

**DOCUMENT CHECKLIST**

**Refer to** [**Table 1 Required Documents**](https://www.ashp.org/professional-development/residency-information/residency-program-resources/residency-accreditation/residency-accreditation-survey-readiness) **for specific details on what must be submitted for each of the following documents listed below.**

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| **Document**  ***\* Items noted with an asterisk should be the same for all programs at a multiple-program site and submitted as part of a COMMON PACKET. See*** [***OVERVIEW AND INSTRUCTIONS - PREPARING FOR YOUR SURVEY VISIT***](https://www.ashp.org/professional-development/residency-information/residency-program-resources/residency-accreditation/residency-accreditation-survey-readiness) | **Mark “Submitted” or “N/A” in this column for each listed document.**  ***For items that are included in the Residency Manual (e.g., Program Policies), indicate “Residency Manual” AND the relevant page number(s).*** |
| Document Checklist |  |
| Accreditation/  Reaccreditation Application |  |
| Survey Itinerary |  |
| **Standard 1: Recruitment and Selection of Residents** |  |
| Recruitment and Selection Procedures |  |
|  |  |
| **Standard 2:**  **Program Requirements and Policies** |  |
| Non-traditional Program Structure |  |
| Leave Policies\* |  |
|  |  |
| Duty-Hour, Moonlighting, and On-call (if applicable) Policies\* |  |
| Requirements for Licensure\* |  |
| Program Completion Requirements |  |
| Remediation / Disciplinary Policy\* |  |
| Procedures for Verifying Completion of PGY1 program (PGY2 Programs Only) \* |  |
| Information and Policies Provided to Applicants Invited to Interview |  |
| Documentation of Acceptance of the Match |  |
| Documentation of Review and Acceptance of Program Policies |  |
| Residency Manual\* |  |
| Documentation of Residents’ Completion of Program Requirements |  |
| Residency Certificate |  |
| Multi-organization Agreement\* |  |
| **Standard 3:**  **Structure, Design, and Conduct of the Residency Program** |  |
| Program Structure |  |
| Promotional Materials |  |
| Evidence of Residents’ Completion of CAGO Requirements | (Please note here how the materials will be submitted - emailed as a separate PDF OR uploaded to PharmAcademic™) See [INSTRUCTIONS for Options to Submit Evidence of Residents Completion of CAGO Requirement](https://www.ashp.org/professional-development/residency-information/residency-program-resources/residency-accreditation/residency-accreditation-survey-readiness) |
| Evidence of Residents’ Appendix Completion (for program types for programs whose CAGO’s require an Appendix) |  |
| Quarterly tracking of resident(s) progress towards program’s completion requirements |  |
| **Standard 4: Requirements of the Residency Program Director and Preceptors** |  |
| RPD’s APR Form |  |
| Program Oversight Committee Meeting Minutes\* *(see* [***Table 1 Required Documents***](https://www.ashp.org/professional-development/residency-information/residency-program-resources/residency-accreditation/residency-accreditation-survey-readiness)*for instructions for multi-program surveys)* |  |
| Annual Program Evaluation |  |
| Preceptor Selection\* |  |
| Preceptor Development\* |  |
| Preceptor Roster - Single Program OR \*Multi-program |  |
| Preceptors’ APR Forms\* |  |
| Privileging Policies\* |  |
| Individualized Preceptor Development Plans (if applicable) |  |
| **Standard 5:**  **Pharmacy Services\*** |  |
| Service Grids – See [Table 1 Required Documents](https://www.ashp.org/professional-development/residency-information/residency-program-resources/residency-accreditation/residency-accreditation-survey-readiness) for information on which service grids to submit |  |
| Pharmacy Department Plan |  |
| Quality Assessment Reports |  |
| Collaborative Practice Agreements/Scope of Practice Documents (only for PGY1 community-based pharmacy programs, PGY1 managed care pharmacy programs, and any PGY1 pharmacy or PGY2 programs conducted in an ambulatory care environment) |  |