



PHARMACY RESIDENT DISMISSAL AND DISCIPLINARY ACTION

Policy ID: RES007

Compliance: ASHP Accreditation Standard for Postgraduate Residency Programs
ASHP Standards: 2.8

Effective: July 2020

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Revised: January 2022, December 2022, May 2024, May 2025

Approved by: CarepathRx Residency Advisory Committee

I. POLICY

CarepathRx is committed to supporting pharmacy residents' growth and success by adhering to ASHP standards and implementing structured remediation and dismissal procedures to address performance and behavioral issues fairly and effectively. This policy defines the remediation and dismissal procedures for pharmacy residents who fail to demonstrate satisfactory performance, meet program completion requirements, or require disciplinary action.

II. PROCEDURES

- a. Residents are expected to complete all requirements of the Residency Program based on the ASHP Residency Standards and Competency Areas, Goals and Objectives for their specific program. Only those residents who complete the residency requirements set forth will receive their residency certificate. Evaluation of the resident's progress in completing the residency completion requirements is documented as part of the quarterly review process.
- b. The residency program director (RPD), in conjunction with residency advisory committee (RAC), will continually assess the ability of the resident to meet the residency requirements by established deadlines. If a resident is failing to make progress in any aspect specific to the residency program completion requirements [e.g., "Needs Improvement" (NI) for the same objective on more than one summative evaluation, multiple NI's for a single summative evaluation, not meeting progression expectations during a learning experience, not meeting deadlines], or if there is a concern with other behaviors related to performance (e.g., unprofessional behavior, plagiarism) the following steps shall be taken.
- c. The RPD will provide the resident verbal coaching for any initial issues identified. If the identified issues continue, the resident will be placed in a resident corrective action plan. The plan will provide specific action steps to address the behavior or performance concerns. The plan will indicate the criteria for successful remediation and will have a timeline for remediation of no longer than 4 weeks.

- i. If the resident meets the criteria for successful remediation, the resident must not regress for the duration of the residency to receive a certificate of completion.
 - ii. If the resident is not successful in completing the action steps, yet makes progress, a second resident corrective action plan can be executed. The second resident corrective action plan will be no longer than 4 weeks.
 - iii. If the resident does not meet the criteria for successful remediation in the second plan, the resident will be dismissed from the program and will not receive a certificate.
- d. Residency-related conduct or actions that may be grounds for immediate dismissal include, but are not limited to, plagiarism. Additionally, the use of AI-generated materials for any component of residency deliverables—including but not limited to presentations, written assignments, evaluations, or research manuscripts—is strictly prohibited. Submission of work generated or heavily assisted by artificial intelligence tools without proper disclosure and approval is considered academic dishonesty and may be grounds for immediate dismissal from the residency program.
- e. Residents also must abide by the organization's code of conduct.
- f. If a resident completes 52 weeks of the residency but does not fulfill all residency completion requirements, a certificate will not be issued. No extensions will be granted for residents who have failed to meet residency completion requirements.