Disclaimer:

The policies and procedures in this handbook are designed to serve as guidelines for residents. They are not intended to create any contract or binding agreement between the employer and any employee. All policies and procedures outlined in this handbook are subject to change or modification at the employer’s discretion at any time. This handbook is provided for informational purposes only. No provision or portion of the handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. The UB SPPS Residency Advisory Committee reserves the right to change, modify, eliminate or deviate from any policy or procedure in this handbook at any time. If you have questions concerning these guidelines, please consult your Residency Program Director or Erin Slazak, Residency Program Administrative Director.
**Mission Statement**

The mission of the University at Buffalo School of Pharmacy and Pharmaceutical Sciences’ residency program is to educate pharmacy residents in pharmacy practice, clinical precepting, didactic teaching, clinical research and manuscript writing; to provide patient care; and to provide services to the community at large based upon this knowledge. Our goal is to develop leaders who will practice autonomously as an integral member of the health-care team in the clinical pharmacy setting and/or as a clinical faculty member in the academic setting in a professional, ethical, and competent manner.
Residency Program Listing

- **PGY1 Pharmacy Practice Residency Programs**
  - Buffalo Medical Group †
    - Program #: 22022
    - Program director: Nicole Albanese
  - Buffalo Psychiatric Center †
    - Program #: 22006
    - Program director: Tammie Lee Demler
  - Erie County Medical Center (ECMC) †
    - Program #: 22008
    - Program director: Michael Ott
  - Lifetime Health Medical Group †
    - Program #: 22007
    - Program director: Erin Slazak

- **PGY1 Community Pharmacy Practice Residency Programs**
  - Middleport Family Health Center †
    - Program #: 22023
    - Program director: Amanda McEvoy
  - Mobile Pharmacy Solutions †
    - Program #: 22024
    - Program director: Peter M. Brody Jr.

- **PGY2 Specialty Residency Programs**
  - HIV/AIDS Pharmacotherapy (ECMC) †
    - Program #: 22004
    - Program director: Gene Morse
  - Psychiatry (Buffalo Psychiatric Center) †
    - Program #: 22021
    - Program director: Tammie Lee Demler

† Denotes ASHP Accredited
‡ Denotes ASHP Candidate Status

Additional information available at: [http://pharmacy.buffalo.edu/academic-programs/residencies.html](http://pharmacy.buffalo.edu/academic-programs/residencies.html)

Updated 10-9-14
UB SPPS Residency Advisory Committee (RAC)

- The committee governing all University at Buffalo School of Pharmacy and Pharmaceutical Sciences (UB SPPS) residency programs.

- Composed of:
  - Residency program administrative director (RAC chair).
  - Residency program directors (RPD) for UB SPPS residency programs.
  - Residency program preceptors (appointed by RAC chair).
  - Pharmacy Practice Department Chair.
  - Residency program administrative staff member(s).
  - Chief Pharmacy Resident.

- Purpose:
  - Provide guidance to residents, RPDs, and residency preceptors on issues relating to residency training.
  - Facilitate the planning and accreditation of new residency program(s).
  - Oversee existing residency programs to ensure:
    - Adherence to university and/or site policies and procedures.
    - Adherence to ASHP accreditation guidelines.
    - Maintenance to ASHP accreditation status.
  - Assist residency training site RACs in the oversight of current pharmacy residents so as to:
    - Monitor resident progress as it relates to clinical, teaching, and research activities, and resident professionalism (Summative discussion of Residency Training Site RAC meetings led by chairs of Residency Training Site RACs).
    - Ensure residents successfully complete their residency program.
  - Assist RPDs with preceptor selection and development (appendix A).
  - Plan residency events and activities, including but not limited to:
    - Resident CE program.
    - Resident research presentation day.
    - Didactic research course.
    - Teaching certificate program.
    - Preceptor development program

- Meetings:
  - UB SPPS RAC meetings will be scheduled at least once quarterly.
    - Purpose:
      - To review resident progress with respect to clinical, teaching, and research activities, and resident professionalism.
      - To plan and implement residency related professional activities / events (see above).
    - Minutes from UB SPPS RAC meetings will be documented and circulated to all RPDs.

