

GUIDELINES FOR PREPARING RESPONSES TO PHARMACY TECHNICIAN EDUCATION AND TRAINING PROGRAM SURVEY REPORTS AND PROGRESS REPORTS

Purpose: The purpose of survey responses and progress reports is to provide adequate information to the Pharmacy Technician Accreditation Commission (PTAC) 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 PTAC 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 PTAC 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 PTAC how the documents have been utilized.
- While it is not mandatory to address consultative recommendations in the report, it may be helpful to the PTAC to receive an update on those areas that your training program and/or school have pursued.
- Your transmittal letter for the response must be signed by the program director, the administrator to whom the program director reports, and the president (or equivalent party) of the organization.
- **Submit electronic report to [The Record](#) / Document section to include cover letter, report, and applicable attachments (submit 1 zip file).**