

**University of California Systemwide Early Commitment (UC-SWEC)
Post-Graduate Year 2 (PGY2) Residency Programs**

UC-SWEC Policy

This policy applies to all Post-Graduate Year 2 (PGY2) pharmacy residency programs offered at University of California (UC) Health academic medical centers (AMC) including UC Davis Health, UCSF Health, UCLA Health, UCI Health, and UC San Diego Health. UC Health PGY2 pharmacy residency programs offering early commitment will do so in accordance with guidelines established by the American Society of Health-Systems Pharmacists (ASHP) and National Matching Service (NMS). The policy will be maintained by the UC Health Residency Pharmacy Collaborative Team (PCT) and approved by the UC Pharmacy Chiefs, annually.

There will be two phases within the UC Systemwide Early Commit (SWEC) process. During the initial phase, the primary practice site will interview potential candidates already matched to a PGY1 program within the primary practice site. During the second phase (aka UC Health), all programs with open early commitment positions will interview eligible UC Health candidates.

All UCH PGY2 pharmacy residency programs will adhere to the deadlines listed in the procedure. If a PGY2 pharmacy residency program is the only type of PGY2 pharmacy residency program offered within UC Health, they may open interviews to systemwide candidates during the initial phase (aka Primary Practice Site phase).

UC-SWEC Procedure:

1. Each PGY2 program and early commitment position(s) will be registered with the National Matching Service (NMS).
2. The RPD will register the program on UC-SWEC SharePoint Database, annually. Any program that offers early commitment will register with the following information.
 - a. UC site
 - b. ASHP program code
 - c. PGY2 program type
 - d. Accreditation status
 - e. RPD name
 - f. RPD or designee email
 - g. Link to website and or program recruitment material
 - h. Number of position(s) open for early commitment
3. The following timeline will be adhered to during the UC-SWEC process:

Date		Notes
Monday, 9/30/2024	PGY2 program declaration of early commitment	To be completed on UC Health SharePoint by 12:00 pm PST
Monday, 10/14/2024	PGY2 Primary Practice Site candidate application deadline	Applications must be submitted by 4:00 pm PST
Tuesday, 10/15/2024 – Monday, 10/28/2024	PGY2 Primary Practice Site interviews	
Tuesday, 10/29/2024	PGY2 Primary Practice Site offers extended to resident (via email)	All programs will extend offers between 7:00-10:00 am PST. Residents are encouraged to respond via email as soon as possible, but not exceeding 24 hours, either accepting or denying the position offer. Programs will extend offers to their next candidates on a rolling basis as they receive resident decisions.

Friday, 11/1/2024	PGY2 Primary Practice Site designates if program has remaining open positions for UC Health candidates	To be completed on UC Health SharePoint by 12:00 pm PST
Wednesday, 11/6/2024	PGY2 UC Health candidate application deadline	Applications must be submitted by 4:00 pm PST
Tuesday, 11/7/2024 – Monday, 11/25/2024	PGY2 UC Health candidate interviews	Programs should provide UC Health candidates with policies listed in Standard 2.8 of the ASHP Accreditation Standard for Postgraduate Pharmacy Residency Programs
Tuesday, 11/26/2024	PGY2 UC Health offers extended to resident (via email)	All programs will extend offers between 7:00-10:00 am PST. Residents are encouraged to respond via email as soon as possible, but not exceeding 24 hours, either accepting or denying the position offer. Programs will extend offers to their next candidates on a rolling basis as they receive resident decisions.

****If a program has no internal candidates, external applications may be accepted at any time and interviews conducted at any time. Offers will be made NO SOONER than Primary Practice Site offers listed above on 10/29/2024.**

4. The PGY2 RPD must extend the offer for an early commitment resident position to the PGY1 resident in writing.
5. Once any or all PGY2 position(s) are accepted:
 - a. Programs shall update the NMS system with position availability. Ideally, this will be done within 48 hours of candidate acceptance.
 - b. Programs shall login to Pharmacy Online Residency Centralized Application Service (PhORCAS) and remove eligible position(s).
 - c. RPD shall update UC Health SharePoint within position availability.
 - d. It is also suggested that the RPD also contact all non-matched candidates.
6. The PGY2 residency program will pay a non-refundable fee to the NMS for each position committed to a resident through the early commitment process.
7. After the date that is established by the NMS, the residency program will not make early commitment offers and will only offer positions through the NMS.

Procedure for PGY1 residents in the UC-SWEC process:

1. The applicant must be a current PGY1 resident at UC Health AMC.
2. All UC Health PGY1 residents will be informed during orientation that UC Health PGY2 residency programs offer the potential for early commitment for the year immediately following the successful completion of their PGY1 residency program.
3. PGY1 residents will be informed of the timeline for the UC-SWEC process in a given academic year. It is the PGY1 RPD's responsibility to inform their Primary Practice Site PGY1 residents of the UC-SWEC Process during orientation. It is the resident's responsibility to ensure that the deadlines for any communication are met to participate in this systemwide process.
4. PGY1 residents should request an early learning experience in an area where they wish to complete a PGY2 residency.
 - a. When a PGY1 resident declares an interest in pursuing a PGY2 residency, every reasonable effort will be made to schedule the residents in learning experiences in the focus areas. Alternatively, residents may be offered concentrated shadowing experience. These experiences are intended to help residents make informed decisions regarding the second year of training by maximizing their exposure to the specialty practice before a commitment is finalized.

5. PGY1 residents interested in participating in the UC-SWEC process shall review the UC Health SharePoint for required application materials.
6. Only PGY1 residents in good standing will be considered for UC-SWEC PGY2 early commitment. Good standing is determined by the local site's Residency Advisory Committee and RPD through review of the following:
 - a. The majority of a resident's PharmAcademic summative evaluations demonstrate that the PGY1 resident is making satisfactory progress and is anticipated to successfully complete their PGY1 residency program requirements by the expected conclusion of the training program.
 - b. There is no evidence of transgressions as outlined in the residency program policies and procedures.
7. Residents will be required to submit the following application materials.
 - a. Two letters of recommendation
 - b. Application questionnaire
 - c. 1st quarter finalized customized development plan (for applications outside of the Primary Practice Site)
8. Upon receiving an early commitment position offer, PGY1 resident must commit to accepting or rejecting offer within 24 hours via written communication, typically email.
9. In the case PGY1 residents have registered for match in NMS, candidates will update their candidacy in the NMS system within 48 hours offer acceptance.

Definitions:

Primary practice site (pharmacy residency): The physical location, designated by the Program Operator, where the majority of a resident's training is conducted.

University of California Health (UC Health) System (pharmacy residency): Single practice-site residency programs offered at a University of California academic medical center (UC Davis Health, UCSF Health, UCLA Health, UCI Health, UC San Diego Health).