Updated 10-9-14
o UB SPPS RAC retreats will be scheduled once to twice per year in mid-December and/or early-June.
  ▪ Purpose:
    • To review resident progress with respect to clinical, teaching, and research activities, and resident professionalism
    • Residency program quality improvement

Residency Training Site Residency Advisory Committees (RAC)

• Residency Training Site RACs (appendix B) oversee residency programs and residents at a specific training site.

• Composed of:
  o RPD(s) for UB SPPS residency programs at that training site.
  o Residency program preceptors (appointed by the RPD) for residency programs at that training site.
  o Other health care practitioners (appointed by the RPD) directly involved in the training of the resident

• Purpose:
  o Provide guidance to residents and residency preceptors on issues relating to residency training.
  o Provide direct oversight of current pharmacy residents so as to:
    ▪ Monitor resident progress as it relates to clinical, teaching, and research activities, and resident professionalism.
    ▪ Ensure residents successfully complete their residency program.
  o Oversee existing residency programs to ensure:
    ▪ Adherence to university and/or site policies and procedures.
    ▪ Adherence to ASHP accreditation guidelines.
    ▪ Maintenance to ASHP accreditation status.
  o Oversee preceptor selection and development (appendix A).
  o Facilitate the planning and accreditation of new residency program(s) at that training site.

• Meetings:
  o Residency Training Site RAC meetings will be scheduled at least quarterly.
    ▪ Primary purpose:
      • To critically review resident progress with respect to clinical, teaching, and research activities, and resident professionalism.
      ▪ Minutes from Residency Training Site RAC meetings will be documented and circulated to all committee members.
Chief Pharmacy Resident

- The Chief Pharmacy Resident is a resident who participates in the coordination of activities common to all residency programs offered by the University at Buffalo School of Pharmacy and Pharmaceutical Sciences Department of Pharmacy Practice (appendix C). Information regarding the responsibilities and benefits of the chief resident will be dispersed to the residency class at the beginning of their residency year.
Clinical Activities / Responsibilities of Residents

- Residency-specific: It is the responsibility of the individual RPD to work with their resident to design and implement a customized residency experience meeting ASHP accreditation goals and objectives. The customized training plan should be based both on the resident’s interest and the resident’s strengths and weaknesses as determined by RPD assessment and resident self-assessment.

- Residents will be afforded the opportunity to participate in the delivery of pharmaceutical care services to underserved populations within free clinics in the Western New York area.

- Resident Duty Hours: The following is a summary of the document, ‘Pharmacy Specific Duty Hours Requirements For the ASHP Accreditation Standards for Pharmacy Residencies’, which was approved by the ASHP Commission on Credentialing on 3/4/2012 and by the ASHP Board of Directors on 4/13/12 (See Appendix D for additional details)
  - Maximum Hours of Work per Week
    - Duty hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities and all moonlighting.
    - Moonlighting (i.e., working outside the residency program) is permitted. However…
      - Successful completion of residency training requires a significant time commitment. The UB SPPS RAC therefore discourages residents from moonlighting. Each resident who wishes moonlight must first discuss this with their RPD.
      - Moonlighting must not affect the resident’s judgment while on scheduled duty periods (as assessed by the preceptor or other supervising entity), interfere with their ability to provide safe patient care (as assessed by the preceptor or other supervising entity), or impair their ability to achieve the educational goals and objectives of their residency program (as assessed by the preceptor and/or RPD).
        - Residents not meeting the requirements of their residency program as a result of moonlighting will be required to comply with a remediation plan outlined by the RPD and, if no improvement is seen, will be subject to dismissal from the residency program.
      - All moonlighting hours must be counted towards the 80-hour maximum weekly hour limit.
        - If residents moonlight, they must submit their hours to their RPD on a monthly basis. If the number of hours exceed the above limit when averaged over a four week period, the resident will be expected to reduce the number of hours they are committing to moonlighting so as to meet this requirement.
        - Mandatory Time Free of Duty
          - Residents must be scheduled for a minimum of one day free of duty every week (when averaged over four weeks). At-home call cannot be assigned on these free days.
        - Maximum Duty Period Length

Updated 10-9-14
- Continuous duty periods of residents should not exceed 16 hours in duration (see Appendix D for additional details).
  - Minimum Time Off between Scheduled Duty Periods
    - Residents should have 10 hours (but must have at least eight hours) free of duty between scheduled duty periods.

