**ASHP Program Name & Number**

**Survey Response Template: Areas of Non- (NC) and Partial Compliance (NC)**

There should be **ONE Table** for all findings (use Table 1 example). Table 2 is provided as an example for addressing findings common to all programs surveyed (e.g., residency policies, standard 5).

**Table 1: For ALL Findings of Non- and Partial Compliance (findings should be in numerical order that align with the survey report)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Finding #** | **Statement of Non- or Partial Compliance** *The statements from the survey report should be copied and pasted in this column using the same numerical order as the survey report.* | **Action Plan or Description of Resolution***Briefly narrate the actions and associated timelines for resolution of the identified issue. If not resolved include the date of the action plan implementation, responsible party, and anticipated completion. Do NOT cut and paste data from the appendices referenced in the next column.*  | **Appendices***Documentation of all items described in the Action Plan /Resolution section. Documentation should be as thorough as possible.* |
| **PC (or NC)-1***(The number refers to the numbering of finding in the survey report. The number should be preceded by an NC or PC as appropriate). Please cut and paste exactly*  | **EXAMPLE**Elements of the formal written program structure (learning experience offerings, naming conventions, durations, etc.) are inconsistent with promotional material, learning experience descriptions built in PharmAcademic™, resident schedules, and other program documents. **[Standard 3.1.a]** | **EXAMPLE**COMPLETED (July 2024) The written program structure, promotional flyer, website, and listing of learning experiences within PharmAcademic™ were reviewed and revised to ensure consistency in naming convention, required vs. elective designation, and duration. Resident schedules within PharmAcademic™ were reviewed to ensure that the durations of the learning experiences are consistent with the program structure.  | **EXAMPLE**Appendix A: Program StructureAppendix B: Promotional FlyerAppendix C: Screenshot of program structure on websiteSee PharmAcademic™ for the list of learning experiences and the 2024-2025 resident schedules  |
| **PC (or NC)-2** | **EXAMPLE**Not all learning experience descriptions include a general description including the practice area and the role of the pharmacist in the practice area. **[Standards 3.2.a.1 and 3.2.a.2]** | **EXAMPLE**COMPLETED (August 2024) Standard 3.2.a.1-3.2.a.6 shared with all preceptors at the July 2024 Residency Advisory Committee (RAC) meeting.All required learning experience descriptions (LEDs) have been updated by the preceptor and uploaded into PharmAcademic. All remaining (elective) LEDs are being revised by preceptors within the first quarter of the 2024-2025 residency year.   | **EXAMPLE**See revised LEDs in PharmAcademic™ for Orientation, Internal Medicine, Ambulatory Care, Critical Care, Administration, Project, and Pharmacy Service *An appendix can be referenced for multiple areas of NC or PC. If including a manual as an appendix, please designate the pages on which the relevant information can be found.* |
| ***Add as many rows as needed*** |  |  |  |

**See Table 2 for examples of how to reference common appendices for findings that apply to all programs surveyed**

**Table 2: Example for Referencing Findings of Non- and Partial Compliance that Apply to All Programs Surveyed (e.g. residency policies, Standard 5)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Finding #** | **Statement of Non- or Partial Compliance**  | **Action Plan or Description of Resolution** | **Appendices** |
| **PC (or NC)-1***(The number refers to the numbering of finding in the survey report. The number should be preceded by an NC or PC as appropriate). Please cut and paste exactly*  | **EXAMPLE**The program’s leave policy and process for extension does not ensure that program extension of training to make up absences beyond allotted time are equivalent in competencies and time missed. **[Standard 2.2.a.1]** | **EXAMPLE**COMPLETED (October 2023) The organization’s Residency Oversight Committee revised the Residency Policy Manual and the Leave Policy based upon the survey feedback.    | **EXAMPLE**Common Appendix: Updated Residency Policy Manual*An appendix can be referenced for multiple areas of NC or PC. If including a manual as an appendix, please designate the pages on which the relevant information can be found.* |
|  | Medication-use technologies do not support sharing of patient data across information systems. Specifically, intravenous infusion pumps and the electronic health record are not integrated. **[Standard 5.2.e.1]** | **EXAMPLE**IN PROGRESS (October 2023) Representatives from BioMed, Pharmacy, Nursing, Risk Management/ Quality, Health Information Technology were identified by senior leadership and appointed to the Pump Interoperability Committee. The committee has developed a charter, plan, and timeline for implementation of bi-directional communication between infusion pumps.  | **EXAMPLE**Common Appendix: Pump Interoperability Committee Charter and Timeline and minutes from October 2023 meeting |