

Exhibits for On-site Review

During the on-site survey of your residency program the following exhibits (as applicable) must be available for review by the survey team. The exhibits should be assembled in the room that is to be used during discussions with the Pharmacy Director and Residency Program Director on the first day of the on-site survey. Other documents not identified below may be requested by the surveyors to assist them in evaluation of pharmacy services and/or the conduct of the residency program.

- Copies of resident offer and acceptance letters which include information on the terms and conditions of the appointment.
- A sample copy of the certificate awarded to residents upon completion of the residency
- Manuscripts of residents' completed projects for the last two years
- A list of residents and corresponding projects for each of the last five years
- Documentation of each current resident's project
- Records of current and immediate past previous residents' training progress (each resident's manual/notebook preferred) to include:
 - Initial program plan with schedule
 - Any documented formative evaluations of resident performance
 - Preceptor summative evaluations of resident progress
 - Resident formative and summative self-evaluations
 - Resident program plans for 2nd, 3rd, and 4th quarters with their schedules
- If a multiple site program, written responsibilities of the RPD as agreed upon by representatives of each organization
- Reports that show improvement in patient care outcomes (e.g. medication utilization reviews or quality improvement projects that show improvements in patient outcomes - decreased side effects, decreased readmission rates, faster resolution of diseases, etc.)
- The pharmacy's policy and procedure manual
- One example of a pre-meeting packet for the Pharmacy and Therapeutics Committee
- Minutes of the Pharmacy and Therapeutics Committee and other drug policy committee meetings for the last 12 months

- List of organization's committees and identification of pharmacy involvement
- Examples of pharmacy workload documentation
- Examples of pharmacy financial performance documentation

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