

# ITEMS NEEDED FOR SURVEY

## FOR SPECIALTY PHARMACY & SPECIALTY PHARMACY ONLY



PHARMACY

Below are items the Surveyor will review during your Accreditation Commission for Health Care (ACHC) survey. Please have these items available for your Surveyor prior to the start of the survey to expedite the process. If you have any questions, please contact your Account Advisor.

- Policy and procedure manual and crosswalk, if applicable
- Current list of active clients/patients by type and service dates, or a copy of Explanation of Benefits (EOB)/third-party payment documents from the past six months to allow the Surveyor to choose client/patient files
- Script fill/appointment schedules (provide the Surveyor the schedule on the day of survey)
- Discharge/transfer client/patient census for past six months (or since the start of operation, if less than one year)
- Personnel list with titles, disciplines, and start dates, including direct care contracted personnel
- Admission packet and educational materials given to clients/patients
- Personnel meeting minutes if they contain documentation of required annual in-services (DRX4-8A)
- Governing body meeting minutes for the past 12 months, if applicable

ACHC Standard	Required Items	Located
Multiple	<p>Access to policy and procedure manual with the following policies and procedures flagged:</p> <ul style="list-style-type: none"> <li>■ DRX2-4A: Grievance/complaint process</li> <li>■ DRX2-5A: Health Insurance Portability and Accountability Act (HIPAA) policies and procedures</li> <li>■ DRX2-9A: Compliance Program</li> <li>■ DRX4-7A: Minimum education, training, and competencies for personnel</li> <li>■ DRX5-11B: Shipping procedures</li> <li>■ DRX6-1A: Performance Improvement (PI) Program/policies</li> <li>■ DRX6-3F/7-11A: Handling incidents</li> <li>■ DRX7-7A: Medication and product recall</li> <li>■ DRX7-12A: Use of equipment and supplies in the provision of care</li> <li>■ DRX7-14A: Calibration and cleaning of equipment used for dispensing, labeling, and shipping of medications</li> </ul>	
DRX1-1A, B	Copy of current applicable licenses or permits	
DRX1-2A	List of governing body members, documentation of orientation, and, if applicable, signed confidentiality statement(s)	

ACHC Standard	Required Items	Located
DRX1-5A	Organizational chart	
DRX1-7A	All required federal and state posters are placed in prominent locations	
DRX1-10A	Prior negative regulatory inspection reports (board of pharmacy, Food and Drug Administration [FDA], Drug Enforcement Agency [DEA], and fire department)	
DRX2-1A, B	Marketing materials	
DRX2-4B	Grievance/complaint log* or plan to enact this standard once accredited	
DRX2-5C	Business Associate Agreements (BAAs)	
DRX2-9A	PI activity to monitor the compliance program	
DRX2-10D, DRX4-9C, D	On-call calendar/logs	
DRX2-10F	Tracking logs for communication/call abandonment and response time frames in which communications are answered	
DRX3-1A,	Annual operating budget*	
DRX3-4A	Listing of client/patient care charges	
DRX4-1C	Personnel records contain evidence of the items listed in the standard	
DRX4-2I	Employee handbook or personnel policies	
DRX4-2K	For cause or post-accident involving injury drug testing results for personnel with access to pharmaceuticals	
DRX4-7A, DRX4-14B, C	Competency evaluation* and/or training materials, if applicable	
DRX4-8A	Evidence of ongoing education* and written education plan	
DRX4-11C	Contracts and copies of professional liability insurance certificates for personnel/organizations providing direct care or shared responsibility for care/service	
DRX4-14F	Personnel training records on equipment use (setup, pickup, and maintenance), if applicable	
DRX4-15B	Reference library	
DRX5-1A (Review client/patient records in advance of survey for required contents)	Client/patient records containing information according to the requirements specified in this standard and as specified in other standards pertaining to client/patient record information (DRX2-1, 2-2, 2-4, 2-5, 2-6, 3-4, 3-5, 3-6, 5-1, 5-2, 5-4, 5-5, 5-7, 5-15, 7-4, 7-7, 7-8, 7-9, 7-10, 7-12, 7-17, 7-18, 7-21)	
DRX5-12A	Referral log or similar tool	
DRX6-1A, DRX6-2A, DRX6-3A-G	PI Program, data collection tools* and plans of correction*	
DRX6-1D, G	PI annual report,* if PI program has been in place more than one year	
DRX6-1E, F	Quarterly PI meeting minutes and reports	

ACHC Standard	Required Items	Located
DRX6-3F, DRX7-11A	Incident reports/logs*	
DRX6-3I	Monitoring of contracted care/service providers	
DRX6-3J	PI reports for monitoring of payor contracts/agreements and data collection requirements	
DRX7-1A	Annual TB risk assessment,* TB exposure control plan, Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens plan, and infection control educational material for clients/patients	
DRX7-1D	Infection control tracking logs*	
DRX7-4A	Emergency disaster plan and results of emergency disaster drill*	
DRX7-5B	Report of annual fire drill* and emergency power tests*	
DRX7-6B	Access to Safety Data Sheets (SDSs)	
DRX7-7A, DRX7-12A	Recall logs	
DRX7-8J.01	Documentation of labeling errors and discrepancies	
DRX7-9A	Temperature logs for pharmaceutical storage areas Documentation of cleaning and disinfecting including the cleaning/disinfection agent used Verification that temperature sensing devices are verified and calibrated in conformance to NIST standards	
DRX7-9B	Shipping/delivery container temperature testing and cleaning records Shipping system third party validation studies, if applicable	
DRX7-11A	OSHA forms 300, 300A, and/or 301, if applicable	
DRX7-12A	Cleaning, testing, maintenance, and calibration logs of equipment used in the provision of care	
DRX7-14A	Cleaning, testing, maintenance, and calibration logs of equipment used for dispensing, labeling, and shipping medications	

\* If a renewal, provide for the past three years.