

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

PROCESS FOR RESIDENT ACCEPTANCE OF RESIDENCY POSITION

1. Residency coordinator(s) sends a 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. Once the applicant accepts the position, the UHN residency coordinator will submit a 2552 Employee Arrival form to the UHN residency director for approval. Information required for the form includes the incoming resident's full legal name, home address, and home email.
3. Once the 2552 form has been approved, UHN People & Culture (Human Resources) will prepare and forward a formal letter of employment to the resident to be signed and returned to People & Culture. Human Resources will follow-up directly with the residency candidate regarding further logistical details prior to commencement of the residency program.

In addition, the residency coordinators will prepare and forward a residency core information letter which contains the following information:

- Residency program start date and end date
- Vacation entitlement (two weeks)
- Description of responsibilities
- Information on obtaining a valid work permit and social insurance number (SIN) (if applicable)
- Licensure/registration
- CSHP membership
- Professional liability insurance requirement
- Conference information
- Human Resources/People & Culture Depts at UHN/MUHC
- Confirmation of letter acknowledgement

The residency candidate will sign the core information letter and return the paperwork to the residency coordinator(s).

4. 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.