- Evaluations
  - All evaluations (both those completed by preceptor and resident) should be completed using ResiTrak™ in a timely manner, ideally prior to conclusion of the rotation.
  - It is the responsibility of the resident to complete rotation-specific evaluations and self-evaluations on schedule.
  - It is the responsibility of the rotation preceptor to complete an evaluation of the resident and review this evaluation with the resident at the conclusion of the rotation in order to provide constructive feedback.
  - The resident and preceptor should complete and review evaluations together.

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Updated 10-9-14
Teaching Activities / Responsibilities of Residents

- **Academic appointment**: Residents will receive an appointment as a clinical instructor with the UB SPPS.

- **Resident Teaching Certificate Program**: Residents acquire the basic skills needed to practice in the area of pharmacy academia. Upon completion of the course, residents will be awarded a UB SPPS teaching certificate. The certificate program consists of 2 full-day seminars and multiple teaching requirements as detailed in the course syllabus. Residents are required to attend both courses and it is highly recommended that they complete requirements to achieve the Advanced Academic Teaching Certificate as opposed to the Fundamentals of Teaching Certificate. Any PGY-2 resident who has already completed a Teaching Certificate as part of their PGY-1 program may be waived from this requirement as deemed appropriate by their program director.

- **Didactic teaching**: Each resident, with the guidance of their residency director, is required to prepare and teach at least one large and one small class in the area of their residency experience, within the pharmaceutical care or pharmacotherapeutics sequences. In addition, each resident is expected to participate within Patient Assessment (PHM 505/506); practical lab and final practical examination.
  - Additional teaching experiences will be offered as indicated for customization of the residency program.

- **Clinical teaching**: Each resident, with the guidance of their rotation preceptor, is expected to precept/co-precept students during their Introductory (IPPE) and Advanced (APPE) Pharmacy Practice Experience.

- **In-services**: Each resident is expected to participate in the teaching of other health care professionals.

- **Continuing Education Program**: Each resident is required to prepare and present 1 continuing education program in coordination with the UB SPPS RAC.

- **Other academic / teaching activities**: Each resident may be given the opportunity to proctor pharmacy examinations during the course of their residency year.
Research & Writing Activities / Responsibilities of Residents

- Each resident is required to participate in a research project relating to the area in which they are practicing.
  - The focus of the project should be residency director driven, but if deemed appropriate by the residency director, may be chosen by the resident based on a mutual interest so as to allow for customization of the learning experience.
  - Acceptable types of research include; clinical research, drug use evaluation, administrative research, quality improvement research, survey-based research, laboratory research, etc., as long as it contains all the usual components of research (hypothesis, methods, statistics, etc.).
  - All projects that are expected to be either published or presented at a conference are required to receive Investigational Review Board (IRB) approval in advance of beginning the project.
  - Research projects should be able to be completed in the span of the residency year.
  - Sufficient funding must be available for project execution.
  - A proposed research project time-line will be provided to residents at the start of the residency year.
  - Preliminary and/or final results of the project are to be presented at the UB SPPS’ Resident Research Presentation Day and, if adequate funding is available for residents, at the Eastern States Residency Conference (as a platform presentation for both PGY-1 and PGY-2 residents) or another national conference.
  - A final manuscript of the residency project in publishable form must be submitted to the program director prior to the end of the residency year. This manuscript will be placed in the individual’s residency binder.
    - Publication of the manuscript is strongly encouraged.
    - Failure to submit the research manuscript for publication in a timely fashion may default the project authorship to the RPD

- Preparing Residents for Scholarship (Didactic Resident Research Course): All PGY-1 residents are expected to attend this full-day course offered in July or August. Attendance is mandatory. PGY 2 residents are encouraged to attend, but attendance is ultimately at the discretion of the RPD.

