

Pharmacy Resident Professional Meetings and Travel Policy
Henry Ford Hospital
Department of Pharmacy Services

Required Meeting Travel:

All residents (PGY1 or PGY2) are required to attend the Pharmacy Residency Trip, ASHP Midyear Meeting and the Great Lakes Pharmacy Residency Conference (GLPRC). Non-traditional residents are only required to attend each meeting once during the non-traditional residency. Departmental funding for these meetings will be as follows:

Pharmacy Residency Trip:

All residents are expected to participate in the Pharmacy Residency Trip. Non-traditional residents must participate in at least 1 Residency Trip, but are not required to attend all trips that occur during their non-traditional residency. A budget for this trip will be created each year by the PGY2 Pharmacotherapy resident. This budget will detail the expenses for the trip and will be approved by the Director of Pharmacy. All approved expenses will be reimbursed.

ASHP Midyear

Expenses for flight, registration (excluding late fees), lodging, meals up to a maximum of \$1250.

GLPRC

Expenses for registration (excluding late fees), lodging (shared hotel room), meals and mileage for drivers (residents should drive together) up to a maximum of \$400.

PGY2 Resident Professional Meeting:

PGY2 residents may travel to one additional meeting, at the discretion of the residency program director (RPD) and with approval of Pharmacy Leadership. Approval for PGY2 additional meeting travel should be approved by Pharmacy Leadership prior to submission of abstracts to the meeting. A maximum of \$1750 will be provided to the PGY2 for the ASHP Midyear meeting plus the additional meeting.

NOTE: "Meeting days" will be provided for the Residency Trip, ASHP Midyear Meeting, Great Lakes Pharmacy Residency Conference and up to 1 additional meeting for PGY2s. Additional meetings may be attended by the resident with appropriate approval of the RPD, preceptor, pharmacy administration; however, days away from the hospital will be deducted from the resident's allotted time off and no additional funding will be available for these meetings.

All travel funding is subject to change due to appropriate funding and at the discretion of the Director of Pharmacy.