

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

PROCESS FOR RESIDENT ACCEPTANCE OF RESIDENCY POSITION

1. Residency coordinator(s) sends a formal letter of offer to the top-ranked applicant. If this applicant refuses the offer the next applicant ranked is offered the position and so on.
2. The offer letter contains the following information:
 - Residency program start date and end date
 - Stipend
 - Description of responsibilities
 - Information on obtaining a valid work permit and social insurance number (SIN) (if applicable)
 - Vacation entitlement (two weeks)
 - CSHP membership requirement
 - Professional liability insurance requirement
 - Conference information
 - Request for required Human Resources information (SIN, resume, mailing address)
 - Confirmation of acceptance
3. The residency candidate will sign the offer letter as confirmation of acceptance, and return the paperwork to the residency coordinator(s).
4. The pharmacy department will forward all necessary documents to Human Resources.
5. Human Resources will follow-up directly with the residency candidate regarding further logistical details prior to commencement of the residency program.
6. The residency coordinators announce incoming resident to the pharmacy departments (UHN and MUHC), the Immunodeficiency Clinic (UHN), the Chronic Viral Illness Service (MUHC) and the Residency Advisory Committee.