

Residency Accreditation

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General Information

1. What is accreditation?

Accreditation is a system for declaring that a program or institution meets established quality standards to provide assurance and confidence to the public. In the United States, accreditation is a voluntary, non-governmental, peer review process which provides a means of evaluating a program or institution (e.g. training program, school, college, hospital, etc.) against a set of established standards set by a profession or industry. Accreditation seeks to enhance the quality of a program/ institution by promoting self evaluation; encouraging quality improvement; and providing public accountability by ensuring specific criteria are met.

Accreditation in education includes two types of accreditation: institutional and specialized or programmatic accreditation.

- **Institutional accreditation** evaluates overall institutional quality that provides education. (i.e., faculty/personnel, administration, finances, facilities, etc.).

Examples of institutional accreditors include regional accreditation of colleges and universities: Southern Association of Colleges and Schools (SACS) Commission on Colleges, Western Association for Schools and Colleges (WASC); and career college accreditors: Accrediting Commission of Career Schools and Colleges of Technology (ACCSC).

- **Specialized/programmatic** accreditation focuses on specific programs of study, rather than an institution as a whole. The focus is on the particular curriculum, faculty, evaluation, and training related to the specific field of study. Specialized /programmatic accreditors require the institution to be accredited by an institutional accreditation, and only look at the specific training in their defined practice area.

Many of these accreditation programs are conducted by the specific profession (e.g. dentistry, nursing, pharmacy) primarily to provide the public with assurance of the quality of the educational preparation of individuals that work within that profession. In

pharmacy there are two major specialized/programmatic accreditors that review pharmacy education programs:

- **The Accreditation Council for Pharmacy Education (ACPE)** accredits the Doctor of Pharmacy degree program for pharmacists, as well as continuing education program providers for pharmacists and pharmacy technicians' continuing education.
- **ASHP and the Commission on Credentialing (COC)** accredits pharmacy technician training programs and pharmacy residency programs that are postgraduate training programs for pharmacists.

2. What is ASHP's role in accreditation?

The American Society of Health-Systems Pharmacists (ASHP) is a professional membership organization with over 35,000 members that include pharmacists and pharmacy technicians who practice in inpatient, outpatient, home-care, and long-term-care settings, as well as pharmacy students. (ASHP, <http://www.ashp.org>) ASHP has taken responsibility for accrediting pharmacy residencies and pharmacy technician training programs for the pharmacy profession. ASHP's Commission on Credentialing is the designated body of the ASHP Board of Directors responsible for recommending standards, comparing programs to the standard, and recommending accreditation status.

The ASHP Commission on Credentialing (COC) has representation from various components of the pharmacy profession to ensure the accreditation standards and processes provide quality training that meets the needs of the pharmacy profession. Members of the Commission include representatives from the American Pharmacists Association (APhA), the American College of Clinical Pharmacy (ACCP), the Academy of Managed Care Pharmacy (AMCP), the American Association of Colleges of Pharmacy (AACP), as well as a dedicated pharmacy technician educator.

ASHP is the only nationally recognized non-governmental, non-profit pharmacy association that has been accrediting pharmacy residencies since 1962 and pharmacy technician training programs in the United States since 1983.

The Accreditation Services Division (ASD) of ASHP is responsible for conducting the site surveys and all of the administrative activities related to the process of accreditation of pharmacy residency and pharmacy technician training programs. You may contact the Division with questions at asd@ashp.org or by calling 301-664-8858/8645.

3. Is accreditation the same thing as certification?

No. **Accreditation** is the process whereby a *program* providing the education and training is reviewed against quality standards and fulfills the requirements designated by the accreditation organization. **Certification** is the process by which a non-governmental association or agency

grants recognition to an *individual* who has met certain predetermined qualifications specified by that association or agency.

Pharmacy Residency Program

1 . Who can I speak with about questions I have about starting a pharmacy residency program?

Please contact any member of the ASHP Accreditation Services Division (ASD) who will be happy to answer your questions about starting a new residency program. You may email the Division at asd@ashp.org or call 301-664-8858/8645.

