Henry Ford Hospital
Pharmacy Residency Program
Policies on Leave, Duty Hours, Licensure, and Dismissal

Resident Leave Policy
Residents are allowed up to 15 days of paid time off (PTO) from the residency program. This leave is to be used for illness, attendance of professional meetings other than those required by the residency program, personal reasons, etc. All leave MUST be approved. Approval must be obtained by sending an email requesting the day off to ALL of the following: the affected rotation preceptor, the RPD for your program, and the monthly and weekly schedule writers. Failure to follow this process for requesting time off may result in denial of your request.

Professional Leave: Residents may take leave from the residency for attending professional meetings or interviewing for a position. This leave MUST be approved by the RPD and the resident’s current preceptor at least 2 weeks prior to the dates requested.

Personal/Leave due to Illness: In extraordinary circumstances, residents may request a leave of absence for illness or personal reasons. For leave of 3 months or less, the resident will be permitted to “make up” time missed after the original end of the residency. However the resident will not receive additional stipend beyond 1 year. If a leave of absence of greater than 3 months is necessary, the RPD and resident will work the director of pharmacy to determine a plan for the leave and may consider dismissal. A leave of absence greater than 1 year will not be permitted.

Duty Hours
Duty Hours: Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care, in-house call, administrative duties, scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours do not include: reading, studying, and academic preparation time for presentations, journal clubs; or travel time to and from conferences; and hours that are not scheduled by the residency program director or preceptor.

- 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.
- Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks).
- Residents should have 10 hours free of duty between scheduled duty, and must have at a minimum 8 hours between scheduled duty periods.

Work Outside of the Residency Program
Moonlighting: Voluntary, compensated, pharmacy-related work performed outside the organization (external), or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident’s salary and are not part of the scheduled duty periods of the residency program. Moonlighting (internal or external) is permitted, but not encouraged. Moonlighting must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program. Any moonlighting must be counted towards total duty hours (see above).
Internal Moonlighting – Reporting Hours

- Internal moonlighting hours worked by a resident will be monitored during the biweekly Kronos payroll approval process. The RPD will be notified if the resident is moonlighting greater than one shift per week.

External Moonlighting – Reporting Hours

- Residents moonlighting outside of Henry Ford Hospital (community pharmacy, another hospital) MUST disclose the place of employment to the RPD via email at the start of the residency program or upon acceptance of outside employment. The resident is responsible for reporting total external moonlighting hours each month to the RPD via email. This notification should occur on the 1st of each month. The RPD will use this information to ensure duty hour compliance.

When an RPD is aware of resident moonlighting, he/she will ensure that discussion of the potential impact of moonlighting on resident performance is part of the monthly review of each resident at the PGY1 or PGY2 Residency Advisory Committee (RAC) meetings. If moonlighting impacts performance, the RAC will determine whether internal/external moonlighting hours should be limited for the resident.

Licensor and Grounds for Resident Dismissal

Pharmacy residents are required to be licensed pharmacists in the state of Michigan by no later than September 1st. Failure to obtain licensure may result in alteration of the residency program structure at the discretion of the RPD and director of pharmacy. Alterations may include modification or removal from current learning experience until licensure is obtained, extension of residency training program duration, or dismissal. Minimum of 2/3 of residency is to be completed as a pharmacist licensed to practice in the program.

Pharmacy residents are employees of the Henry Ford Health System (HFHS). Similar to pharmacists and other exempt (overtime ineligible) professional staff, pharmacy residents are considered “at will” employees and may be subject to termination based on violation of the Standards of Conduct (See attached policy) or unacceptable work performance.

Violation(s) in the Standards of Conduct (depending on the nature and severity of) and poor work performance can generally be corrected quickly, based on the resident’s goals and objectives and plan to meet them (co-developed and mutually agreed upon by the residency program director [RPD] and resident) established at the beginning of the residency, monthly rotation evaluations, and other ongoing evaluations which are used to judge the resident’s performance and progress. For example a mutually agreed upon plan can be set in place early to correct the identified problem. Generally, these remediation measures are successful in helping the residency “get back on track” to allow successful completion of the residency and allow certification. However, there may be instances where the resident has progressively failed to meet expectations outlined by the mutually agreed upon plan or has seriously violated the HFHS Standards of Conduct (See Attached). In these cases, after further consultation with the Residency Advisory Committee, Director of Pharmacy Services and Human Resources (if appropriate), the RPD may dismiss the resident from the program and terminate employment with HFHS.

Reference:
Pharmacy Specific Duty Hour Requirements (ASHP; 4/12):

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