

**American Society of Health-System Pharmacists
RESIDENT MATCHING PROGRAM**

**Letter of Agreement
Committing a PGY2 Residency Position Beginning in 2012
to a Current PGY1 Resident**

See the accompanying Terms of this letter of agreement. This letter of agreement must be completed and signed by **both** the PGY2 residency program director and the PGY1 resident. **A non-refundable fee of \$116 US** must be paid to National Matching Services Inc. by the residency program, either by check submitted with this letter of agreement to the address shown at the bottom of this page or by credit card by telephoning NMS after sending this letter of agreement to NMS by fax or scanned e-mail attachment. **Agreements and fees must be received by NMS no later than December 16, 2011.**

PGY2 RESIDENCY PROGRAM:

NAME OF ORGANIZATION: _____

CITY: _____ STATE: _____

TYPE OF RESIDENCY: _____

TELEPHONE: (_____) _____ EXT. _____ 6-DIGIT PROGRAM CODE NUMBER: _____

NUMBER OF POSITIONS REMAINING IN THE 2012 MATCH AFTER COMMITTING THIS POSITION: _____

PROGRAM DIRECTOR: _____

I have reviewed and agree to comply with the Terms of this letter of agreement:

SIGNATURE: _____ DATE: _____

CURRENT PGY1 RESIDENT:

NAME: _____
Last Name First Name Middle Initial

ADDRESS: _____

City State Zip Code

TELEPHONE: (_____) _____ E-MAIL ADDRESS: _____

PHARMACY SCHOOL ATTENDED (include City and State) _____ GRADUATION DATE (mm/yy) _____

MOST ADVANCED DEGREE RECEIVED OR EXPECTED: B.S. M.S. Pharm.D. Other _____

CURRENT PGY1 RESIDENCY PROGRAM:

Name of Organization City State Completion Date (mm/yy)

APPLICANT CURRENTLY REGISTERED FOR THE 2012 MATCH? No Yes If yes, Code Number _____

I have reviewed and agree to comply with the Terms of this letter of agreement:

SIGNATURE: _____ DATE: _____

NMS USE ONLY

RECD: _____ CHQ: _____ SCHL: _____
ENT'D: _____ AMT: _____ PGY1: _____ APPL: _____

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

TERMS OF LETTER OF AGREEMENT

Committing a PGY2 Residency Position Beginning in 2012 to a Current PGY1 Resident

The PGY2 residency program identified on the letter of agreement wishes to offer a position that starts training between June 1, 2012 and December 31, 2012 to the resident identified on the letter of agreement, and the resident wishes to accept the PGY2 position. The residency program and resident have satisfied the following conditions:

1. The residency sponsor has a formal, written policy regarding the promotion of the PGY2 residency to PGY1 residents, and how candidates will be selected and assessed.
2. The resident is a current PGY1 resident in a PGY1 residency offered by the same sponsor as the PGY2 residency (e.g., the same or an affiliated organization). Determination of whether the PGY1 and PGY2 residencies are in fact offered by the same sponsor will be at the discretion of the ASHP.
3. The PGY1 and PGY2 residencies will be continuous years of employment for the resident.
4. The residency program and position are currently registered for the 2012 ASHP Resident Matching Program (the "Match"). Note: the current PGY1 resident does not have to be registered currently for the Match.
5. The residency program has provided complete and accurate information to the resident concerning the position, including all organizational, residency and program policies related to eligibility requirements for appointment.

The residency program agrees to offer to the resident an appointment in the residency program, and the resident agrees to accept appointment to the residency program for PGY2 training beginning in 2012.

The residency program and the resident acknowledge that appointment of the resident to the program may be contingent on the resident satisfying eligibility requirements specified by the organization and residency program.

It is understood that the resident cannot avoid accepting appointment to the program without a written release from the program; furthermore, without this release another residency program participating in the Match cannot offer a position to the resident, and the resident will not make any commitments to or contracts with any other program for PGY2 training beginning in 2012. If the resident has already registered for the 2012 Match, then by signing the letter of agreement the resident agrees to be withdrawn from the Match, and will not submit a Rank Order List for the Match. If the resident has not yet registered for the 2012 Match, then the resident will not register for the 2012 Match.

The residency program agrees that the PGY2 position that has been committed to the resident will not be offered to any other applicant without a written release from the resident. By signing the letter of agreement, the residency program agrees to have the position withdrawn from the Match, and will not submit any rankings for the position in the Match. The residency program has provided on the letter of agreement the updated number of positions that it will offer in the Match, excluding the position being committed to the resident. If the number of positions remaining in the 2012 Match for this program as indicated on the letter of agreement has been reduced to zero, the program understands and agrees that the residency program will be withdrawn from the Match.

Both the residency program and the resident agree to permit the reporting of the placement of the resident into the residency position to the ASHP, to the resident's school of graduation, to other residency programs participating in the Match, and to others, either by mail or electronically.

The residency program agrees to pay a non-refundable fee of \$116 US to National Matching Services Inc. for the position committed to the resident. Fees may be paid by check submitted with the letter of agreement, or by credit card by contacting NMS after sending the letter of agreement to NMS by fax or e-mail. The letter of agreement and fee must be received at NMS by December 16, 2011. Agreements received after that date may not be accepted, and in that case the position will not be considered committed to the resident, but must be offered to the resident or any other applicant through the matching process.

It is understood that the ASHP possesses beneficiary standing to enforce these Terms of the letter of agreement, and violations of these Terms will be reported to the ASHP. If either the residency program or the resident violate any of these Terms, such as the program not offering appointment to the resident or the resident refusing to accept the appointment, the ASHP may pursue all available remedies and may impose penalties on the residency program or the resident, including being barred from participation in future ASHP Resident Matching Programs or forfeiture of ASHP accreditation status.