ASHP Accreditation
for
International Hospital and Health-System Pharmacy Services

Required Documents

Standard Number Documents	Standard	Required
1.1	Leadership and Organizational Structure	Hospital and Pharmacy Organizational Charts
1.2	Pharmacy Strategic Planning, Mission, Vision, Goals, and Scope of Services	Mission Statement(s) Goals and Objectives Pharmacy Scope of Services Hospital Scope of Services
1.3	Pharmacy Standards and Guidelines	Hospital/Pharmacy health and regulatory reports – 3 years Joint Commission International Report - recent ISMP targeted medication Safety Best Practice for Hospital checklist and/or ASHP Best Practices assessment of Pharmacy Services
1.5	Pharmacy Services	Pharmacy Operations Description including After-Hours Pharmacy Access
1.6	Financial Performance	Policies and Procedures for Pharmacy Financial Strategy
1.7	Emergency Preparedness/Contingency Plans	Emergency Preparedness Plans including Disaster Plan and Response To Medical Emergencies
1.8	Safety	Hospital-wide Safety Plans
1.9	Policies and Procedures	Pharmacy Policies and Procedures Management
1.10	Patient Confidentiality	Pharmacy Policy or Procedure For Patient Confidentiality
1.12	Staffing and Competencies	Position Description(s) Staff Training, Education, and Evaluation Staffing Plan for Patient Care Pharmacy Director Curriculum Vitae and Position Description Personnel Management Procedures Staff Communication Procedures Standards for Ethical Conduct
1.13	Performance Evaluation and Staff Development	Hospital and Pharmacy Performance Evaluation Processes Pharmacist Credentialing and Staff Development Processes
1.14	Work Schedules and Assignments	Pharmacy Services Staffing Plan Pharmacist and Technical Work Schedules - Three Months

1.15	Interprofessional Education	
1.16	Well-Being and Resilience	
2.1	Quality Plan	Pharmacy Quality Improvement Plan including Metrics and Quality Outcomes
3	Medication Policy and Drug Information	Medication Policy and P&T Committee Minute P&T Committee Members, Member Selection, Rules, Medication Selection Guidelines Medication Use
3.1	Pharmacy & Therapeutics (P&T) Committee	Medication Use Policy P&T Committee Members and Rule Medication Selection Guidelines Pharmacy Formulary Policy and Procedures
3.1.2	Medication Therapy Monographs	SAMPLE Medication Therapy Monographs Over The Last Three Years
3.2	Drug Information	Drug Information Policies and Procedures
4.1	Medication Event Reporting System	Medication Event Reporting System Procedure
4.2	Medication Safety Committee	Medication Safety Committee Members and Operating Procedures (Or Other Applicable Committee) Meeting Minutes For The Past Year Policies and Procedures Addressing Medication Safety Examples of RCA and FME Analysis for the Last Year
4.3	Just Culture	Just Culture
5.2	Computerized Prescriber Order Entry (CPOE) or Alternative	Sample Medication Order Sets
5.3	Medication Administration Record (MAR) Computerized Generation	Medication Administration Record Policies and Procedures and Downtime Procedures
6	Supply Chain	Medication Distribution and Control Policies and Procedures
6.1	Purchasing and Maintaining the Availability of Drug Products	Drug Product Acquisition and Availability Policies and Procedures
6.2	Managing Inventory: Medication Storage, Shortages, Patient Area Stock Controlled Substances, Emergency Medication and Devices, and Patient's Own Medications	Medication Storage, Distribution and Control Policies and Procedures for Pharmacy and Patient Care Areas Medication Distribution, Inventory Levels, and Control Policies and Procedures Drug Shortages and Medication Samples Policies and Procedures Policies and Procedures Controlled Substances Distribution and Control Policies and Procedures Emergency Medication Distribution and Control Policies and Procedures Patient's Own Medications Policies and Procedures
6.3	Drug Product Storage Area Inspections	Drug Product Storage Area Inspection Procedures
6.4	Returning Recalled, Expired, and Other Unusable Items	Medication Recall and Waste Disposal Policies and Procedures
7.1.1	Preparing Medications	Policies and/or Procedures for: Sterile and Non-sterile Compounding Hazardous Drugs Packaging Medications

7.2	Medication Dispensing	Policies and Procedures for: Patient Medication Prescribing Review of Patient Medication Orders
7.3	Medication Delivery and Administration	Policies and Procedures for: Medication Delivery Automation Medication Security Medication Administration
8	Clinical Pharmacy Practice	Plan For Clinical Pharmacy Services including Scope, Needs Assessment, Development, and Quality Outcomes Measures and Improvements. Collaborative Drug Therapy Protocol Pharmacist Hospital Committee(s) Participation Pharmacist to Patient Ratios
8.1	Inpatient Clinical Services	Plan For Clinical Pharmacy Services Scope of Practice Clinical Pharmacy Programs and Protocols Clinical Pharmacy Services, Policies and Procedures
8.2	Outpatient/Ambulatory Clinical Services	Plan For Clinical Pharmacy Services - Ambulatory Care/Outpatient Scope of Practice Clinical Pharmacy Programs and Protocols Disease State Target Measures Clinical Pharmacy Services, Policies and Procedures
9	Facilities	Medication Storage Environmental Monitors
9.3	Cleanroom	Cleanroom Policies And Procedures
11	(With Commendation) Automation	Policies and Procedures for Automation including: Bar Coded Dispensing Bar Coded Medication Administration Automated Dispensing Cabinets High-Density Storage/Inventory Management Compounding Devices Smart Pumps Outpatient Automation Radiofrequency Identification Tracking Repackagers
12	(With Commendation) Collaborative Medication Management Services	Pharmacy Scope of Services and Pharmacist Scope of Practice for Interdisciplinary Collaboration
13	(With Commendation) Research	Description of Pharmacy Research Program Pharmacy Research Program Policies and Procedures including Medication Distribution and Control and Patient Monitoring
14	(With Commendation) Residency Education and Training	Residency Program(s) Manual