

**ASHP Center of Excellence in Medication-Use Safety**

**and Pharmacy Practice Certification Standard**

**Required Documents by Document Type and Standard**

PROGRESS ACCOUNTABILITY TOOL

All Standards and All Elements

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| **DOCUMENT TYPE** | **STANDARD** | **RESPONSIBLE****PERSON** | **PROGRESS** |
|  |  |  |  |
| Organizational Charts |  |  |  |
| Organizational Charts – Hospital  | 1.1.b.11.1.b.21.1.1 1.1.b.110.1.1.d |  |  |
| Organizational Charts - Pharmacy | 1.1.b.11.1.b.21.1.11.1.b.13.1.a3.11.2.h7.1.a10.1.2.a  |  |  |
| Organizational Charts – Medication Safety Committee placement and relationship to P&T Committee | 10.3.3.d |  |  |
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| Process Maps/Flow Diagrams |  |  |  |
| Processes used to monitor payments and denials | 7.4.e |  |  |
| Medication event reporting system | 10.3.4.a |  |  |
| Illustration of collaboration between pharmacy department and IT for EHR | 10.3.6 |  |  |
| Performance improvement – pharmacy roles within the health-system | 10.4.1.c |  |  |
| Illustration of all IT systems, automation used, and interfaces | 11.1.a11.1.b |  |  |
| Illustration of all IT systems, automation used, and interfaces in outpatient and/or ambulatory care pharmacies | 11.4.3.b |  |  |
| Electronic prescribing system for medication ordering if separate from organization EHR system  | 11.4.3b |  |  |
| Illustration of development, review and approval of guidelines, standing orders, and order sets | 11.4.4.a |  |  |
| Illustration of infusion pump library development, maintenance, and evaluation | 11.8.2 |  |  |
| Process used for medication selection for ADCs | 12.4.1.b |  |  |
| Flow diagram to show revenue cycle monitoring tools that includes review and escalation of denials and uncollected claims | 7.4.b |  |  |
| Flow diagram to show claims management processes | 7.4.f |  |  |
| Flow diagram to show medication approval process within hospital and/or health-system that shows reporting relationships to Med Exec Committee (or equivalent) | 10.1.b |  |  |
| Flow diagram to show use of intravenous technology assisted workflow devices | 12.6.4.a |  |  |
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| Committees and Charts with Pharmacy Executive Membership | 1.1.c |  |  |
| Committees with Pharmacy Staff Members | 1.2b1.2c1.2d  |  |  |
| Patient Care Units with Pharmacy Staff Assignments and hours of service | 2.1.a2.2.a |  |  |
| Patient Care Units without Pharmacy Staff Assignments and hours of service | 2.1.a |  |  |
| Ambulatory Care Clinics with Pharmacy Staff Assignments and hours of service | 2.3.a |  |  |
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| Pharmacy department provided CE and staff development programs  | 3.12.2.a 3.12.2.b |  |  |
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| Pharmacy staff membership in professional organizations with involvement ion councils and committees | 3.19.3.a |  |  |
| CMM services provided by pharmacy | 4.1.14.1.3.a |  |  |
| Outcomes measures for pharmacy CMM services | 4.1.5.a |  |  |
| Pharmacy staffing hours for OR Services | 4.3.1.d |  |  |
| Medications not routinely dispensed in UD/ready to administer forms | 5.3.1 |  |  |
| Patient populations and ambulatory care clinics where patients receive high cost, specialty, and clinic-administered medications AND pharmacist credentials required | 5.8.2.a |  |  |
| Financial goals for past 3 years | 7.2.c |  |  |
| Responsibilities of medication revenue team members | 7.4.d |  |  |
| Training programs  | 8.1.a |  |  |
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| Affiliations with colleges of pharmacy and number of student months for each level of trainee provided | 8.2.a |  |  |
| Preceptor appointments in colleges of pharmacy | 8.2.d |  |  |
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| IRB members and their disciplines | 8.4.2.a |  |  |
| P & T Committee members, their disciplines and roles and length of service on committee | 10.1.1.c |  |  |
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| Education and training programs and related competences for HER and HIT | 11.2.2.a |  |  |
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| Prior authorization processes success and failure | 5.9.8.b |  |  |
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| Self-Assessments and Gap Analyses |  |  |  |
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