- Writing Projects
  - The resident is encouraged to prepare a publishable manuscript on a topic relating to the area in which they are practicing during the course of their residency.
    - The manuscript may be in the form of a review paper, case report, or original research.
    - The manuscript will be placed in the individual’s residency binder and submitted to the program director at the conclusion of the residency year.
Professional Presentation Activities / Responsibilities of Residents

- Residency Journal Club / Topic Presentation
  - Each resident is expected to allocate 1 evening per month for attendance at residency journal club / topic presentation, beginning in January (Attendance is mandatory for all residents).
  - Resident participation in journal club involves reading and critiquing all journal articles to be presented.
  - Goals:
    - Enhance literature analysis skills.
    - Keep updated on diverse topics and issues.
    - Practice presentation skills.
  - Residents will be scheduled by the Chief Resident in cooperation with the UB SPPS RAC.
    - Each resident is required to prepare and present a critical literature review on a primary literature research article or topic on assigned dates.
      - The residency directors of the presenting residents are expected to attend to facilitate discussion on the topic.

- Continuing Education Seminar
  - Each resident is expected to contribute to and present at a resident continuing education seminar (or equivalent).

- ASHP Midyear Clinical Meeting
  - If adequate funding is available for residents, preliminary and/or final results of the research project are to be presented as a poster at the ASHP Midyear Clinical Meeting.

- UB SPPS Resident Project Presentation Day
  - Preliminary and/or final results of the residency project are to be presented as a platform presentation at the UB SPPS Resident Project Presentation Day.

- Eastern States Residency Conference
  - Research projects for all PGY1 residents (preliminary and/or final results) are to be presented at the Eastern States Residency Conference as a platform presentation. If deemed appropriate by the RPD, PGY-2 residents may present the results of their research project at the Eastern States Residency Conference as a platform presentation, or alternatively may choose to present their research at a national conference within their area of practice using the format requested by that conference.

- Poster Printing
  - Poster printing is out-sourced to UB Print Services. See UB Learns for details.
Licensure Requirement for Residents

- It is the expectation of the UB SPPS RAC that all UB SPPS residents will obtain pharmacy licensure in the State of New York prior to the beginning of their residency, or if not possible, no later than September 1st.

- To assist pharmacy resident’s in obtaining licensure, the UB SPPS residents are highly encouraged to take the Professional Practice Review Series (PPRS) offered by the UB SPPS during the month of May preceding the start of their residency year.
  - During the PPRS, residents work directly under the supervision and guidance of pharmacists to prove competence in required areas as specified on form 4B. Residents will receive mentoring and feedback through practice exercises, and will be formally tested during a mock-part III board examination that is designed to simulate the actual NYS part-III board examination
  - To assist with licensure, the fee associated with this program is waived.

- The UB SPPS has outlined several methods by which residents may obtain licensure:
  - Option 1: Certification of Completion of Clinical Residency Competencies by way of the UB SPPS Professional Practice Review Series (PPRS) and Resident Orientation
    - Residents are required to register for the UB SPPS PPRS
      - The PPRS is designed to educate the pharmacy resident and assess the competency of the resident in the areas deemed important by the NYS Board of Pharmacy on Form 4B.
      - To qualify for licensure through this option, the resident must:
        - Successfully complete all aspects of the PPRS and pass the PPRS mock part-III board examination, and demonstrate competency in the areas deemed important by the NYS Board of Pharmacy as specified on Form 4B during a one month orientation period during July, or
        - Does not successfully complete certain aspects of the PPRS and/or the PPRS mock part-III board examination but subsequently demonstrates competence in the areas deemed important by the NYS Board of Pharmacy as specified on Form 4B via remediation during a one month orientation period during July.
      - Residents seeking licensure via certification of clinical competency must provide a signed copy of Certification of Completion of Clinical Residency Competencies (appendix E) to their RPD upon completion of this option. This form must be sent to NYS with Pharmacist Form 4B the week of August 1st.
  - Option 2: New York State part-III board examination
    - Residents register and sit for the NYS part-III board examination
      - While participation in the PPRS is not required for this option, it is highly recommended.

- The resident must send proof of licensure to their RPD prior to September 1st.

Updated 10-9-14
• If a resident is unable to obtain licensure prior to September 1st;
  o The resident may be dismissed from the residency program.
  o The resident must contact their RPD and UB SPPS RAC Chair prior to this date to set a meeting to obtain guidance for attaining licensure. If dismissal is deferred, a plan will be set for the resident to obtain licensure no later than January 1st.
    ▪ In the event a resident is unable to obtain licensure by January 1st;
      • The resident will be dismissed from the residency program
      • The resident will not receive a residency completion certificate
      • Note: If the resident has taken NYS board exam part III in January, dismissal will be deferred until the results of this exam are available

• Costs associated with licensure must be borne by the resident.

