions

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### Miscellaneous

- Be polite in all correspondence and with other co-interviewees
- Attire
  - Typical dress code
  - Comfortable shoes
- Be prepared
  - Water
  - Money
- Thank you notes

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**PGY1 Residency Options**  
Carol Heunisch, PharmD, BCPS

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- WHY DO A RESIDENCY?**
- Opportunity to apply didactic knowledge
  - Work with interdisciplinary patient care team
  - Sharpen critical thinking skills
  - Learn about leadership characteristics
  - Exposure to variety of pharmacist career paths
  - Differentiate candidates through career
  - Networking

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- RESIDENCY PROGRAM TYPES**
- Postgraduate Year 1 (PGY1)
    - Provide “generalist” training
    - Variety of practice settings: Health system, managed care, community.
    - Focus on development of clinical judgment & problem-solving skills.
    - Outcomes competencies:
      - Medication management
      - Leadership/practice management
      - Project management skills
      - Practice- and medication-related education/training
      - Utilization of medical informatics
    - Pharmacy practice residency most common.

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**RESIDENCY PROGRAM TYPES**

- Postgraduate Year 2 (PGY2)
- Provide advanced training in focused area
  - Ambulatory care, Critical Care, Drug Information, Infectious diseases, practice management/administration, nuclear pharmacy—to name just a few!
- Integrates PGY 1 experience to allow independent practitioner functioning.
- Prepares for board certification in practice area.

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**RESIDENCY PROGRAM BASICS**

- Almost 1000 PGY1 programs nationally-hospital, clinic, community practice or managed care settings.
- Approximately 2000 pharmacists do residencies annually.
- Program length 1 year, full-time commitment.
- Paid stipend and usually benefits (insurance).
- Areas of program focus/training: Administration, Infectious Disease, General Medicine, Critical Care, staffing, plus electives.

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**RESIDENCY PROGRAM STATISTICS  
2012**

- Positions available:
  - PGY1: 2,408 (13% more than 2011).
  - PGY 1 applicants: 3706
  - PGY1 includes general, community, managed care positions.
  - PGY2: 590 (12% increase over 2011).
- Actual matches:
  - PGY1: 2268 (13% more than filled in 2011).
  - PGY2: 505 (14% more than filled in 2011).
    - Includes 326 positions filled in the match plus 179 early commits.

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### RESIDENCY PROGRAM BASICS

- Program accreditation
  - ASHP accreditation means:
    - Training site compliant with standards of practice
    - Program committed to excellence in training
    - Continuous improvement of training and service
    - Peer-reviewed, meets requirements of training
    - Recognition by potential employers
- Accredited programs can be found at [www.ashp.org](http://www.ashp.org) in the “Residency Directory”

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### RESIDENCY PROGRAM BASICS

- “The Match”
  - “Resident Matching Program”
  - A service that pairs residents with residency programs.
  - Residency candidates **must** sign up for Resident Matching Program.  
<http://www.natmatch.com/ashprmp/>
  - Match results available in March.
  - NMS provides information about positions available after match completed.

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### CONSIDERING A RESIDENCY? NOW WHAT?

- Network and research prospective programs
- 4<sup>th</sup> Professional year
  - Draft CV and cover letter
  - Letters of recommendation
  - Sign up with National Matching Service
  - Register for ASHP Midyear Clinical Meeting & participate in residency showcase & PPS (Personnel Placement Service)
  - Complete program applications—apply to several, don’t limit to one geographic area.
  - Interview
  - Submit ranking preferences to NMS
  - Match!

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**ASHP MIDYEAR CLINICAL MEETING**

- **Residency Showcase**
  - Informal meetings with residents, program directors, and preceptors
  - Opportunity to ask questions and get program information
  - Programs listed by training site, not specific program type
- **ASHP Personnel Placement Service (PPS)**
  - Optional, additional fee for participation
  - Opportunity to schedule one on one interviews
  - Good to narrow potential programs for on-site interviews
  - Recruit for PGY1, PGY2 residents as well as fellowships
  - Search for “residency program postings” [www.careerpharm.com](http://www.careerpharm.com)

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**PROFESSIONAL ORGANIZATION MEMBERSHIP**

- ICHP, ASHP, APhA
- Offers network opportunities on and off campus
- Access to programs like residency showcases at state and national meetings
- Leadership opportunities
- Access to journals such as AJHP for clinical & operational skills enhancement

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**RESIDENCY RESOURCES**

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

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**CV: The key to a top curriculum vitae**

Karen Kelly, Pharm.D.  
Pharmacy Manager  
Evanston Hospital  
NorthShore University HealthSystem

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**What is a curriculum vitae (CV)**

- CV: Latin = course or outline of your life
- Written profile of your professional qualifications
- Organized list of achievements & experiences
- Focus on education, professional experience
- Varies in length, one to several pages
- Longer, more detailed than a resume
- Living document

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**What should be included in a CV?**

- Your contact information
  - Centered, top of page
  - Name, address, phone & email
- Education
  - Most recent educational experience first
  - Spell out your degree, subject & school
- Specialized Training & Certifications
  - CPR, ACLS, BCPS, immunization training
  - Include the full certification name and the year earned

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### What should be included in a CV?

