

**Educational Leave**  
**Virginia Commonwealth University Health System**  
**Pharmacy Residency Programs**

**Description**

Educational leave of up to 5 days is provided for attendance at combined national professional (ASHP MCM – UHC Pharmacy Council) meetings. Educational leave of up to 3 days is provided for attendance at a regional residency conference for PGY1 residents (excluding PGY1 Administration resident). Five days of education leave are provided to attend a specialty meeting(s) (e.g., ACCP, SCCM, HOPA, CPNP, ASHP Leadership) for PGY2 residents and the PGY1 Administration resident.

Financial assistance is provided toward travel, meals, and lodging expenses at the national, regional, and select specialty meetings. The amount of support is variable and dependent upon current expenses, budget allocations and other assistance. For PGY2 residents, monies remaining from the combined national meetings (ASHP MCM – UHC Pharmacy Council) may be applied toward the specialty meeting(s), within state travel guidelines; additional sources of funding (e.g., grant sources) may be pursued for offset.

Residents must inform their rotation preceptor (and clinic preceptor if applicable) of intended educational leave use. This should be done in advance, and is subsequently reinforced with the use of the Pharmacy Resident Schedule and Leave form.

**Procedures**

Travel Leave

1. Use the 3-page Pharmacy Resident Schedule and Leave Request form
2. Form must be signed by:
  - a. Primary Preceptor during the affected rotation
  - b. Clinic preceptor, if applicable during the affected rotation
  - c. Residency Program Director
  - d. Residency Programs Coordinator
  - e. Pharmacy Operations Manager, if applicable for staffing
3. Submit 2 months prior to travel for approvals

Travel Authorization and Reimbursement

1. Prior to completing a Travel Authorization form for each meeting, identify appropriate expenses and reimbursement (i.e., allowable per diems) through discussion with the department assistant or Programs Coordinator, for each meeting site
2. Submit a completed Travel Authorization request to the department assistant at least 2 months prior to leaving.
3. Receipts and reimbursement request must be turned in within 7 days of return from travel
  - a. Save all receipts, including:
    - i. Receipt for meeting registration
      1. Receipt for purchase of airline tickets (with boarding passes to and from location of meeting)
    - ii. Itemized food receipts [alcohol will not be reimbursed]
    - iii. Taxi or airport shuttle receipt



- iv. Airport parking
  - 1. Hotel receipt (hotel folio must have your name listed with a “0” balance owed)
- b. Submit a copy of the credit card statement with the highlighted charges for the major expenses

### **Program Specific Meetings**

The suggested meetings each resident should attend, based on the residency program, are provided below.

#### PGY1 Residents

- 1. Required attendance
  - a. ASHP Midyear Clinical Meeting and University Health Consortium (UHC) meeting
  - b. Regional Residency Conference (e.g. Eastern States or equivalent)

#### PGY1/PGY2 Administration Residents

- 1. Required attendance (PGY2 Administration resident)
  - a. ASHP Midyear Clinical Meeting and University Health Consortium (UHC) meeting
- 2. Suggested: ASHP Leadership conference
- 3. Optional: ASHP Summer meeting; VSHP Fall or Spring Seminar

#### PGY2 Residents

- 1. Required attendance:
  - a. ASHP Midyear Clinical Meeting and University Health Consortium (UHC) meeting (or approved alternate Saturday session)
- 2. Suggested attendance:
  - a. Critical Care - Society of Critical Care Medicine (SCCM)
  - b. Internal Medicine - American College of Clinical Pharmacy (ACCP)
  - c. Oncology - Hematology/Oncology Pharmacy Association (HOPA)
  - d. Psychiatry - College of Psychiatric and Neurologic Pharmacists (CPNP)

