

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

PROCESS FOR RESIDENT SELECTION

1. Resident applications are submitted via email to the Residency Coordinator(s) by the yearly deadline (January 31).
2. Target number of candidate interviews to be conducted is set by the residency coordinators yearly.
3. Applications are reviewed and assessed by the residency coordinators based on the following criteria:
 - Applicant meets the minimum required credentials (i.e., holds a Year 1 Pharmacy Practice Residency (ACPR / PGY1) and a Doctor of Pharmacy or Master's Degree in advanced pharmacotherapy prior to starting the HIV advanced (Year 2) pharmacy residency)
 - completeness of application and submission of all required documents
 - spelling, grammar and appropriateness of resume and cover letter
 - pharmacy experience (including job, experiential placements, and volunteer positions)
 - academic performance
 - awards
 - research experience
 - presentations and publications
 - leadership experience
 - volunteerism
 - other information as applicable (e.g. hobbies and personal interests)
 - demonstrated interest in HIV and/or viral hepatitis
4. Performance on previous experiential rotations, co-op placements, volunteer or student positions at UHN or MUHC may be considered.
5. After initial screening, top candidates are offered an interview. Interviews will include a pre-determined set of questions and scenarios. Candidates will also be requested to give a 30 minute presentation on an HIV-related topic. Interviews may be conducted on site (UHN or MUHC); in instances where an in-person interview is not possible, the interview may be conducted virtually via Zoom/Microsoft Teams.
6. In some cases candidate references are contacted prior to interview to assess suitability for interview.
7. Interview panel is comprised of the residency coordinators and at least one year 1 UHN/MUHC coordinator.
8. The interview panel rates the candidates and determines a preliminary ranking order.



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9. Candidates deemed inappropriate for the HIV Advanced (Year 2) Pharmacy Residency program are not ranked.
10. Residency coordinators contact references for the top-ranked candidates.
11. Residency coordinators determine the final ranking by consensus.