



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Pharmacy

Office of Residency Programs

Suggested Timeline for Residency Preparations

During the P3 year / early Summer P4 year

This is a crucial planning time. You should start researching residency programs and preparing your curriculum vitae (CV). Part of preparing your CV is determining what you can put on it, outside of the basic required information that will make you stand apart. This includes leadership, special projects, unique rotations, and involvement in organizations. Plan out things you can do during your P3 and P4 year that may help set yourself apart from your classmates and students at other schools.

- Begin to talk with faculty members, preceptors, and mentors about residency programs in general, as well as your career and practice interests
 - Identify a faculty mentor with a practice focus similar to what you want to pursue if you have not already done so.
 - Meet with this individual regularly (recommended at least quarterly).
 - ASHP resources:
 - <http://www.ashp.org/menu/PracticePolicy/ResourceCenters/Residency/PGY1-Residencies.aspx>
 - <http://www.ashp.org/menu/PracticePolicy/ResourceCenters/Residency/PGY1-Residencies/WhydoResidency.aspx>

- Search and review the online residency directories and student resources
 - Look for general information regarding locations you are willing to go, type of program, number of positions offered, types of rotations offered (required and elective), salary, benefits, etc.
 - ASHP
 - Residency Directory: <http://accred.ashp.org/aps/pages/directory/residencyProgramSearch.aspx>
 - Student Resources: <http://www.ashp.org/menu/PracticePolicy/ResourceCenters/Residency>
 - ACCP
 - Residency Directory: <http://www.accp.com/resandfel/search.aspx>
 - Student Resources: <http://www.accp.com/stunet/index.aspx>
 - VA Programs
 - Residency Directory: <http://www.pbm.va.gov/education/vapharmacyresidencyprogram.asp>

- Begin to prepare your Curriculum vitae (CV)

- Consider adding more active involvement in organizations
 - Leadership opportunities (school, local, state, and national organizations), projects you want to take part in, etc. including unique service roles
- It is highly recommended to have community service activities – both in and outside of school
- Consider participating in clinical skills, clinical pharmacy challenge or other similar competitions at school, local, state, and national levels
- Plan P4 rotations that will maximize and diversify your learning and scholarly opportunities to set yourself apart from other candidates
 - Areas of future career interest
 - Special Topics elective rotations for scholarly activities such as publications
 - Elective research rotations
- Network with current TTUHSC SOP residents (and from other programs) that you may interact with on your rotations and in your coursework
- Attend Double T's PILL Talk to meet with current residents (mid-Spring semester)
- Attend local, state, and national activities and meetings (as able) to start networking
 - Attend local and state residency showcases
 - Attend Residency Showcase at ASHP Midyear Clinical meeting
 - Attend ACCP's Fall or Spring meeting for "Emerge From the Crowd: How to Become a Standout Residency Candidate" programming

Summer / Fall of P4 year

This is the time where you should really start honing in on where you want to do your residency training and begin preparing all your application materials. Make a list of what you want out of residency training and what options and opportunities you want in the residency program.

Then research programs and be as proactive as possible (meet with preceptors, faculty members, and residents) to find programs that match to your goals.

- Make a calendar of important deadlines
 - <https://natmatch.com/ashprmp/aboutdates.html>
 - <http://www.ashp.org/menu/PracticePolicy/ResourceCenters/Residency/General-Information/ResidencyChecklist>
- Start to keep a list or journal of interesting events/interactions with patients, preceptors, and other healthcare providers on rotations and at work
 - Include challenges and how they were overcome and what you learned
 - Use this to determine strengths, weaknesses, and for use with behavioral interview questions

- Formalize your CV and continue to update as events are completed
- Put together a portfolio of presentations and projects (in-services, quality improvement projects, drug information questions, etc.)
- Begin to write a letter of intent for residency applications
 - These should be individualized to each program, and highlight your interests and skills and how they match up well with that institution
- Begin to solicit preceptors, faculty, and employers to write recommendation letters
 - Look for a variety of people that can discuss both you as a person and your professional skill set (ex: preceptors, faculty members, or work supervisor)
- Plan to attend and register for the fall / winter pharmacy meetings
 - ACCP Annual Meeting (registration opens in June)
 - ASHP Midyear Meeting (registration opens in July)
 - Begin to plan travel arrangements and request time off from preceptors as early as possible
- Explore opportunities for research projects, case reports, poster presentations, and review articles that you can complete prior to graduation
- Continue to review the residency directories listed above
- When choosing your Grand Rounds topic or other presentations for rotations be sure to think about how you may be able to use this for a 30 minute residency interview presentation

October / November P4 year

By this time you should have a good idea of your expectations for a residency program and be ready to start narrowing down the programs. Be proactive in your researching of programs by attending professional pharmacy meetings and residency showcases. Finalize your CV and other materials to take to these events to be able to network and ask informed questions. If you are attending the ASHP Midyear meeting you need to prepare for that meeting. Finally, register for the match during this time as well (<https://natmatch.com/ashprmp/>).

