



Itinerary Guidelines: Planning an Accreditation Survey of a Postgraduate Year One (PGY1) Pharmacy Residency

PLEASE NOTE: *Surveys are conducted in the equivalent of two full working days and are broken down into four segments, as reflected below. Those surveys conducted in two consecutive calendar days begin at 9:00 a.m. on the first day and, typically, conclude by 4:00 p.m. on the second day; whereas, surveys conducted over three consecutive days typically begin at 1:00 p.m. on the first day and conclude by 11:00 a.m. on the third day.*

	<u>TIME ALLOCATION</u>
I. <u>FIRST SEGMENT</u>	
A. Courtesy call to the CEO.	15 minutes
B. Discussion and review of documents with Pharmacy Director and Residency Program Director. Members of the administrative team, residency preceptors, and residents are encouraged to be present at the option of the Pharmacy Director.	180 minutes
II. <u>SECOND SEGMENT</u> (may be scheduled in any order)	
A. Tour of the Pharmacy department, all areas, inpatient and outpatient. This includes a tour of two or three inpatient care areas including pharmacy satellites, if applicable, that are representative of type(s) of the drug distribution system used.	30-75 minutes
B. Tour of the emergency room with a particular focus on where drugs and parenteral fluids are prepared and maintained.	15 minutes
C. Tour of other areas that would provide the surveyors with a better understanding of the residency training program and the pharmacy service.	PRN
D. Interview with residency preceptors (representative group).	60 minutes
E. Interview with pharmacist line supervisors (if other than residency preceptors).	45 minutes
F. Interview with pharmacy residents, preferably as a group, at the end of the second segment.	90 minutes
III. <u>THIRD SEGMENT</u> (may be scheduled in any order)	
A. Interview with Director of Nursing, or administrative designee, and one or two line supervisory nurses who are familiar with daily nursing activities.	30 minutes
B. Interview with Chairman of the Pharmacy and Therapeutics Committee.	30 minutes
C. Interview with one or two members of the medical staff with whom the residents interact routinely.	15-30 minutes
D. Separate interviews with staff pharmacists first, and pharmacy technicians second (i.e., two or three pharmacists/technicians who have been on staff for more than one or two years).	30 minutes with each group
IV. <u>FOURTH SEGMENT</u>	
A. Surveyors' private conference.	60 minutes
B. Review of findings with the Director of Pharmacy and the Residency Program Director.	60 minutes
C. Exit interview with the CEO.	30 minutes

Residents are invited and encouraged to participate in all segments of the accreditation survey process.