



OVERVIEW AND INSTRUCTIONS: PREPARING FOR YOUR SURVEY VISIT

PLEASE READ THE FOLLOWING INSTRUCTIONS IN THEIR ENTIRETY BEFORE BEGINNING TO PREPARE YOUR PRE-SURVEY PACKET

A complete and well-organized pre-survey packet will enable surveyors to become familiar with your program and pharmacy services and maximize the effectiveness of the survey visit. The survey process is intended to be thorough in its evaluation, consultative in nature, and educational for all involved.

To assist in understanding the accreditation standards, please review the [ASHP Accreditation Standards for Postgraduate Residency Programs](#). The Standard also includes Guidance for each individual standard and is a great source of information.

Please thoroughly review this document before beginning to prepare your pre-survey materials. It will address the following areas:

- Completing, Compiling, and Submitting Your Pre-survey Materials
 - Completing your Pre-Survey Self-Assessment- NEW FORMAT
- Itinerary Planning
- Virtual Survey Process

In preparation for a survey visit, residency program directors are required to submit pre-survey documents and to ensure all required documents in PharmAcademic™ are current.

The lead and practitioner surveyor(s) will have access to PharmAcademic™ prior to the survey visit. Any changes to documents in in **PharmAcademic™ must be finalized no later than 30 days prior to the survey**. Changes made after this time will NOT be considered during the survey visit, as the surveyors will have already reviewed the materials.

Documents to be reviewed include learning experience descriptions, Teach and Evaluate (TE) grid, all evaluations, resident schedules and development plans, and graduate tracking information. Items located in PharmAcademic™ SHOULD NOT be submitted with the pre-survey materials.

COMPLETING, COMPILING AND SUBMITTING YOUR PRE-SURVEY MATERIALS

STEP 1:

Download the following forms and documents:

1. Pre-survey Self-Assessment (Excel)
2. Table 1: Required Documents
3. Document Checklist

4. PGY1 Resident Roster (as applicable)
5. PGY2 Resident Roster (as applicable)
6. INSTRUCTIONS for Options to Submit Evidence of Residents' Completion of CAGO (Competency Areas, Goals, and Objectives) Requirements
7. Evidence of Residents' Completion of CAGOs Requirements (all program types)
8. Academic and Professional Record (APR) form for RPD and Preceptors
9. Preceptor Roster
10. Pharmacy Services Grids as applicable to your program (See **Table 1 Required Documents** for more information):
 - 10.a TABLE A. Acute Care -Practice Environment Information
 - 10.b TABLE B. Ambulatory Care -Practice Environment Information
 - 10.c TABLE C. Community - Practice Environment Information
 - 10.d TABLE D. Managed Care - Practice Environment Information
11. How to Combine and Bookmark PDF Files for Submission
12. Virtual Accreditation Site Survey Information (if applicable)
13. [Accreditation/Reaccreditation Application](#)

STEP 2:

Complete the **Pre-Survey Self-Assessment (Excel)** - NEW FORMAT

The 2023 Pre-survey Self-Assessment is an Excel document with the following features:

- Tabs
 - Tab #1 - Program information
 - Please select from the dropdown menus for:
 - Program Type
 - PGY2 Specialty Area (if applicable)
 - Tab #2 – Program Self-Assessment
 - Each box adjacent to individual Standards has a dropdown menu for you to select fully compliant (FC), partially compliant (PC), non-compliant (NC), or not applicable (NA)
 - Note:
 - Standards in **bold blue font** are CRITICAL FACTORS which have greater impact on accreditation decisions and cycle of accreditation
 - Items in **bold red font** do NOT have to be self-assessed as they are topic headings

For ease of use, the spreadsheet is pre-populated with FC for all standards – use the dropdown options to change rating as needed.

INSTRUCTIONS:

1. Please select your level of compliance for EACH standard by choosing from the FC, PC, NC, NA dropdown menu

2. Comments **MUST BE INCLUDED** in the box adjacent to your self-assessment for any Standard marked as PC or NC
3. SAVE as an Excel file **using the following naming convention:**
 - a. Pre-survey docs [your program number] [your organization name] [residency program type]: Self-assessment

Example: Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Self-assessment

STEP 3:

COMPILE all documents listed in **Table 1. Required Documents**. Instructions for specific information to be submitted can be found within the Table.

