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**Owner:** Linda Thomas  
**Policy Area:** SMH Pharmacy Residencies  
**References:**  
**Applicability:** University of Rochester - Strong Memorial Hospital

## Early Commitment Process

### Policy

The following procedures formalize a process by which current PGY1 residents may apply for a PGY2 residency at UR Medicine doing business as Strong Memorial Hospital (SMH). The process recognizes that some residents may decide early in the PGY1 year that continued training in the form of a specialty residency is desired.

### Scope

This policy applies to all PGY1 pharmacy residents of the Department of Pharmacy at UR Medicine, doing business as Strong Memorial Hospital.

### Implementation

Incoming PGY1 residents will be informed of the Early Commitment Policy each year during Interview, following the Match, and at Orientation as this is part of the Residency Policy Manual. They will also have the opportunity to discuss this process with the Residency Program Coordinator and PGY2 Directors.

Interested PGY1 residents should schedule a meeting with the PGY2 Residency Program Director (RPD) to discuss their interest and learn more about the program as soon as possible and no later than October 10th. Candidates may apply to only 1 internal PGY2 program. A letter of intent and curriculum vitae should be submitted to the PGY2 RPD by **November 1st**. Interested PGY1 candidates will be presented at the upcoming D&C for discussion among RPDs, Coordinator, and Preceptors (residents will be excused). The PGY2 RPD will review the application materials submitted, previously submitted PGY1 application materials, and consider RAC / D&C discussions to determine if an interview will be offered to the candidate.

The interview process will occur in early-mid November (prior to the ASHP Midyear and Clinical Meeting) and will include interviewing with the PGY2 RPD, Coordinator, core preceptors, and current PGY2 pharmacy resident(s) as applicable in the specific program. Any additional presentations or patient case evaluation required by the program may be required during the early commitment interview. Each interviewer will complete an evaluation of the resident (same forms used during traditional interviews).

After all early commitment interviews are completed, those that interviewed will meet to discuss each candidate and overall evaluations. Based on this meeting, the PGY2 RPD may offer the PGY1 candidate a PGY2 position for the following year. The PGY2 RPD will inform the candidate of their decision prior to the ASHP Midyear and Clinical Meeting and National Matching Service deadline for participating residency

programs (early December).

If an offer is made, a letter confirming the offer will be provided and both the early commitment PGY1 and PGY2 RPD will sign an early commitment letter of agreement that commits the PGY2 position to the PGY1 resident. The early commitment letter of agreement is available at <https://natmatch.com/asprmp/about/ecp.html> and must be submitted to the National Matching Service by the required mid-December deadline. This will remove the position from the formal ASHP matching process in March. The resident will transition into the PGY2 residency position following completion of the PGY1 residency.

Decisions to not offer a PGY1 candidate a PGY2 position during the early commitment process does not preclude the resident(s) from applying for the same position during the ASHP PGY2 residency Match process.

The decision to not make an offer of the PGY2 residency position does not preclude the resident(s) to apply for the same position during the standard ASHP PGY2 residency match process.

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
Pharmacy Administrator	Travis Dick	3/22/2021
Policy Owner	Linda Thomas	3/22/2021

## Applicability

University of Rochester - Strong Memorial Hospital