



ASHP Accreditation for International Pharmacy Practice Residency Programs

Process and Instructions

If you are interested in applying for accreditation, please review the following process:

Step 1

Review the accreditation standard and other materials on ASHP's website (www.ashp.org). For programs interested in the Accreditation Standard for International Pharmacy Practice Residency Programs, contact ASHP at global@ashp.org with questions or to express interest.

Step 2

ASHP will send a brief questionnaire to prospective program directors. This questionnaire describes a number of important aspects of the prospective residency site and program. A telephone conference can be scheduled to review the questionnaire and discuss the accreditation process.

Step 3

Prospective programs may choose to seek consultation to assess pharmacy department and prospective program readiness. Prospective or existing programs may seek consultation to conduct a mock accreditation survey. The on-site readiness assessment includes advice on how to improve the residency program, improve pharmacy services, and prepare for an accreditation survey.

Step 4

The program will be sent a proposal for international pharmacy residency accreditation. The proposal includes a description of the accreditation process, responsibilities of the applicant and ASHP, and fee schedule. ASHP will also send an invoice for the fees:

- A one-time application fee
- An annual accreditation fee

Step 5

A program is eligible to apply for accreditation status after the program has enrolled its inaugural residency class and they have started the program. A completed application should be accompanied by the Residency Program Director's current curriculum vitae (CV). Please ensure documentation of substantial compliance with the requirements for residency program directors as specified in the applicable Accreditation Standard. Email to global@ashp.org.

Step 6

An e-mail confirmation from ASHP's Office of Practice Advancement will be sent when your application is received. ASHP will review the application, provide access to the on-line PharmAcademic residency program tool and create a listing in the ASHP on-line residency program directory.

Step 7

A survey team for an on-site review of the program will be scheduled only when there is at least one resident in the program.

- A pre-survey checklist, self-assessment questionnaire, and list of required documents are sent to the program. These documents are due to surveyors 45 days prior to the date of the on-site survey via upload to our cloud-based storage.
- The surveyor will send a plan for the on-site survey.
- A final written survey report will be sent to the chief executive officer, director of pharmacy and residency program director within 30 days following the on-site survey. The residency program director sends a written response to the survey report that outlines a plan of action, with timelines, to address any areas of non- or partial compliance from the ASHP survey report. This survey response report is due to ASHP within 45 days of receipt of the written survey report.

Step 8

The program's survey response report and survey findings are reviewed by the survey team and the ASHP International Accreditation Commission. If appropriate, the Commission will recommend accreditation of the program to the ASHP Board of Directors. The ASHP Board of Directors will consider the recommendation and make their decision regarding accreditation of the residency program. The accreditation term is determined by the International Accreditation Commission.

Step 9

Ongoing written reports to the ASHP International Accreditation Commission and the Practice Advancement Office are required as requested; each program is notified in advance of the due date of any report requested. (Reports are required for every accredited residency program at minimum every year; more frequent reports could be requested per the judgement of the Commission).