- Network with faculty, preceptors, former students and friends at other institutions
 - Suggestions for programs, insight, etc.
- Attend ACCP meeting (if able)
 - Network as much as possible

- Attend programming and other opportunities
 - Clinical Pharmacy Career Path Roundtables
 - Attend ACCP Residency and Fellowship Forum
 - Curriculum Vitae and Portfolio Development Workshop
 - Education and Training PRN Mock-Interviewing Session

- Attend local residency showcases (additional information will be sent by the Office of Residency Programs)
 - Houston area (November 6, 2015)
 - Dallas-Fort Worth area (November 9, 2015)
 - Austin / San Antonio area (TBD)

- Send CV to faculty members, preceptors, and mentors for review and input
 - ACCP has an online CV Review Program (ACCP members only):
<http://www.accp.com/stunet/cv.aspx>
 - Double T's CV and letter of intent review program

- Formalize travel plans to Midyear meeting
 - <http://connect.ashp.org/midyear/general/students>
 - Read through the meeting agenda – most student activities are on Sunday
 - Become familiar with the Residency Showcase listing and maps to determine the locations and times for your preferred programs
 - Ensure you have the proper attire for the meeting (all sessions are professional dress)
 - Develop questions for each residency program (for both the residents and preceptors/program director)
 - Consider registration for the ASHP Personnel Placement Service (PPS)

- Register for the Pharmacy Online Residency Centralized Application Service (PhORCAS) and the National Matching Service
 - National Matching Service: <https://natmatch.com/ashprmp/>
 - PhORCAS: <http://www.ashp.org/PHORCAS>
 - Send an official transcript from the TTUHSC School of Pharmacy to PhORCAS no later than December 1
 - If time permits, you can request to send an updated transcript once block 5 grades are finalized

- Contact residency program directors via email to introduce your interest in the program and ask to consider setting up a time at Midyear (they may consider meeting with you outside of showcase if able)
 - Local programs may prefer to meet with you at the local and state showcases

- Formally request recommendation letters
 - Complete the SOP recommendation letter template and give to all recommendation letter writers

December P4 year

Finish your preparation for the ASHP Midyear meeting by finalizing appointments and mapping out your schedule to attend the showcase and other networking opportunities. Once home from Midyear be sure to follow up with everyone you met. For all, whether or not you attended Midyear, this is when you submit your applications.

- Contact residency program directors via email to introduce your interest in the program again verifying any meetings or opportunities for interactions
- Attend networking opportunities at the Midyear meeting (ex. TSHP reception and others you are invited to by residency program directors) and hand out CVs and/or business cards
- Send thank you notes to people you talked to at the Residency Showcase and during individual meetings
- Review applications requirements for programs you are submitting an application
 - Pay close attention to application deadline dates (Do not be late!)
- Start working on letters of intent and cover letters early
- Reference letters: give CV and letter of intent to recommendation writers along with specific program information as soon as possible with deadlines

January / February P4 year

This is interview season which means you need to be prepared. Use all resources available to you to prepare. After interviews figure out your rankings and submit.

- Attend available Mock Interview sessions!!!! (dates and times TBD)
- Arrange interviews
 - Let current rotation preceptor (block 6 and 7) know of your interest in perusing residency positions and possibility of needing time off for interviews and travel so make up assignments and time away from rotation can be arranged early on.
- Interview preparation for each site
 - Bring a list of questions with you about that program specifically to ask (research, research, research)
 - Be sure you have practiced answering common questions, including behavioral ones
- Send thank you notes (or emails) to each person you interviewed with that day

- Reflect back on our interview day or make a pro/con list about each program early after the interview is over
 - Consider sending some follow up questions to program directors and/or current residents after interviews to clarify information
- Meet with mentors to review each program and finalize decision
- Develop rank list for the National Match program (due March 4, 2016)
 - March deadline
 - Keep calm and don't panic