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Liability Requirement for Residents

- Malpractice Insurance
  - All residents are required to carry their own malpractice insurance policy; limits of the insurance must be a minimum of $1,000,000 occurrence/$3,000,000 aggregate effective on the start date of the residency program. The cost of the policy is the responsibility of the resident. Proof of coverage must be submitted prior to the start of the residency year to Mary Enstice Kruszynski.

Special Training Requirements for Residents

- All residents are required to complete training in the following areas by June 30th (prior to the start of the residency):
  - Collaborative IRB Initiative’s (CITI) courses in the Protection of Human Research Subjects: [https://www.citiprogram.org/default.asp](https://www.citiprogram.org/default.asp)
    - When logging in be sure to indicate SUNY – the University at Buffalo as your affiliated institution (not Buffalo State).
    - This program requires several hours to complete.
    - Please complete the following courses:
      - Human Subjects Research for Biomedical Researchers (depending on project, the Social/Behavioral/Humanistic Course may also be required)
      - Conflict of Interest
      - Health Information Privacy and Security (HIPS/HIPAA) (“Under Additional Courses”)
  - Contact Mary Enstice Kruszynski for further information on this process.
  - Submit your certificate(s) of completion to Mary Enstice Kruszynski by June 30th.
  - All investigators (including residents) are required to attend two (2) two-hour training course on Good Research Practices. Please see the following link for course offerings: [http://www.research.buffalo.edu/rsp/training/](http://www.research.buffalo.edu/rsp/training/).

Pharmacy Resident Professionalism

- Resident professionalism
  - It is the expectation of the UB SPPS RAC that all UB SPPS residents will maintain the highest level of professionalism throughout the residency.
  - Residents deemed to be unprofessional will be subject to disciplinary action and possible dismissal from the residency program (appendix F).
Summary of Requirements for Successful Completion of the Residency Program

- Residents are responsible for upholding standards and policies of their practice site as well as residency program requirements. Residents who are unable to meet or adhere to site standards and/or policies will be unable to successfully complete residency training requirements.

- Successful completion of the residency program entails:
  - Licensure (see pertinent section)
  - Active participation and completion of:
    - Clinical rotations
    - Teaching activities
    - Research project
    - Professional presentations
  - Residents must be present for 80% or more of all scheduled learning experiences
  - Residency program’s educational goals and outcomes
    - Attain “achieved (ACH)” in ≥ 85% of the residency program specific evaluated goals and objectives
    - Attain “needs improvement (NI)” in 0% of the residency program specific evaluated goals and objectives
    - Note: Definitions of ACH/SP/NI for Preceptors and Residents
      - ACH- Resident has demonstrated independence in this area or has refined judgment to ask for advice
      - SP- Resident is able to ask questions to acknowledge limitations and/or judgment is not refined.
      - NI- Resident is unable to ask appropriate questions to supplement limitations and/or has a general deficit in this area.
  - Residents who fail to meet these expectations will be considered to have not graduated from the residency program and will not receive a residency certificate
    - The UB SPPS is responsible for administering the school’s PGY1 and PGY2 residency programs, and provides each graduating resident with a certificate of completion (residency certificate). The residency program director (RPD) is expected to complete the ‘certification of completion of residency program requirements’ form (Appendix G) and return it to the UB SPPS RAC chair prior no later than June 30th. Residency certificates will not be awarded until this document has been completed.
Resident Recruitment

• Promotion of UB SPPS residency program at national meetings
  o ASHP Midyear Clinical Meeting.
    ▪ Residency Showcase (PGY1 and PGY2 programs).
    ▪ Personnel placement service (PGY2 programs).
  o AACP annual meeting.
  o APhA annual meeting.
  o NCPA annual meeting.

• Pre-screening of residency applicants
  o Applicants will be pre-screened (appendix H) based on:
    ▪ Academics: GPA, rotation performance, letters, etc.
    ▪ Clinical experience: Internship, clinical rotations, etc.
    ▪ Teaching experience: Didactic teaching, TA, etc.
    ▪ Scholarship experience: Research, Publications, etc.
    ▪ Leadership / Professional organization involvement
    ▪ Letters of recommendation
  o Only “qualified” residents will be invited to an on-site interview (see resident pre-screening evaluation for details).
  o Programs reserve the right to make or deny offers for on-site interviews based on factors other than objective numeric rating of the items listed above.