Note: all items in **red font** in Table 1 are documents that must be downloaded from ASHP's website and completed with your program's information (see **STEP 1** for the list of documents to be downloaded from ASHP's website – these include forms and instructions)

Use the **DOCUMENT CHECKLIST** to keep track of the documents you've completed/gathered. Completing this CHECKLIST will ensure all documents are submitted.

STEP 4:

CONVERT all compiled Required Documents listed in Table 1. to PDF files **EXCEPT** the Pre-Survey Self-Assessment. **DO NOT CONVERT** this document to the PDF format - it should be submitted as a SEPARATE, Excel file and NOT included in the combined, bookmarked document. (see **STEP 6** below)

The following documents may be SCANNED (vs. converted to PDF) since signatures are required:

- Scanned Documents
 - Accreditation application
 - Certificate of Completion
 - Residents' signed offer letter(s)

STEP 5:

COMBINE PDFs of all REQUIRED DOCUMENTS into a single, bookmarked, PDF file in the **SAME ORDER** as listed on the DOCUMENT CHECKLIST **EXCEPT:**

- Pre-survey Self-Assessment Excel File – submit as a separate document (see **STEP 6**)
- Evidence of Residents' Completion of CAGO Requirements – 2 options for submission:
 - Separate PDF files for each residents' Evidence – emailed separately from COMBINED document
 - Upload Evidence to PharmAcademic™(see **INSTRUCTIONS for Options to submit Evidence of Residents' Completion of CAGOs**)

Bookmarks should be named

(see **How to Combine and Bookmark PDF Files for Submission** including **Specific Instructions for Bookmarks of Preceptor APRs, Multi-site programs, and Multi-program sites**)

STEP 6:

SUBMIT the following as SEPARATE files **45 days prior** to the survey visit:

- Combined, bookmarked PDF of all REQUIRED DOCUMENTS as noted in **STEP 5**
- Self-Assessment (Excel File)
- Evidence of Residents' Completion of CAGO Requirements UNLESS uploading to PharmAcademic™ (see INSTRUCTIONS for Options to submit Evidence of Residents' Completion of CAGOs)

Files should be emailed to:

- asd@ashp.org,
- ASHP Lead Surveyor
- Practitioner surveyor (if known)

The email Subject Line should be formatted as follows:

Pre-survey docs [your program number] [your organization name] [residency program type]

For example:

Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Self-assessment
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Resident #1
Evidence (*separate files for EACH resident*)
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Resident #2
Evidence (*separate files for EACH resident*)

Some email programs may limit the size of files that may be emailed. In the event that your PDF files are too large, you may need to zip/compress them, prior to submission. Various programs can be used to reduce file size; however, you may also be able to compress a PDF file via the steps below:

1. Locate large PDF file in file viewer
2. Right-click large PDF file
 - a.) Select 'Send To...' -> 'Compressed (zipped) folder' (Windows)
 - b.) Select 'Compress "file name.pdf"' (MAC)

If your PDF file size is still too large to email after compression, please separate your Documents into separate zipped/compressed files and email separately. The email Subject Lines should be formatted as follows:

Pre-survey docs [your program number] [your organization name] [residency program type] # X of Y

For example:

Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Self-assessment 1 of 4
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy 2 of 4
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy 3 of 4
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy 4 of 4
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Resident #1 Evidence
Pre-survey docs (12345) ABC Organization PGY2 Oncology Pharmacy: Resident #2 Evidence

ITINERARY

The lead surveyor assigned to review your program will be in contact to discuss the itinerary for the survey visit. Single program surveys are typically 1.5 days in length; multiple program surveys vary in length based on the number of programs to be reviewed and will be determined by the lead surveyor. The final itinerary should be emailed to the lead surveyor (and practitioner surveyor, if known) 10 days before the scheduled survey date if not completed by the time the Pre-survey materials are due. **The itinerary should include cell phone numbers for the Residency Program Director and Residency Program Coordinator (if applicable).**

VIRTUAL SURVEY PROCESS

Some surveys may be conducted virtually. The lead surveyor assigned to your program review will inform you when scheduling the survey whether it is to be conducted onsite or virtually. [Skip this section for onsite surveys.](#)

The virtual survey process will include a video tour of your facility (either live or pre-recorded). The lead surveyor assigned to review your program will contact you with specific information (i.e., live vs. pre-recorded preference and due dates) prior to your survey. See the **Virtual Accreditation Site Survey Information** (if applicable) for more information.