

## PHARMACIST PROFESSIONAL DEVELOPMENT CAREER LADDER PROGRAM

### PURPOSE

Woman's Pharmacy Department encourages and supports the professional growth of Pharmacists through a structured career ladder. The career ladder is designed to provide a framework for Pharmacists to grow and develop as team members. It also recognizes and rewards Pharmacists' expanded contribution to direct patient care and participation in department, hospital and community activities.

### PROGRAM

Entry into the Pharmacist Career Ladder Program is optional for full-time or part-time Pharmacists who work below the Supervisor level. The Pharmacist will discuss plans to apply to the program prior to their annual evaluation due date.

- New graduates or newly hired Pharmacists with less than one year of experience in hospital Pharmacy may earn points during their second year of practice and apply for career ladder at the time of their 2<sup>nd</sup> anticipated evaluation date.
- Pharmacists hired with equivalent of one year of hospital practice may apply at the time of their first anticipated evaluation date.
- Pharmacists currently in the Career Ladder Program who choose not to re-apply or fail to meet requirements at their annual evaluation date may return to the level at which they exited the program provided an application is submitted at the next evaluation date and applicant meets all required criteria. If applicants exit the program for longer than one year, they must restart the program.

Supporting documentation of all criteria/competencies must be submitted annually for review. Falsification of any documentation will result in immediate dismissal from the program and disciplinary action.

#### I. Minimum Requirements for Participation

- A. All Career Ladder requirements must be met by the last day of the month preceding employee's annual evaluation month with the exception of professional organization membership.
- B. Membership in a professional organization must be obtained no later than 90 days prior to application deadline. If membership expires within 90 days of application, proof of past and current membership is required.
- C. All information submitted shall be the applicants own individual work.
- D. Career Ladder participants must have a current overall performance appraisal of 3.0 or above with no documented disciplinary conferences within the one year period.
- E. Career Ladder participants must complete 6 CE hours of professional development within the previous 12 months.

## II. Career Ladder Requirements by Level

### A. Pharmacist II

1. Career Ladder participants must have greater than one year of experience.
2. A minimum of 8 points from at least 3 categories is required.

### B. Pharmacist III

1. Completion of Pharmacist II requirements before beginning Pharmacist III Program is required.
2. A minimum of 12 points from at least 4 categories is required.

## III. Application Process

### A. Applicant Responsibilities

1. Read complete policy to review and understand program requirements.
2. Submit application / notice of intent to Manager at least six months prior to but not more than twelve months before annual evaluation date.
3. Provide supporting documentation no later than the last day of the month preceding annual evaluation month.
4. Reply to any request for additional supporting documentation in a timely manner by the deadline provided.

### B. Pharmacy Department Career Ladder Oversight Committee Responsibilities

1. The Oversight Committee consists of the following members:

#### Hospital Pharmacy Applicants:

- Pharmacy Director
- Pharmacy Clinical Manager
- Pharmacy Operations Manager
- Pharmacy Supervisor
- Human Resources Business Partner (ad hoc)

#### Retail Pharmacy Applicants:

- Pharmacy Director
- Retail Pharmacy Manager
- Retail Pharmacy Supervisor
- Human Resources Business Partner (ad hoc)

2. Documentation will be reviewed prior to applicant's annual evaluation date.
3. Inconsistencies in scoring or incomplete documentation will be discussed.
4. Documentation for career ladder advancement will be accepted or denied depending on whether program requirements were successful met. The applicant will be notified of the Oversight Committee's decision. Notification of Career Ladder advancement will be sent to Human Resources for processing.