• Interview
  o On-site interviews will be one full day in duration, consisting of:
    ▪ One-on-one or group interviews.
    ▪ Lunch meeting with pharmacy residents.
    ▪ Presentation to UB SPPS faculty and pharmacy residents.
  o Involved parties: Residency program chair, RPDs, residency program preceptors, pharmacy practice department chair, pharmacy residents.
  o Applicants will be formally evaluated (appendix I).

• Residency Matching Program
  o All candidate status and accredited residency programs (PGY1 and PGY2) will participate in the residency matching program. PGY2 residency programs may elect to early commit with a current PGY1 resident (see early commitment process for details).
  o Residents accepted into a PGY-2 program must provide a copy of their PGY1 pharmacy residency certificate prior to beginning the program.

• Resident involvement
  ▪ Residents are required to actively participate in the recruitment for residency positions directly affiliated with the UB SPPS.
    • In the event a resident is allocated funding for attendance at the ASHP Midyear Clinical Meeting, PGY1 residents will be expected to participate in recruiting through the residency showcase and PGY2 residents will be expected to participate in recruiting through the residency showcase and personnel placement service.
    • Residents are required to assist during the on-site interview process.

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Early Commitment Process

- The ASHP Pharmacy Match Program includes an Early Commitment Process whereby a PGY1 resident may commit to a PGY2 residency. The UB SPPS participates in this process (appendix J). Eligible programs include the PGY2/Psychiatry program (Early Commitment of the PGY1 Pharmacy Practice Residency at the Buffalo Psychiatric Center) and the PGY2/HIV/AIDS Pharmacotherapy program (Early Commitment from the PGY1 Pharmacy Practice Residency at ECMC).
Stipend and Benefits for Residency Programs

- Annual salary: Residency dependent

- Health / Dental insurance: Residency dependent

- Vacation / Sick-leave / Holidays: Residency Specific
  - For UB-paid residents (UB Foundation/State/Research Foundation)
    - Vacation accrual
      - For State or UBF funded residents:
        - Residents will be allocated 1.25 days of vacation per month for a total of 15 days for the 12 month residency.
        - If a resident continues on to a second year with the University at Buffalo, they will be allocated 1.33 days of vacation per month for a total of 16 days for the second 12 month residency period.
        - Vacation payout upon termination of resignation is a maximum of 30 days at current rate of pay.
      - For RF funded residents:
        - Residents will be allocated 1.33 days of vacation per month for a total of 15.96 days for the 12 month residency.
        - If a resident continues on to a second year with the University at Buffalo, they will be allocated 1.5 days of vacation per month for a total of 18 days for the second 12 month residency period.
        - Vacation payout upon termination of resignation is a maximum of 30 days at current rate of pay.
    - Sick-leave accrual (the same for all UB funded residents):
      - Residents will be allocated 1.25 days of sick-leave per month for a total of 15 days for the 12 month residency.
      - If a resident continues on to a second year with the University at Buffalo, they will be allocated 1.33 days of sick-leave per month for a total of 16 days for the second 12 month residency period.
      - In the event a resident must use more than three consecutive sick days, a physician note must be forwarded to the appropriate office of record, i.e. the UB Foundation for UB funded residents.
  - Eligible holidays
    - University holidays are earned at a rate of 1.0 and charged at the same rate.
    - Eligible university holidays (~ 12 days per year) may be found at [http://www.business.buffalo.edu/ubbContent/Hrs/calendarfinal00New.pdf](http://www.business.buffalo.edu/ubbContent/Hrs/calendarfinal00New.pdf)
  - For University Pharmacy Resident Services, Inc. (UPRS) residents
    - Vacation and sick leave
      - UPRS-employed residents receive 10 days paid time off (PTO) during their 1-year appointment.
        - These may be used for sick time, vacation time, or observance of holidays.
o PTO may be taken in 0.25 hour increments.
o Mandatory travel to conferences will not count towards PTO.
o Holiday time off will be at the discretion of your practice site and will be considered PTO.

