



Canadian Pharmacy Residency Board  
Conseil canadien de la résidence en pharmacie

## CPRB PROGRAM PROGRESS REPORT

The information provided will assist the Canadian Pharmacy Residency Board (CPRB) survey team and the hospital in the evaluation of the residency training program. Please forward the original copy of this report to Gloria Day at [gday@cshp.ca](mailto:gday@cshp.ca). Please complete this form exactly as indicated and do not alter it in any way.

Name of person responsible for completing Progress Report Template: \_\_\_\_\_

Name of health care organization:  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Signature, Residency Program Director

Name

Title

Phone

Fax

E-mail

Signature, Residency Program Coordinator

Name

Title

Phone

Fax

E-mail

*Application is hereby made for continuation of accreditation of our hospital pharmacy residency program. We accept and understand the principles and requirements expressed in the residency accreditation process of the Canadian Pharmacy Residency Board (CPRB). Please complete this form exactly as indicated and do not alter the format.*

**Guidelines for writing Progress Reports:**

Restate each recommendation from the survey report summary page(s). Your report should address the findings in the same numerical order as listed in the summary section of the survey report. (It is not necessary to include reference to the paragraph of the standard for the recommendation.)

Describe progress that has been made in implementing remedies to recommendations. Information should be presented in a way that conveys the positive steps that have been taken since the accreditation survey to address areas that were cited in the survey report.

Your responses should describe specific changes that have been implemented and the specific time of implementation. If changes have not occurred but are planned, timelines for future plans must be provided and a responsible individual should be identified.

Attach appendices to support responses when appropriate. Appendices might include examples of forms or other concise, specific examples of pertinent documents. In all cases, copies of completed documents, as opposed to blank forms, should be forwarded to illustrate to the Board how the documents have been utilized.

While it is not mandatory to address consultative recommendations in the report, it may be helpful to the Board to receive an update on those areas that your program and department have pursued.

Adapted with permission from the ASHP Guidelines for Preparing Responses to Residency Accreditation Survey Reports and Progress Reports document (April 2004)

**I. RESIDENCY PROGRAM INFORMATION:**

**Recruitment to and graduation from the program since the last on-site survey**

<b>Residency Year</b>	<b>Number of Resident(s) Recruited</b>	<b>Number of Certificate(s) Granted</b>

## II. REVIEW OF PROGRESS SINCE LAST ACCREDITATION AWARD

<b>Recommendation:</b>
<b>Activities to date:</b>
<b>Further follow-up required:</b>
<b>Target date for completion:</b>
<b>Recommendation:</b>
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