

**ASHP Accreditation  
Multiple-site Pharmacy Residency Program  
Request to Add a Site**

Residency programs in any accreditation status must submit a request to ASHP's Accreditation Services Division to add a site to train residents. That is, when there are multiple residents in a program and they are home-based in separate sites or if a residency is conducted at multiple sites (a single site where residents spend greater than 25% of the program time away from the main site); the following information must be provided to request approval.

Residency Program Name:

ASHP Program Number:

Residency Program Director (RPD):

RPD Phone Number:

RPD Email:

**Site being added to this existing program:**

Name:

Address:

Site Coordinator's Name:

Site Coordinator's Phone Number:

Site Coordinator's Email:

To run a multiple-site residency there **must be a compelling reason for offering the training in a multiple-site format** (that is, the program is improved substantially in some manner). Please select the compelling reasons or describe why this site should be added.

- RPD has expertise however the site needs development (for example site has a good variety of patients and potentially good preceptors however the preceptors may need some oversight related to the residency program; or services need to be more fully developed);
- Quality of preceptorship is enhanced by adding multiple sites;
- Increased variety of patients/disease states to allow wider scope of patient interactions for residents;
- Increased administrative efficiency to develop more sites to handle more residents across multiple sites/geographic areas;
- Synergy of the multiple sites increases the quality of the overall program;

- Allows the program to meet all of the requirements (that could not be done in a single site alone); and or
- Ability to increase the number of residents in a quality program.
- Other – Please describe:

Please ensure all of the following are completed:

- The residency program director has a process in place for adding new sites (see Requirement 5.4 of the applicable accreditation standard). Further, the residency program director must ensure the following elements are included in this process:
  1. Establishing a common residency **purpose statement** to which residents at all sites are trained;
  2. Assuring a core **program structure and consistent core learning experiences**;
  3. Assuring the core required learning experiences are **comparable in scope, depth, and complexity for all residents**, if home based at separate sites;
  4. Assuring a uniform **evaluation processes** and common evaluation tools are used across all sites;
  5. Assuring there are consistent requirements for successful **completion of the program**;
  6. A **site coordinator** is designated that meets the appropriate criteria to be a site coordinator; and
  7. Assuring the program has an established, **formalized approach to communication** that includes at a minimum the residency program director and site coordinators to coordinate the conduct of the program and monitoring occurs across all the sites
- The following must be attached to substantiate several of these elements**
  - The program's purpose**
  - A description of the program's structure**
  - Learning experience descriptions**
- Affiliation or business agreement has been completed and signed by all parties involved.
- RPD has confirmed the site coordinator is qualified as a preceptor and meets the ASHP accreditation standard (Requirements 5.7 through 5.11, See Regulations for definition of site coordinator).
- Site coordinator and preceptor(s) understand the requirements for serving as a part of a multiple - site program.
- Site Preceptors have been oriented to the program's outcomes, goals, objectives, and evaluation process.
- Pharmacy clinical services have been reviewed and are of sufficient depth and scope.
- Pharmacist-in-charge or pharmacy director supports the training of residents at the site.

Signature RPD/Date

Signature pharmacist-in-charge at the new site/Date

Additionally the site must contact:

- National Matching Services, Inc. if an additional match code is needed  
<http://www.natmatch.com/ashprmp/>
- ASHP to update the on-line Residency Directory entry for the program. Submit edits to [asd@ashp.org](mailto:asd@ashp.org)

ASD Date of Receipt: \_\_\_\_\_

Date Processing Complete: \_\_\_\_\_