More information regarding pharmacy residency program accreditation regulations, standards, processes and procedures can be found at: <http://www.ashp.org/accreditation-residency>

2. How do we begin the application process for a new residency program?

Pharmacy departments or organizations seeking to start a residency program and the accreditation process but have not as yet recruited their first resident may apply for status as a “pre-candidate”. This process allows new programs who are developing and planning residency programs to recruit for applicants through the Residency Matching Program. Pre-candidate status allows for the creation of a posting of information about their new program to the ASHP residency program directory website. This status also allows programs access to the online tool called ResiTrak® to begin creating and posting their residency program learning descriptions and other documents in preparation for the new residency program.

Once an organization has developed their program and secured a resident to begin the new program, the designated residency program director must file an application for accreditation for the type of program it is (i.e., PGY1, PGY2, Managed Care, or Community) and the program is formally in the “candidate” status. The residency program director must also submit his/her Curriculum Vitae and the completed Academic and Professional form. This application begins the accreditation process whereby the program will be scheduled for an accreditation survey visit no earlier than 9 months from the beginning of the residency year.

- [Read more information regarding the Regulations on Accreditation of Pharmacy Residency Programs](#)
- [Read more information regarding the application process and application forms](#)
- [Read more information regarding the Residency Matching Program](#)
- [Read more information regarding ResiTrak®](#)

3. Must all programs apply for pre-candidate status?

No. If a program does not wish to apply for pre-candidate status and waits until they have recruited the first resident to begin, then they may apply using the regular application for

accreditation. At this point, the pharmacy organization is required to participate in the National Matching Service and then gains access to ResiTrak® and the posting of information for its program in the online residency directory.

4. If a program in pre-candidate status does not match with a ranked applicant, can it participate in the post-match scramble to recruit a resident?

Yes, absolutely! One benefit of being in the “Match” is access to the post-match unmatched applicant list to help programs fill their open positions for a resident.

5. We have a new residency program director/new director of pharmacy/new CEO/ new organizational name. Who do we notify and what is needed?

Contact the Accreditation Services Division with the information of the changes by emailing: asd@ashp.org.

For new residency program directors: provide ASD with the name, email address, phone number, and fax number of the new residency program director. He/she must also provide a CV and completed copy of the Academic and Professional form: [Access the forms >>](#)

(All four areas on page 3 must be completed). Please ensure documentation of substantial compliance with the requirements for residency program directors as specified in the applicable accreditation standard. Note: all new residency program directors must be approved by the Commission on Credentialing and ASHP Board of Directors and is dependent upon scheduled meeting dates. After approval, the residency program director will receive a letter from the Director of Accreditation Services.

6. Are there any additional costs or fees the site must pay when the accreditation survey team arrives for the site visit?

No. All costs associated with the onsite survey process have been included in the annual accreditation fees the site pays.

7. We have increased the number of residents in our program. Who do we notify and is there an increase in accreditation fees?

Contact the Accreditation Services Division with the information of the changes (asd@ashp.org) and also the National Matching Services (<http://www.natmatch.org>) whose email is matchinfo@natmatch.com. Accreditation fees for a single program do not increase irrespective of the number of residents in the program. Your online directory information will be updated.

8. We are not going to fill our residency program position(s) next year. Do we have to pay the accreditation fees for the year with no resident(s).

Yes. You are required to pay the accreditation fee each year of the accreditation cycle unless the Accreditation Services Division is notified that the program is being discontinued.

9. We have decided to discontinue our residency program. Who do we notify?

Contact the Accreditation Services Division with the information by emailing: asd@ashp.org. Please include the major reason for discontinuing the program.

10. We would like to begin using ResiTrak® for our residency program. Who do we contact?

Contact support@mccreadiegrou.com or by calling 866-722-1096. ResiTrak® is available for all residency programs in the accreditation process to use at no cost to the program. It is not available for programs that have not submitted applications for accreditation. [View more ResiTrak® FAQs >>](#)

11. What are the board certification requirements for PGY2 program directors?

PGY2 residency program directors must be BPS certified in their specialty area if certification exists in that area and currently include: nuclear pharmacy, nutrition support, oncology, pharmacotherapy, psychiatry, and also certifications with added qualifications in cardiology and infectious diseases. Board certification in ambulatory care pharmacy(BCACP) becomes effective for PGY2 residency program directors in ambulatory care on January 1, 2014.

