

Proposed Accreditation Survey Itinerary
(3 Day Version)

Itinerary (Year 1) – Single Campus - Day 1

Refer to the document “Y1_WhatToExpect_InPerson_2022” for details about each meeting.

Meetings should start between 8 am and 9 am, unless notified otherwise. The meeting order listed here is **suggested**. If you need to deviate from this order, please communicate this with your lead surveyor.

Day	Time	Title of Meeting	Participants
Day 0 (day before survey)		Review of survey documents at the hotel	Surveyors

Day 1	30 mins	Meeting with CEO, administrative person to whom Pharmacy Director reports	CEO (or senior administrative delegate), administrative person to whom Pharmacy Director reports, Residency Director and Coordinator(s), and Resident(s)
	45 mins	Meeting with pharmacy administrative team	Residency Director, Residency Coordinator(s), Resident(s), and pharmacy leaders who provide direct support to the residency program (CEO [or designate] may attend)
	15 mins	BREAK	
	30 mins	Meeting with Residency Program Director	Residency Program Director
	1hr 30 mins	Meeting with Residency Coordinator(s)	Residency Program Coordinator(s)
	30 min	Review of on-site documents, if required; clarify details for next day’s meetings	Surveyors & Residency Coordinator(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.

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Itinerary (Year 1) – Single Campus - Day 2

Day	Time	Title of Meeting	Participants
Day 2	1hr	Meeting with Residency Preceptor(s)	As many Residency Preceptors as possible except for the Residency Director and Coordinator(s) Junior preceptors (< 2 years experience) are strongly encouraged to participate. Include preceptor names and rotations precepted. Participants should have their ID
	30 mins	Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed <i>can be longer, depending on how many Patient Care Areas need to be visited</i>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s)
	30 mins	Meeting with interdisciplinary care team	Members of interdisciplinary patient care team (e.g., physicians, nurses, social workers, etc.) with whom the resident(s) have recently completed a rotation with, including pharmacist
	30 mins	Tour of pharmacy department	Manager of Operations (or designate), resident(s)
	15 mins	BREAK	
	1hr 30 mins	Meeting with resident(s)	Current resident(s), and resident(s) from one year previous, if available
	15 mins	Check in with Residency Coordinator(s); review on-site documents, if needed	Residency Coordinator(s)

Itinerary (Year 1)– Single Campus - Day 3

Day	Time	Title of Meeting	Participants
Day 3	30 mins	Clarification meeting	Residency Director and Residency Coordinator(s)
	15 mins	Break and Surveyors meeting	Surveyors
	1 hr	Closing remarks	Residency Director, Residency Coordinator(s), Resident(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.

Proposed Accreditation Survey Itinerary
(3 Day Version)

Itinerary (Year 1) – Two Campuses - Day 1

Refer to the document “Y1_WhatToExpect_InPerson_2022” for details about each meeting.

Meetings should start between 8 am and 9 am, unless notified otherwise. The meeting order listed here is **suggested**. If you need to deviate from this order, please communicate this with your lead surveyor.

Day	Time	Title of Meeting	Participants
Day 0 (day before survey)		Review of survey documents	Surveyors
Day 1 (combined campuses)	30 mins	Meeting with CEO, administrative person to whom Pharmacy Director reports	CEO (or senior administrative delegate), administrative person to whom Pharmacy Director reports, Residency Director and Coordinator(s), and Resident(s)
	45 mins	Meeting with pharmacy administrative team	Residency Director, Residency Coordinator(s), Resident(s), and pharmacy leaders who provide direct support to the residency program (CEO [or designate] may attend)
	30 mins	Meeting with Residency Program Director	Residency Program Director
	1hr 30 mins	Meeting with Residency Coordinator(s)	Residency Program Coordinator(s)
	30 mins		BREAK
(for first campus)	30 mins	Meeting with interdisciplinary care team	Members of interdisciplinary patient care team (e.g., physicians, nurses, social workers, etc.) with whom the resident(s) have recently completed a rotation with, including pharmacist
	30 mins	Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed <i>can be longer, depending on how many Patient Care Areas need to be visited</i>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s) <i>(One per campus that delivers 60 residency training days or more)</i>
	30 mins	Tour of pharmacy department	Manager of Operations (or designate), resident(s) <i>(One per campus that delivers 60 residency training days or more)</i>
	1hr	Meeting with Residency Preceptor(s)	As many Residency Preceptors as possible except for the Residency Director and Coordinator(s) Junior preceptors (< 2 years experience) are strongly encouraged to participate. Include preceptor names and rotations precepted. Participants should have their ID
	30 mins	Review of on-site documents, if required; clarify details for next day’s meetings	Surveyors & Residency Coordinator(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.