- Professional experience
  - Most recent experience first
  - Time employed, position title, name & location of employer, name & contact of supervisor
  - Description of position if not easily identifiable
- Clerkship rotations
  - Good to list if right out of school
  - Spell out names; no abbreviations

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### What should be included in a CV?

- Presentations
  - Include title, name of group presented to, year
- Publications
  - Use official citation method
- Honors & Awards
  - List title & year
  - Deans list – include quarter & year

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### What should be included in a CV?

- Membership in organizations
  - include offices held
- Licensure
  - include state & type of license
- Professional & Community Service
  - Name of group, office held, scope of work
- Other special experiences or skills
  - Any unique quality, language, training
- References – list out

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**Tips for a Top Notch CV**

- Focus on professional, pharmacy-related information
- Include positive information about your achievements
- Use headings to identify each section
- For offices held, describe the scope of responsibilities & their impact
- Update regularly to reflect work experience, presentations

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**Tips for a Top Notch CV**

- Identify your preceptors and supervisors by name, include their title
- Use simple fonts – Times New Roman, Arial
- High quality, conservative paper
- Watch for spelling errors
- Do not use abbreviations
- Do not use colors
- Be honest in the content
- **Have someone proofread it for you**

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**What do employers look for in a CV?**

- Signs of achievement
- Willingness to work hard
- Professionalism
- Patterns of stability & career direction
- Hard worker

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### What NOT to Include in your CV

- Personal information: age, marital status
- Interests and hobbies
- Reason for changing jobs or no job
- Photo, unless requested
- Information prior to pharmacy school except for education, previous degrees, or unique achievements
  - exclude high-school

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### CV: Conclusion

- Be honest in your content
- Highlight your strengths & achievements
- Create a good first impression
- Your CV as an advertisement for YOU!

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### References

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- University of Kent Careers Advising Service. How to write a successful CV. Available at: <http://www.kent.ac.uk/careers/cv.htm>. Accessed August 7, 2012.

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### ***What is PhORCAS?***

- PhORCAS is the **Ph**armacy **O**nline **R**esidency **C**entralized **A**pplication **S**ervice, a web-based residency application service
- The goal of PhORCAS is to streamline the residency application process
- PhORCAS is a partnership between ASHP Accreditation Services and Liaison International. Liaison International ([www.liaison-intl.com](http://www.liaison-intl.com)) has built and maintains 22 other centralized application services (including PharmCAS)
- PhORCAS will be divided into 3 main portals: the application portal, the program portal, and the reference portal.

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### ***How is PhORCAS used by residency program applicants?***

- The residency applicant creates a PhORCAS account and is then transferred seamlessly to the National Matching Service (NMS) as part of the account creation process.
  - complete an application online in PhORCAS.
  - After the application is complete, applicants upload a personal statement/letter of intent and a copy of their curriculum vitae (CV).
    - They have the option of using the same personal statement and CV for all programs, or they can upload a unique personal statement and/or CV for select programs.
  - Applicants request one copy of their official transcripts that is mailed to PhORCAS where its authenticity is certified. The transcripts is then uploaded into the PhORCAS application portal.
- PhORCAS provides a link to the ASHP online directory, allowing applicants to check for any additional site-specific application requirements.
- The applicant identifies three individuals who will be providing references.
  - The same individuals may be used for all sites, or the applicant may select a series of different individuals for select programs.
  - The applicant enters a contact email address for the reference
    - You may include a personal note for the automated message generated by PhORCAS alerting the reference of the request to provide a letter of recommendation.
  - The applicant will not be able to see the content of the submitted reference form or letter, but they will be able to track the completion of the reference provided to the program.

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### ***How are PhORCAS and the National Matching Service (NMS) connected?***

- PhORCAS is linked with the National Matching Service (NMS), offering applicants the ability to register seamlessly with NMS as part of the PhORCAS application process.
- Each program registered in the ASHP Resident Matching Program, with a unique NMS code, will automatically be uploaded into PhORCAS unless the program director selects an "Opt out" option.
  - The program name and application deadline date entered on the agreement will be uploaded into PhORCAS.
- There will be routine updates between NMS and PhORCAS to verify that applicants have registered for the match, or if new residency programs have been added to PhORCAS.
- Following the match, NMS will produce a dynamic list of available programs post-match thus allowing candidates to use PhORCAS in the post match ("scramble") process.
  - The list of available programs offering positions post match will be posted in PhORCAS (if they participate in PhORCAS) to allow these individuals to apply to these programs electronically.
  - The information currently in PhORCAS can be used, or the applicant and reference writer can choose to customize to the new post match applications.
  - Applicants will submit their information from the PhORCAS application portal. Programs will see the new applications in a third section listed as the "Post match applications."

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