PGY2 Specialty Area	BPS required for program director?	BPS Type
Ambulatory Care	Yes, effective January 1, 2014	BCACP
Cardiology	Yes	BCPS-AQ Added Qualifications in Cardiology
Critical Care	No	
Drug Information	No	
Geriatrics	No	
Health-Systems Pharmacy Administration	No	
Infectious Diseases	Yes	BCPS-AQ Added Qualifications in Infectious Diseases
Internal Medicine	No	
Managed Care Health System	No	
Medication-Use Safety	No	
Nuclear Pharmacy	Yes	BCNP
Nutrition Support	Yes	BCNSP
Oncology	Yes	BCOP
Pain Management and Palliative Care	No	
Pediatrics	No	
Pharmacotherapy	Yes	BCPS
Psychology	Yes	BCPP
Solid Organ Transplant	No	

"Advanced Practice Area"(not related to any of the above PGY2 programs)	No	
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[Learn more information regarding BPS certification >>](#)

12. Is the term “practice” still used in the title of the residency program description and how do I word the resident’s certificate at the end of the program?

The term “practice”, such as in the former terminology “Pharmacy Practice Residency” has been deleted upon recommendation by program directors to ASHP after the introduction of the PGY1 and PGY2 program changes. It is appropriate to include the designation of residency program type in this manner on the residency certificate of completion for PGY1 and PGY2 programs. The words “with emphasis in” should no longer be used to describe a PGY1 residency program. The ASHP “Accredited” logo may be affixed to the residency certificate as desired and can be [downloaded from the website](#):

The logo must be used in conjunction with appropriate wording as listed in the examples below and cannot be used by itself.

Jim/Jane Smith (terminal degrees may be used if you prefer)
having successfully completed a

- Postgraduate Year One (PGY1) Pharmacy Residency
- Accredited by the American Society of Health-System Pharmacists
- is hereby awarded this Certificate of Completion from
- Venerable Institution
- This 30th day of June, 2___

The appropriate signatories (at a minimum, the residency program director and CEO of the organization) must sign the certificate. * For large corporate entities in which it is impractical to involve the chief executive officer in signing residency certificates, it is the intent of this requirement that an appropriate executive with ultimate authority over the residency join the residency program director in signing the certificate of residency.

Programs that offer accreditation in partnership with an affiliated association such as the American Pharmaceutical Association or the Academy of Managed Care Pharmacy should word their certificates in the following manner:

Jim/Jane Smith (terminal degrees may be used if you prefer)
having successfully completed a

- Postgraduate Year one (PGY1) Community Pharmacy Residency
- Accredited by the American Society of Health-System Pharmacists
- in partnership with the American Pharmaceutical Association
- is hereby awarded this Certificate of Completion from
- Venerable Institution

- This 30th day of June 2_____

The appropriate signatories (at a minimum, the residency program director and CEO of the organization) must sign the certificate. *see above

Jim/Jane Smith (terminal degrees may be used if you prefer)
has successfully completed a

- Postgraduate Year One (PGY1) Managed Care Pharmacy Residency
- Accredited by the American Society of Health-System Pharmacists
- in partnership with the Academy of Managed Care Pharmacy
- and is awarded this Certificate of Completion from
- Venerable Institution
- This 30th day of June, 2_____

The appropriate signatories (at a minimum, must be the residency program director and CEO of the organization) must sign the certificate. *see above

Examples for PGY2 programs are listed below and can be used as described above:

Jim/Jane Smith (terminal degrees may be used if you prefer)
having successfully completed a

- Postgraduate Year Two (PGY2) Pharmacy Residency in Ambulatory Care or
- Postgraduate Year Two (PGY2) Pharmacy Residency in Critical Care or
- Postgraduate Year Two (PGY2) Pharmacy Residency in Internal Medicine or
- Accredited by the American Society of Health-System Pharmacists, etc.

