



## **ASHP Commission on Credentialing (COC) – Pharmacy Resident Position: Application for Appointment Process**

**Criteria for selection** - Individuals applying for the resident position on the COC must:

- Be a PGY1 resident in an ASHP-accredited (or candidate-status) residency program at the time of application *and*
- Be a PGY2 resident in an ASHP-accredited (or candidate-status) program immediately following completion of their PGY1 program.

*The official year of COC involvement is during the applicant's PGY2 residency year.*

### **Meeting attendance and Term of appointment:**

- Observation (during PGY2 year): COC meetings in August (in person) and November/December (virtual).
- Voting term is January 1 (during PGY2 year) through December 31 (after PGY2 year concludes), to include:
  - March COC meeting in person (during PGY2 year)
  - August COC meeting in person (after PGY2 year concludes)
  - November/December COC meeting virtually (after PGY2 year concludes)

### **Role and Responsibilities:**

- Provide resident perspective in discussions.
- Full voting member during voting term – same responsibilities as all other COC appointed members.
- If attending ASHP's Midyear Clinical Meeting, represent the COC at the Residency Town Hall session.
- To fully understand the accreditation process, the resident member to the COC is encouraged to participate in one pharmacy residency accreditation survey during their appointment.

### **Application Process:**

Applicants should possess strong interpersonal, speaking, critical thinking, and time management skills; ability to maintain confidentiality; and a strong commitment to the profession.

To apply, the following materials must be emailed to ASHP's Accreditation Services Office/Attention: Vice President, Accreditation Services at [asd@ashp.org](mailto:asd@ashp.org) by **November 15**.

### **Application Materials:**

1. CV (submitted by the applicant).
2. Letter of Intent (submitted by the applicant).
  - a. Describe reason(s) for desiring to serve as the resident member on COC.
  - b. Include name and ASHP code of the program in which the applicant is currently a PGY1 resident.
  - c. Describe plan for completing PGY2 training during the upcoming residency year:
    - i. If a PGY2 position has been secured (e.g., matched into a PGY1/2 Combined program, have completed the Early Commitment process), include the name and ASHP code of the program in which PGY2 training will be completed.
    - ii. If a PGY2 position has not been secured, indicate if pursuing a PGY2 position via the Early Commitment process only, via the Early Commitment process followed by the Residency Matching Program Phase I/II (if needed), or via the Residency Matching Program Phase I/II only.
3. Letter of Support (submitted by the applicant's PGY1 Residency Program Director).

The COC's Resident Position is appointed by the ASHP President-Elect at the same time that appointments to ASHP Councils, Committees, Advisory Bodies, and Commissions are made ([Councils and Committees - ASHP](#)).

If appointed, the applicant must confirm they will be a PGY2 resident in an ASHP-accredited (or candidate status) residency program during the upcoming residency year, notify their PGY2 Residency Program Director of their appointment selection, and confirm their PGY2 Residency Program Director's support of their commitment prior to accepting the appointment.