

WYCKOFF HEIGHTS MEDICAL CENTER

POLICY AND PROCEDURE MANUAL

CATEGORY: Pharmacotherapy Residency Programs

SUBJECT: New York State Licensure for Pharmacy Residents

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EFFECTIVE DATE: June 21, 2022

SUPERSEDES: N/A

REVIEW DATE: _____

REVIEWER SIGNATURES: _____

POLICY:

In order for pharmacy residents to have a robust residency training experience and learn to perform autonomously as pharmacists, they must achieve New York State pharmacist licensure. **In accordance with ASHP Accreditation Standards, the pharmacy resident needs to be fully licensed as a pharmacist within 90 days after the start date of the residency, and must complete a minimum of two-thirds of their residency as a licensed pharmacist.** The following licensure procedure must be followed in order to maximize the pharmacy resident's experience during the one-year residency training program (PGY1 or PGY2).

PROCEDURE:

1. The pharmacy resident should submit the licensure application and all appropriate documentation to the New York State Education Department¹ as soon as possible after learning they have matched at this residency program.
2. The pharmacy resident ensures that all examinations for New York State licensure (NAPLEX² and MPJE^{3,4}) are completed prior to or within the first 60 days of starting the program.

- a. Special exceptions may be made in cases of delayed Approvals to Test (ATT) that are outside the resident's control.
3. The pharmacy resident must inform the Residency Program Director at all times of the status of when each licensure examination has been scheduled, passed, or failed.
4. **Passing of the New York State Licensure Examinations:** The Residency Program Director must be informed immediately by the pharmacy resident when he/she receives the passing scores of each NYS licensure examination and when he/she is granted NYS Pharmacist Licensure.
5. **Failure to Pass the New York State Licensure Examinations:** If a resident fails to pass their initial licensure examination(s) and is required to take a reexamination, the deadline for licensure remains 90 days from starting the program.
 - a. The Residency Program Director must be informed immediately by the pharmacy resident when he/she receives a failing score of each NYS licensure examination.
 - b. The pharmacy resident must schedule a date to retake the examination(s) and inform the Residency Program Director of the scheduled date(s), as soon as possible.
6. **Failure to Obtain Licensure within 90 Days:** If the resident is not fully licensed as a pharmacist in New York State within 90 days of starting the residency program, the resident will be dismissed from the program.
 - a. In extenuating circumstances, the Residency Program Director may consider allowing an extension.
 - i. If an extension is granted, the resident's program may have to be adjusted (e.g. time made up) to ensure the resident completes two-thirds of a 12-month residency as a licensed pharmacist.
 - ii. Any extension will be documented in the resident's Development Plan.
 - b. If the resident is not licensed by 180 days from starting the program, then the resident will be dismissed from the program for failure to obtain pharmacist licensure.

APPROVED BY:

Henry Cohen, PharmD
Senior Director of Pharmacotherapy Residency Programs

REFERENCES:

1. License Requirements. NYSED Office of the Professions.
<http://www.op.nysed.gov/prof/pharm/pharmlic.htm>
2. North American Pharmacist Licensure Examination (NAPLEX). National Association of Boards of Pharmacy. <https://nabp.pharmacy/programs/examinations/naplex/>
3. Multi-State Pharmacy Jurisprudence Examination (MPJE). National Association of Boards of Pharmacy. <https://nabp.pharmacy/programs/examinations/mpje/>
4. Licensure Requirements, MPJE Study Guide. NYSED Office of the Professions.
<http://www.op.nysed.gov/prof/pharm/pharm-mpjestudy.htm>