13. How do residency program directors get the latest news about the proceedings and results of Commission on Credentialing and Midyear Clinical Meeting programming for residency programs and preceptors as well as other general residency information?

The Accreditation Services Division publishes an online newsletter 3-4 times per year called the Communiqué. All recent and past issues of the [Communiqué are posted to the website](#).

It is also important to keep ASD updated with the correct names, phone numbers and email addresses of residency program directors. Occasionally, information is pushed out directly to residency programs through email lists. Changes should be emailed to asd@ashp.org.

14. Is there a way for residency program directors and preceptors to publicly share questions, concerns, and ideas?

Yes. ASHP Connect is an online community discussion board designed to allow preceptors and residency program directors who are ASHP members to post their comments and respond to others. It can be found by logging into the ASHP Connect weblink with your email and password. <http://connect.ashp.org/ASHP/ASHP/Home/>

15. What resources are available to help a resident conduct a residency project?

The [ASHP Research and Education Foundation](#) has developed a series of tips on timeline development, writing specific aims and hypothesis statements, power calculations and statistical analysis, data presentation, developing surveys, working with the IRB, and grant development.

Also: [Conducting a Successful Residency Research Project Jeffrey F. Barletta, PharmD, American Journal of Pharmaceutical Education 2008; 72 \(4\) Article 92](#)

16. What resources are available to help my resident prepare their residency project in manuscript form?

Find guidance materials on [The American Journal of Health-System Pharmacy](#) website. The International Committee of Medical Journal Editors publishes a great resource called: [“Uniform Requirements for Manuscripts submitted to Biomedical Journals: Writing and Editing for Biomedical Education”](#) recently updated in October 2007.

17. How do we obtain CMS pass-through funding of our PGY1 residency program?

Residency program directors must work with their organization’s finance department to determine eligibility for CMS (Medicare) pass-through funding. PGY1 programs must be accredited by ASHP and be funded by hospitals to qualify for this type of reimbursement. [More information](#) can be found on our website under the Starting a Residency heading.

18. Are ASHP accredited residency programs required to have staffing or service commitment hours? Is there a set number of hours required?

All PGY1 accredited pharmacy residencies must ensure that required outcomes of residency training are met. Two of these outcomes – Outcome R1: Manage and improve the medication-use process and Outcome R2: Provide evidence-based, patient-centered medication therapy management with interdisciplinary teams - relate best to staffing. The ASHP accreditation standards do not dictate the number of hours required of a resident to staff. However the standards do imply that a resident should be able to function as a pharmacist when they leave the residency program. As a pharmacist, one should be able to intervene on the patient’s behalf at any time in the process to help improve the patient’s care. The reasoning behind a staffing or service commitment is for residents (in most cases as newly minted pharmacists) to learn and understand the various aspects of the medication use process in their organization and to “give back” to the organization who is sponsoring the resident’s education. Service commitment in PGY2 programs is up to the program and may consist of administrative, operational, clinical, or educational responsibilities.

Both PGY1 and PGY2 ASHP accredited pharmacy residency programs must comply with the current duty hour standards of the Accreditation Council for Graduate Medical Education (ACGME).

- [View the guidelines to the July 1, 2007 ACGME duty hours](#)

Please note many of the recommendations are based on an average over a four week period (e.g. 80 hrs/week) one day in 7 free, averaged over a four week period.

19. How long do we have to keep a resident’s paperwork and what do we have to retain?

Records (to include, resident applications, resident acceptance letters, resident plans, all evaluations, resident projects, and copies of certificates) for residents trained by an ASHP-accredited program since the last site survey (i.e., up to six years) must be maintained and available to the survey team for review. Resident evaluations completed in ResiTrak® for the program remain warehoused in perpetuity and do not need to be printed out. Programs may choose to keep hard copies or scan and store other required documents electronically as well. Resident records that predate the last site survey may be discarded.

20. How do we post or update information about our program on the ASHP website directory?

Programs that are in the accreditation process may post or update information on the ASHP Residency Program Directory by contacting a member of the Accreditation Services Division staff by emailing asd@ashp.org for more details. Programs not seeking accreditation do not have access to post information on the Directory.