

INSTRUCTIONS FOR COMPLETING VISITATION REPORTS

Compliance with accreditation standards

Accreditation standards are identified in **bold print**. Refer to the 17th Edition of the ABHES Accreditation Manual at www.abhes.org to review the detailed explanations found under each standard.

Listed below each standard is a compliance rating box with the options: **Exceeds Standard; Meets Standard; Violates Standard; and Not Applicable (N/A)**. Upon making a selection, provide a description of the Method of Assessment used by explaining how the compliance rating was determined.

For example:

V.B.4.a. Externship experiences are available to serve the diverse needs of a program(s) (for applicable programs).

Compliance Rating: <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> Meets Standard <input checked="" type="checkbox"/> Violates Standard <input type="checkbox"/> N/A
Method of Assessment Included (complete as applicable): Spoke with: The team spoke with the Pharmacy Technology externship coordinator and program supervisor. Observed: N/A Visited: The team visited a current externship site during a student's scheduled hours. Reviewed: The team reviewed externship documentation provided to the team including a list of current externship site locations, documentation verifying the sites were visited by an individual with a Pharmacy Technology background and signed clinical affiliation agreements. Other: The team was unable to verify all current externship site locations were visited by an individual with a Pharmacy Technology background to ensure a viable environment exists for an effective learning experience and which provides an opportunity for students to demonstrate required competencies. Additionally, the maintenance of current, signed affiliation agreements for each current site could not be verified. The team noted the institution is utilizing sixteen (16) current externship locations; of the sixteen (16) sites only ten (10) had documents verifying the sites were visited prior to student assignment and twelve (12) had current signed affiliation agreements.

NOTE: Responses are not limited to the space provided. Narrative column will expand to accommodate your response.

The instructions below provide guidance for completing visitation reports.

1. Upon selecting a compliance rating, provide an explanation in a concise, yet detailed, manner responding directly to the standard giving specifics on how the institution exceeds, meets or violates each standard. A well-written, professional report is a must.
2. Involve broad participation from the team members, specifically the team leader and/or assigned staff

member, and be prepared to participate in a thorough read-through of the report(s) at the conclusion of the visitation, just prior to an exit interview with the institution.

3. It is imperative that reports are completed in their entirety, including the cover page to include the name, address and program information as verified per the institution's Application for Accreditation, Self Evaluation Report (SER), oversight agency(ies) approvals, and on-site visit materials as applicable.
4. Upon receipt of the report, the ABHES staff will review it for completeness. Incomplete, poorly assembled and/or vague responses will be returned for correction and resubmission and may hinder the evaluator's participation on future visits.

Staff will remove this page of instructions before submitting the completed report(s).