o All requests for time-off, including vacation and holidays, must be pre-approved by the residency director and if required, by the rotation preceptor, with as much advance notice as possible (minimum of 1 week). The amount of notice required is specific to the individual residency program.
o Given the nature of the resident’s responsibilities during the months of July and June (first and last months of the residency program year), the use of PTO during these months is discouraged and not permitted without the consent of the individual program director.
o To ensure an adequate residency experience and achievement of residency outcomes as outlined by ASHP and other accrediting agencies, residents are encouraged to limit their PTO use during the residency year, to evenly disperse their PTO throughout the year (i.e. avoid requesting large blocks of vacation time), and to strategically schedule their PTO during their PGY2 residency and/or job interviews. In the event PTO use by a resident impacts the achievement of outcomes, the progress of the resident will be assessed by the RPD and a plan will be outlined to ensure achievement of required and elective learning outcomes of the residency.

- PLEASE NOTE:
  - Total vacation and holiday PTO for UB-paid PGY-1 residents is approximately 27-28 days per year, equating to ~ 10% of the residency year. Total vacation, holiday PTO, and other time off for UB-paid PGY-1 residents is approximately 42 days per year, equating to ~ 16% of the residency year.
  - Total vacation and holiday PTO for UB-paid PGY-2 residents (who completed their PGY-1 at UB) is approximately 28 days per year, equating to ~ 11% of the residency year. Total vacation, holiday PTO, and other time off for UB-paid PGY-2 residents (who completed their PGY-1 at UB) is approximately 42 days per year, equating to ~ 17% of the residency year.

- Time sheets
  - All UB and UPRS funded residents appointed with 0.5 to 1.00 FTE are required to complete a monthly timesheet. The specific timesheet differs by pay source and may or may not also require completion of a semi-annual attendance and leave report.
  - These timesheets should be signed and dated by the resident and residency director, and returned to Mary Enstice Kruszynski. FAX copies are acceptable.
  - Deadline for submission of monthly timesheets is the 5th of the following month.
  - Deadline for submission of semi-annual attendance and leave reports is January 5th for the time period of July through December and July 5th for the time period of January through June.
Resident Travel

- Travel and Conference Attendance
  - While attending a conference, residents are expected to portray the image of a professional and are required to actively participate in conference activities / events.
  - Funding
    - Each residency program may differ in the amount of professional conferences and meetings available to attend.
    - The stipend amount for attendance at professional meetings, i.e. the ASHP Mid-Year Clinical Meeting, will vary from year to year, based on the availability of funding and the location of the meeting.
  - Reimbursement
    - All travel must be pre-approved by the individual RPD.
    - Mary Enstice Kruszynski administrative assistant for the residency program, must be notified prior to travel.
    - All travel will have pre-approved stipend amounts.
    - Meeting registration and airfare may be pre-paid.
      - If the airfare is advanced, the boarding pass must be turned in as proof of travel.
    - Hotel stay may not be pre-paid.
    - All receipts (including hotel) must be original document.
    - Receipts must be turned in to Mary Enstice Kruszynski within 30 days of return in order to receive reimbursement.
Supplies Available to Residents

- **Computer**
  - All residents will receive a laptop computer for use during the residency year, supplied by either UB SPPS/UPRS or the training site. One computer will be supplied to each resident. If lost or stolen, the replacement cost will be incurred by the resident.
  - If the computer is purchased through UB/UPRS, the laptop is property of the University.
    - Residents are not given administrative privileges.
    - Residents will have access to all University-licensed software.
    - Resident must sign a Property Removal Form and retain the form in their computer bag for the entire year.
  - If the computer is supplied by the practice site, UB will not be responsible for upkeep and maintenance of the laptop, nor will the resident have access to the University-licensed software.
  - Distribution of the computer will occur during resident orientation or may be obtained from *Mary Enstice Kruszynski*, administrative assistant for the residency program.
  - The computer must be returned prior to the end of the residency.

- **Lab Coat**
  - Each resident will be supplied one lab coat. Replacement lab coats will be at the expense of the resident.

- **Business Cards**
  - Each resident will be supplied business cards. Please contact *Mary Enstice Kruszynski* for ordering details.