



AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Pharmacists in health systems helping people make the best use of medications

ITINERARY GUIDELINES TO PLAN AN ACCREDITATION SURVEY OF A PHARMACY TECHNICIAN TRAINING PROGRAM

PLEASE NOTE: Surveys are conducted in the equivalent of one working day. Those surveys conducted in one day should be scheduled to begin between 8:00 and 9:00 am. Surveys conducted over two consecutive days typically begin at 1:00 pm on the first day and conclude by 11:00 am on the second day.

	<u>TIME ALLOCATION</u>
I. Courtesy call to Administration	15 minutes
II. General overview of pharmacy technician program	2 hours
III. Tour of training laboratories	30 minutes
IV. Meeting with Advisory Committee members	30-60 minutes
V. Interview with staff	1 hour
VI. Interview with graduates of the program	45 minutes
VII. Interview with trainees	45 minutes
VIII. Surveyors (private summary)	60 minutes
IX. Exit interview	30 minutes