

## YEAR 2 – SAMPLE ITINERARY SINGLE CAMPUS and TWO CAMPUSES

### **Sample Itinerary for In-Person Surveys (3-day version)**

Samples of survey itineraries (single campus and two campuses) are provided in the next few pages. Please follow the sequence of meetings and interviews wherever possible. The lead surveyor (the surveyor initiating contact with you) may ask for information about the campuses where the resident(s) complete various rotations. Surveyors will visit those campuses that deliver 60 residency training days or more.

**These itineraries are tentative examples only. Please work with the lead surveyor to develop a schedule for your program. If you have questions or if schedule changes are required consult with the lead surveyor 30 days prior to the on-site visit.**

It is **expected that the current resident(s) will be on-site and available during the survey**. Their participation is required at meetings as indicated on the sample itinerary. Exceptionally, past resident(s) can participate in the resident meeting virtually.

Please have a room reserved for **the duration of the survey for On-Site Document Review** and meetings. (see list of required documents. Other document/manuals may be included as desired)

The patient care area(s) toured must be areas where the residents have participated in patient care.

If yours is a multiple campus program, please have transportation arranged between the campuses for Tour of Patient Care area(s) and meetings with various personnel (see Accreditation Policies and Procedures for definitions of multiple campus programs).

Refer to the document “Program Interviews – What to Expect” for details about each meeting.

## Itinerary – Single Campus - Day 1

DAY	TIME	TITLE OF MEETING	PARTICIPANTS SHALL INCLUDE
Day 0		Review of survey documents at hotel	Surveyors
Day 1	0900-0930	Meeting with the CEO, administrative person to whom Pharmacy Director reports	CEO or (Senior administrative delegate), administrative person to whom Pharmacy reports Residency Director and Coordinator(s) Resident(s)
	0930-1015	Meeting with the Pharmacy Administrative Team  - include a handout, and time for further questions from the surveyors  Rather than a formal presentation the administrative team is requested to provide in any format (e.g., word, ppt) the department's strategic plan and any major changes to either the organization or to the pharmacy department since the last survey visit.	Residency Director, Residency Coordinator(s), Resident(s), and Pharmacy Leaders who provide direct support to the Residency Program  <i>CEO or (designate) may attend</i>
	1015-1045	Meeting with the Residency Program Director	Residency Program Director
	<b>1045-1100</b>	<b>BREAK</b>	
	1100-1230	Meeting with Residency Coordinator(s)	Residency Program Coordinator(s)
	1230-1300	Review of on-site documents, if required; clarify details for next day's meetings	Residency Program Coordinator(s)

## Itinerary – Single Campus - Day 2

DAY	TIME	TITLE OF MEETING	PARTICIPANTS SHALL INCLUDE
Day 2	0900-1000	Meeting with Residency Preceptor(s)	<p>As many Residency Preceptors as possible <b>except</b> for the Residency Director and Coordinator(s)</p> <p>Junior preceptors (&lt; 2 years experience) are strongly encouraged to participate.</p> <p>Include preceptor names and rotations precepted. Participants should have their ID.</p>
	1000-1030	<p>Tour of Patient Care Area(s) where the resident(s) is/are currently working or where a rotation has recently been completed</p> <p><i>can be longer, depending on how many Patient Care Areas need to be visited</i></p>	Pharmacist(s) regularly working in Patient Care Area(s), resident(s)
	1030-1100	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 pharmacists
	<b>1100-1130</b>	<b>BREAK</b>	
	1130-1300	Meeting with Residents	Current resident(s) and resident(s) from one year previous, if available
	1300-1315	Check-in with Residency Coordinator(s); review of on-site documents, if required; clarify details for next day's meetings	Residency Program Coordinator(s)

## Itinerary – Single Campus - Day 3

DAY	TIME	TITLE OF MEETING	PARTICIPANTS SHALL INCLUDE
<b>Day 3</b>	0900-0930	Clarification meeting	Residency Director and Residency Coordinator(s)
	<b>0930-1000</b>	<b>BREAK</b> and Surveyors meeting	Surveyors
	1000-1100	Closing remarks	Residency Director, Residency Coordinator(s), and Resident(s)  Others at the discretion of the program

# Itinerary – Two Campuses - Day 1

DAY	TIME	TITLE OF MEETING	PARTICIPANTS
Day 0 (day before survey)		Review of survey documents	Surveyors
Day 1 (combined campuses)	0900-0930	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)
	0930-1015	Meeting with pharmacy administrative team - include a handout, and time for further questions from the surveyors  Rather than a formal presentation the administrative team is requested to provide in any format (e.g., word, ppt) the department's strategic plan and any major changes to either the organization or to the pharmacy department since the last survey visit.	Residency Director, Residency Coordinator(s), Resident(s), and pharmacy leaders who provide direct support to the residency program  (CEO [or designate] may attend)
	1015-1045	Meeting with Residency Program Director	Residency Program Director
	1045-1215	Meeting with Residency Coordinator(s)	Residency Program Coordinator(s)
	<b>1215-1315</b>	<b>LUNCH</b>	
Day 1 (for first campus)	1315-1345	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
	1345-1415	Tour of Patient Care Area(s) where the resident(s) is/are currently working <b>or</b> 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>

	1415-1515	Meeting with Residency Preceptor(s)	<p>As many Residency Preceptors as possible <b>except</b> for the Residency Director and Coordinator(s)</p> <p>Junior preceptors (&lt; 2 years experience) are strongly encouraged to participate.</p> <p>Include preceptor names and rotations precepted. Participants should have their ID</p>
	1515-1545	Review of on-site documents, if required; clarify details for next day's meetings	Surveyors & Residency Coordinator(s)

## Itinerary – Two Campuses - Day 2

DAY	TIME	TITLE OF MEETING	PARTICIPANTS
Day 2  (for second campus)	0900-0930	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
	0930-1000	Tour of Patient Care Area(s) where the resident(s) is/are currently working <b>or</b> 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>
	1000-1100	Meeting with Residency Preceptor(s)	As many Residency Preceptors as possible <b>except</b> 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
	<b>1100-1130</b>	<b>BREAK</b>	
Day 2 (combined)	1130-1300	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>
	1300-1315	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	0900-0930	Clarification meeting	Residency Director and Residency Coordinator(s)
	<b>0930-1000</b>	<b>BREAK</b> and Surveyors meeting	Surveyors
	1000-1100	Closing remarks	Residency Director, Residency Coordinator(s), Resident(s) Others at the discretion of the program