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# ITEMS NEEDED FOR ON-SITE SURVEY

## CUSTOMIZED FOR SPECIALTY PHARMACY WITH DISTINCTION IN ONCOLOGY



Below are items that the Surveyor will review during your on-site survey. Please have these items available for your Surveyor prior to his or her arrival to expedite the process. If you have any questions, please contact your Account Advisor:

- Policy and procedure manual and crosswalk, if applicable
- List of active clients/patients by type and service dates or, a copy of a Medicare Explanation of Benefit (EOB)/third-party payment documents from the past six months to allow the Surveyor to choose client/patient files
- Fill and client/patient call schedule (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 title, discipline, and start date (including direct care contract personnel)
- Admission packet and education materials given to clients/patients
- Personnel meeting minutes for the past 12 months
- Governing body meeting minutes for the past 12 months, if applicable

ACHC Standard	Required Item	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 medications</li> </ul>	
DRX1-1A,B	Copy of current applicable licenses or permits	
DRX1-2A	List of governing body members, documentation of orientation, and signed confidentiality statement(s)	
DRX1-4A	<ul style="list-style-type: none"> <li>• Résumé/application of leader that shows he or she is qualified and Job description of general manager/leader</li> <li>• Job description and orientation for temporary leader</li> </ul>	
DRX1-5A	Organizational chart	

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ACHC Standard	Required Item	Located
DRX1-7A	All required federal and state posters are placed in a prominent location	
DRX1-10A	Prior regulatory inspection reports (i.e., 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 <sup>**</sup> (or plan to enact this standard once accredited)	
DRX2-5C	Business Associate Agreements (BAAs)	
DRX2-9A	PI activity to monitor the Compliance Program	
DRX2-10F	Call wait time and abandonment tracking logs	
DRX3-1A,	Annual operating budget <sup>**</sup>	
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	Drug testing results for personnel with access to pharmaceuticals	
DRX4-7A, C, DRX4-14B,C	Competency evaluation <sup>**</sup> and/or training materials (if applicable)	
DRX4-8A	Evidence of ongoing education <sup>**</sup> and written education plan	
DRX4-9C,D	On-call calendar/logs	
DRX4-11.C, E	Contracts for direct care personnel, including copies of professional liability insurance certificates; PI reports for monitoring of contracted care/service personnel	
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 contain 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, 3-4, 3-5, 3-6, 5-1, 5-2, 5-4, 5-5, 5-7, 5-15, 7-4, 7-7, 7-9, 7-10, 7-12, 7-17, 7-18, 7-21, 11B, C, E, J, K, M, N)	
DRX5-6A, DRX7-7A, DRX7-12A	Recall logs	
DRX5-12A	Referral log or similar tool	
DRX6-1A, DRX6-2A, DRX6-3B-G	PI Program, data collection tools <sup>**</sup> and plans of correction <sup>**</sup>	
DRX6-1D, G	PI annual report <sup>**</sup> (if PI Program has been in place >1 year)	
DRX6-1E, F	Quarterly PI meeting minutes and reports	
DRX6-3F, DRX7-11A	Incident reports/ logs <sup>**</sup>	
DRX7-1A	Tuberculosis (TB) prevalence rates for all counties served <sup>**</sup> , 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 <sup>**</sup>	



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ACHC Standard	Required Item	Located
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)	
DRX7-9A	Temperature logs for pharmaceutical storage areas	
DRX7-9B	Shipping/delivery container temperature testing and cleaning records	
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	
DRX11-A	List of Professional Advisory Committee (PAC) members and PAC meeting minutes	
DRX11-D	Accounting records to show tracking of medications and costs	
DRX11-F	Personnel safety training records related to exposure to hazardous materials/drugs/chemotherapy medications	
DRX11-G	Personnel training records related to the care of cancer clients/patients	
DRX11-I	Personnel training records related to handling/disposing of cancer medications	
DRX11-L	Medication error reports	

\*\* Provide for the past three years if a renewal