

ACCREDITATION 12-MONTH COMPLIANCE CHECKLIST



Use this checklist to audit your Pharmacy and operations 12 months after your survey visit. This checklist also helps you determine if your organization is in compliance with applicable local, state, and federal laws and regulations. This checklist is not intended to replace your own comprehensive review of ACHC standards, nor does it guarantee a successful accreditation decision.

Accreditation 12-Month Compliance Checklist
<input type="checkbox"/> Performance Improvement (PI) data has been collected for each of the required categories (past 12 months).
<input type="checkbox"/> PI activities are defined as required by standard (DRX6-2A).
<input type="checkbox"/> Quarterly PI meetings (MORX, SRX, SRXONLY) and quarterly PI reports have been completed.
<input type="checkbox"/> PI activities are summarized annually in a written report that includes:
<input type="checkbox"/> Monitoring of all care/service provided under contract/agreement.
<input type="checkbox"/> Description of PI activities, findings, and corrective actions that relate to the care/service provided.
<input type="checkbox"/> All applicable license(s)/permit(s) for each state serviced are displayed and current (including states into which products are shipped).
<input type="checkbox"/> Hours of operation are posted on the front of the building and are compliant with CMS requirements. (AIC, IRX, IRX-NO-797, SRX)
<input type="checkbox"/> Surety bond and insurance documents are current and available for review (as applicable).
<input type="checkbox"/> The organizational chart is up to date.
<input type="checkbox"/> Labor law posters are posted.
<input type="checkbox"/> Marketing materials are current and accurately reflect care/service provided, if applicable.
<input type="checkbox"/> The budget has had an annual review and update.
<input type="checkbox"/> DMEPOS supplier standards are current and distributed to each Medicare recipient.
<input type="checkbox"/> Business Associate Agreements (BAAs) exist for all entities, as required by HIPAA.
<input type="checkbox"/> Complete personnel records are available for inspection.
<input type="checkbox"/> All direct care personnel have been tested/screened for TB upon hire and as needed based on the annual TB risk assessment.
<input type="checkbox"/> All direct care personnel have access to the Hepatitis B vaccine.
<input type="checkbox"/> Job descriptions are consistent with the organizational chart.
<input type="checkbox"/> All direct care personnel have had a Criminal background check, Office of Inspector General (OIG) exclusion list check, and national sex offender registry check.
<input type="checkbox"/> All personnel with access to client/patient records have had a criminal background check and an OIG exclusion list check completed.

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<input type="checkbox"/> Annual personnel evaluations have been completed, shared, reviewed, and signed by the supervisor and personnel.
<input type="checkbox"/> Source verification of all licensed/certified personnel was documented at hire and upon renewal.
<input type="checkbox"/> Orientation materials cover all required topics. All personnel have received an orientation.
<input type="checkbox"/> Competency assessments were completed upon hire and annually for personnel who set up, train, clean, test, repair and/or educate the use of equipment, medications, and/or supplies.
<input type="checkbox"/> For infusion pharmacies, annual or semi-annual media fill testing, gloved fingertip sampling, didactic training and testing consistent with the risk level of compounding have been completed.
<input type="checkbox"/> Personnel who access the buffer room are authorized, trained, and competent staff or visitors who comply with garbing and gloving policies (IRX)
<input type="checkbox"/> Ambulatory Infusion Center (AIC) personnel have received annual education on the use of monitoring equipment.
<input type="checkbox"/> Ongoing personnel education containing all topics required by standard has been completed.
<input type="checkbox"/> Contracts/Agreements with outside organizations/personnel have been reviewed annually and are available
<input type="checkbox"/> All grievances/complaints have been documented, investigated, resolved and outcomes reported to leadership through the PI committee.
<input type="checkbox"/> An accurate record is maintained for each client/patient.
<input type="checkbox"/> All client/patient records are safeguarded against loss or unauthorized use.
<input type="checkbox"/> Audits of client/patient records are being completed to ensure compliance with all regulatory and payor requirements.
<input type="checkbox"/> Receipt of all education is documented in the client/patient record.
<input type="checkbox"/> Products or services provided to current clients/patients were requested by the physician or client/patient.
<input type="checkbox"/> Proof of delivery is documented in each client/patient record.
<input type="checkbox"/> Prescriptions and medical necessity documentation are obtained as required by payors.
<input type="checkbox"/> Prescriber credentials have been verified.
<input type="checkbox"/> Client/patient educational materials have been reviewed annually (MORX)
<input type="checkbox"/> An annual TB risk assessment has been completed.
<input type="checkbox"/> Infection control education has been provided to personnel and clients/patients.
<input type="checkbox"/> Personnel follow infection control procedures.
<input type="checkbox"/> An annual evaluation to evaluate the adequacy of the emergency preparedness plan has been conducted.
<input type="checkbox"/> Smoke detectors, fire alarms, and extinguishers are placed in secure areas and have been inspected, maintained, and tested on a regular basis as recommended by the manufacturer.
<input type="checkbox"/> Exits are clearly marked.

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<input type="checkbox"/> Fire drills and tests of backup power systems have been completed.
<input type="checkbox"/> A first-aid kit is available and of appropriate size (check for any expired products).
<input type="checkbox"/> Eyewash is available (check for expiration date).
<input type="checkbox"/> Documentation is kept to verify that storage area(s), refrigerator, and freezer temperatures maintain the appropriate storage condition as described in USP <659>.
<input type="checkbox"/> The cleaning and disinfecting process, including the disinfection agent used for pharmaceutical storage areas is documented (N/A to IRX-NO797)
<input type="checkbox"/> Equipment used for preparing, dispensing, labeling, and shipping preparations have been tested, calibrated, and cleaned as required. (N/A to AIC, IRN)
<input type="checkbox"/> The pharmaceutical shipping system utilized has been either validated by a third-party or by internal studies for the environmental extremes experienced by transported pharmaceuticals. (N/A to IRX-NO797)
<input type="checkbox"/> Products are properly segregated and stored.
<input type="checkbox"/> Expired products are separated and removed/disposed of.
<input type="checkbox"/> Products with lot and/or serial numbers are tracked and manufacturer recalls have been properly addressed.
<input type="checkbox"/> Appropriate cleaning agents are used on equipment, (if applicable).
<input type="checkbox"/> Equipment maintenance and calibration records are current and complete (as applicable).
<input type="checkbox"/> Cleaning, testing, and calibration of equipment, including client/patient monitoring equipment have been completed per manufacturer's guidelines.
<input type="checkbox"/> Routine/preventative maintenance and repairs have been completed per manufacturer's guidelines.
<input type="checkbox"/> Infusion pharmacy clean rooms have had certifications every 6 months.
<input type="checkbox"/> AIC resuscitative cart/box inventories have been completed every 30 days.
<input type="checkbox"/> AIC emergency medication and supplies have been inventoried every 30 days.
<input type="checkbox"/> AIC client/patient care area cleaning/disinfection logs.
<input type="checkbox"/> Call logs/tracking systems are operational, and results are reviewed.
<input type="checkbox"/> Infusion pharmacies have completed an annual certification/review to ensure compliance with USP General Chapter <797>, USP <71>, if applicable, and USP <85> if applicable.
<input type="checkbox"/> AICs preparing aseptically mixed single dose product for single patient use have prepared doses and educated and evaluated personnel as required by policy.
<input type="checkbox"/> Risk Evaluation Mitigation Strategy (REMS) protocols have been followed. (MORX, SRX, SRXONLY)