Proposed Accreditation Survey Itinerary
(3 Day Version)

Itinerary (Year 1)– Two Campuses - Day 2

Day	Time	Title of Meeting	Participants
(for second campus)	30 mins	Meeting with interdisciplinary care team	Members of interdisciplinary patient care team (e.g., physicians, nurses, social workers, etc.) with whom the resident(s) have recently completed a rotation with, including pharmacist
	30 mins	Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed <i>can be longer, depending on how many Patient Care Areas need to be visited</i>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s)
	30 mins	Tour of pharmacy department	Manager of Operations (or designate), resident(s)
	1hr	Meeting with Residency Preceptor(s)	as many Residency Preceptors as possible except for the Residency Director and Coordinator(s) Include preceptor names and rotations precepted. Participants should have their ID
	30 mins	BREAK	
Day 2 (combined)	1hr 30 mins	Meeting with resident(s)	Current resident(s), and resident(s) from one year previous, if available <i>Residents from all sites are requested to meet at one site</i>
	15 mins	Check in with Residency Coordinator(s); review on-site documents, if needed	Residency Coordinator(s)

Itinerary – Two Campuses - Day 3

Day	Time	Title of Meeting	Participants
Day 3	30 mins	Clarification meeting	Residency Director and Residency Coordinator(s)
	15 mins	Break and Surveyors meeting	Surveyors
	1 hr	Closing remarks	Residency Director, Residency Coordinator(s), Resident(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.

Proposed Accreditation Survey Itinerary
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Itinerary (Year 1)– Multiple Campuses - Day 1

Refer to the document “Y1_WhatToExpect_InPerson_2022” for details about each meeting.

Meetings should start between 8 am and 9 am, unless notified otherwise. The meeting order listed here is **suggested**. If you need to deviate from this order, please communicate this with your lead surveyor.

Day	Time	Title of Meeting	Participants
Day 0 (day before survey)		Review of survey documents at the hotel	surveyors
Day 1 (combined campuses)	30 mins	Meeting with CEO, administrative person to whom Pharmacy Director reports	CEO (or senior administrative delegate), administrative person to whom Pharmacy Director reports, Residency Director and Coordinator(s), and Resident(s)
	45 mins	Meeting with pharmacy administrative team	Residency Director, Residency Coordinator(s), Resident(s), and pharmacy leaders who provide direct support to the residency program (CEO [or designate] may attend)
	30 mins	Meeting with Residency Program Director	Residency Program Director
	1hr 30 mins	Meeting with Residency Coordinator(s)	Residency Program Coordinator(s)
	15 mins	BREAK	
(for first campus)	30 mins	Meeting with interdisciplinary care team	Members of interdisciplinary patient care team (e.g., physicians, nurses, social workers, etc.) with whom the resident(s) have recently completed a rotation with, including pharmacist <i>(One per campus that delivers 60 residency training days or more; multiple time slots may be required, or two or more meetings can be held in parallel if more than 3 campuses. To be determined with the survey team)</i>
	30 mins	Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed <i>can be longer, depending on how many Patient Care Areas need to be visited</i>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s)
	30 mins	Tour of pharmacy department	Manager of Operations (or designate), resident(s)
	1 hr	LUNCH	

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(for second campus)	30 mins	Meeting with interdisciplinary care team	Members of interdisciplinary patient care team (e.g., physicians, nurses, social workers, etc. with whom the resident(s) have recently completed a rotation with, including pharmacist <i>(One per campus that delivers 60 residency training days or more; multiple time slots may be required, or two or more meetings can be held in parallel if more than 3 campuses. To be determined with the survey team)</i>
	30 mins	Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed <i>can be longer, depending on how many Patient Care Areas need to be visited</i>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s)
	30 mins	Tour of pharmacy department	Manager of Operations (or designate), resident(s)
	30 mins	Review of on-site documents, if required; clarify details for next day's meetings	Surveyors & Residency Coordinator(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.

Proposed Accreditation Survey Itinerary
(3 Day Version)

Itinerary – Multiple Campuses - Day 2

Day	Time	Title of Meeting	Participants
(for third campus)	30 mins	Meeting with interdisciplinary care team	Members of interdisciplinary patient care team (e.g., physicians, nurses, social worker, etc.) with whom the resident(s) have recently completed a rotation with, including pharmacist <i>(One per campus that delivers 60 residency training days or more; multiple time slots may be required, or two or more meetings can be held in parallel. To be determined with the survey team)</i>
	30 mins	Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed <i>can be longer, depending on how many Patient Care Areas need to be visited</i>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s)
	30 mins	Tour of pharmacy department	Manager of Operations (or designate), resident(s)
	1hr	Meeting with Residency Preceptor(s) from all campuses	As many Residency Preceptors as possible except for the Residency Director and Coordinator(s) Junior preceptors (< 2 years experience) are strongly encouraged to participate. Include preceptor names and rotations precepted. Participants should have their ID <i>(One per campus that delivers 60 residency training days or more. A combination of in-person and virtual meetings may be required in parallel. To be determined with the survey team).</i>
	15 mins	BREAK	
Day 2 (combined)	1hr30	Meeting with resident(s) from all campuses	Current resident(s), and resident(s) from one year previous, if available <i>Residents from all sites are requested to meet at one site</i>
	15 mins	Check in with Residency Coordinator(s); review on-site documents, if needed	Residency Coordinator(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.

Proposed Accreditation Survey Itinerary
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Itinerary – Multiple Campuses - Day 3

Day	Time	Title of Meeting	Participants
Day 3 (combined)	30 mins	Clarification meeting	Residency Director and Residency Coordinator(s)
	15 mins	Break and Surveyors meeting	Surveyors
	1hr	Closing remarks	Residency Director, Residency Coordinator(s), Resident(s)

Note – this schedule is a tentative example only. Please work with lead surveyor to develop a schedule for your program.