



GUIDELINES FOR PREPARING RESPONSES TO RESIDENCY ACCREDITATION SURVEY REPORTS AND PROGRESS REPORTS

Purpose: The purpose of survey responses and progress reports is to provide adequate information to the ASHP Commission on Credentialing (COC) for them to make decisions about length of accreditation of your program.

Guidelines:

- Restate each finding of non-compliance and partial compliance from the survey report summary page(s). Your report should address the findings in the same numerical order as listed in the summary section of the survey report. (It is not necessary to include reference to the paragraph of the standard for findings of non-compliance or partial compliance.)
- For progress reports only, when you have been notified that the COC considers that you have resolved a finding of non-compliance or partial compliance you should include that finding and your previous response in the report. You do not need to provide updated information on findings that the COC has determined you have resolved.
- Describe progress that has been made in implementing remedies to findings of non-compliance and partial compliance. Information should be presented in a way that conveys the positive steps that have been taken since the accreditation survey to address areas that were cited in the survey report.
- Your responses should describe specific changes that have been implemented and the specific time of implementation. If changes have not occurred but are planned, timelines for future plans must be provided and a responsible individual should be identified.
- Attach appendices to support responses when appropriate. Appendices might include examples of forms or other concise, specific examples of pertinent documents. In all cases, copies of completed documents, as opposed to blank forms, should be forwarded to illustrate to the COC how the documents have been utilized.
- While it is not mandatory to address consultative recommendations in the report, it may be helpful to the COC to receive an update on those areas that your program and department have pursued.
- **Your transmittal letter for the response must be signed by the program director, the director of pharmacy or senior manager, and the CEO (or equivalent party) of the organization.**
- Responding to an ASHP Residency Accreditation Survey Report Tutorial
http://www.ashpmedia.org/softchalk/softchalk_reportresponses/index.html
- Submitted reports should not be bound (coil, comb, booklet, coverbind) or stapled. Mailing address:
ASHP, Attn: Accreditation Services, 4500 East West Highway, Suite 900, Bethesda, MD 20814