American Society of Health-System Pharmacists
RESIDENT MATCHING PROGRAM

Letter of Agreement
Committing a PGY2 Residency Position Beginning in 2019 to a Current PGY1 Resident

This letter of agreement must be completed and signed by both the PGY2 residency program director and the PGY1 resident.

- See the accompanying Terms of this letter of agreement.
- A non-refundable fee of $150 USD must be paid to National Matching Services Inc. by the residency program, either by:
  - Credit Card: first, send this letter of agreement to NMS by scanned e-mail attachment to ashprmp@natmatch.com or by fax to 844-977-0555, then telephone NMS with credit card information, or
  - Check: submit with this letter of agreement to the address shown at the bottom of this page

This Agreement and fee must be received by NMS no later than December 14, 2018.

PGY2 RESIDENCY PROGRAM:

NAME OF ORGANIZATION:

CITY: ___________________________ STATE: ___________________________

TYPE OF RESIDENCY: ___________________________

TELEPHONE: (______) EXT. ______  6-DIGIT PROGRAM CODE NUMBER: ____________

NUMBER OF POSITIONS REMAINING IN THE 2019 MATCH AFTER COMMITTING THIS POSITION:

Note: If no positions remain available, access the PhORCAS system now to close the program for applications. Do not withdraw the program or change the number of positions available in the NMS Match System, as this will be done by NMS.

PROGRAM DIRECTOR:

I have reviewed and agree to comply with the Terms of this letter of agreement:

SIGNATURE: ___________________________ DATE: ____________

CURRENT PGY1 RESIDENT:

NAME: ___________________________

Last Name First Name Middle Initial

ADDRESS:

City State Zip Code

TELEPHONE: (______) E-MAIL ADDRESS:

PHARMACY SCHOOL ATTENDED (include City and State) GRADUATION DATE (mm/yy)

MOST ADVANCED DEGREE RECEIVED OR EXPECTED: □ B.S. □ M.S. □ Pharm.D. □ Other ___________

CURRENT PGY1 RESIDENCY PROGRAM:

Name of Organization City State Completion Date (mm/yy)

APPLICANT CURRENTLY REGISTERED FOR THE 2019 MATCH? □ No □ Yes If yes, Code Number ___________

I have reviewed and agree to comply with the Terms of this letter of agreement:

SIGNATURE: ___________________________ DATE: ____________
Committer a PGY2 Residency Position Beginning in 2019 to a Current PGY1 Resident

The PGY2 residency program identified on the letter of agreement wishes to offer a position that starts training between June 1, 2019 and December 31, 2019 to the resident identified on the letter of agreement, and the resident wishes to accept the PGY2 position. The residency program and resident have satisfied the following conditions:

- The residency sponsor has a formal, written policy regarding the promotion of the PGY2 residency to PGY1 residents, and how candidates will be selected and assessed.

- The resident is a current PGY1 resident in a PGY1 residency offered by the same sponsor as the PGY2 residency. Determination of whether the PGY1 and PGY2 residencies are in fact offered by the same sponsor will be at the discretion of the American Society of Health-System Pharmacists (“ASHP”).

- The PGY1 and PGY2 residencies will be continuous years of employment for the resident.

- The residency program and position are currently registered for the 2019 ASHP Resident Matching Program (the “Match”). Note: the current PGY1 resident does not have to be registered currently for the Match.

- The residency program has provided complete and accurate information to the resident concerning the position, including all organizational, residency and program policies related to eligibility requirements for appointment.

The residency program agrees to offer to the resident an appointment in the residency program, and the resident agrees to accept appointment to the residency program for PGY2 training beginning in 2019.

The residency program and the resident acknowledge that appointment of the resident to the program may be contingent on the resident satisfying eligibility requirements specified by the organization and residency program.

It is understood that the resident cannot avoid accepting appointment to the program without a written release from the program; furthermore, without this release another residency program participating in the Match cannot offer a position to the resident, and the resident will not make any commitments to or contracts with any other program for PGY2 training beginning in 2019. If the resident has already registered for the 2019 Match, then by signing the letter of agreement the resident agrees to be withdrawn from the Match by NMS, and will not submit a Rank Order List for the Match. If the resident has not yet registered for the 2019 Match, then the resident will not register for the 2019 Match.

The residency program agrees that the PGY2 position that has been committed to the resident will not be offered to any other applicant without a written release from the resident. By signing the letter of agreement, the residency program agrees to have the position withdrawn from the Match by NMS, and will not submit any rankings for the position in the Match. The residency program has provided on the letter of agreement the updated number of positions that it will offer in the Match, excluding the position being committed to the resident. If the number of positions remaining in the 2019 Match for this program as indicated on the letter of agreement has been reduced to zero, the program understands and agrees that the program must immediately access the PhORCAS system and close itself for applications, and that the program will be withdrawn from the Match by NMS when the letter of agreement is received and processed by NMS.

Both the residency program and the resident agree to permit the reporting of the placement of the resident into the residency position to ASHP, to the resident’s school of graduation, to other residency programs participating in the Match, and to other parties deemed appropriate by ASHP, either by mail or electronically.

The residency program agrees to pay a non-refundable fee of $150 USD to National Matching Services Inc. for the position committed to the resident. Fees may be paid by credit card by contacting NMS after sending the letter of agreement to NMS by fax or e-mail, or by check submitted with the letter of agreement. The letter of agreement and fee must be received at NMS by December 14, 2018. Agreements and fees received after that date may not be accepted, and in that case the position will not be considered committed to the resident, but must be offered to the resident or any other applicant through the matching process.

It is understood that ASHP possesses beneficiary standing to enforce these Terms of the letter of agreement, and violations of these Terms will be reported to ASHP. If either the residency program or the resident violate any of these Terms, such as the program not offering appointment to the resident or the resident refusing to accept the appointment, ASHP may pursue all available remedies and may impose penalties on the residency program or the resident, including being barred from participation in future ASHP Resident Matching Programs or forfeiture of ASHP accreditation status.