



**ACCREDITATION COUNCIL FOR
PHARMACY EDUCATION
(ACPE)**

**PHARMACY ACCREDITATION REPORT
MANAGEMENT SYSTEM (PHARMS)
USER GUIDE**

Version 1.0

07/15/2024

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Introduction:

With the release of the new 2025 standards and corresponding rubric, the decision was made to develop an online platform, managed by ACPE, for colleges and schools to create, manage, and submit their program's self-study report via any common web browser.

The Pharmacy Accreditation Report Management System (PHARMS) for the Professional Degree Program of Colleges and Schools of Pharmacy is designed to assist a college or school in preparation of its self-study report and document how its program is addressing the ACPE's standards. The platform specifically identifies the documents, data, and narrative text that should be provided by the college or school for evaluation of the program's compliance with each of the standards.

The process works as follows:

- ACPE will be adding the college or school dean to the PHARMS system. The Dean will have an account created using their email address as the username. The Dean will be able to add additional users to the PHARMS system, if needed.
- When the program is scheduled for a Comprehensive Review, the individual(s) granted access will receive an email from ACPE indicating that the platform is ready for the self-study to be entered.
- The college or school will then be able to access PHARMS via a web browser and begin the process of writing the self-study, evaluating the program, submitting documentation, and providing a narrative.

PLEASE NOTE: ACPE and evaluation team members will **NOT** have access to the self-study report content **UNTIL** the college or school has completed every section of the rubric, all required documentation has been uploaded, all narratives have been entered, **AND** the college or school has attested to the completeness and accuracy of the information provided.

Preparing the PHARMS Report

Program Profile and User Setup

ACPE staff responsible for the management of college or school accreditation history will manage the initial configuration of the program profile. Once the program profile has been created, the Dean will be entered as a user under the program profile and an email will be sent from the system with login information. The recipient's email address will be the User ID when accessing the system. A sample email is included below Figure 1.

From: csinfo@acpe-accredit.org <csinfo@acpe-accredit.org>
Sent: Tuesday, August 13, 2024 8:39 AM
To: XXXXX@gmail.com
Cc: csinfo <csinfo@acpe-accredit.org>
Subject: ACPE PHARMS Notification - New User Added

ACPE PHARMS Notification - New User Account Added

User: XXXXXXXX@gmail.com
Name: Steve Janis
Password: XXXXXXXXXX
Create Date: 8/13/2024 8:39:06 AM

You have been added as a new user to the ACPE PHARMS system. Please confirm your account by [clicking here](#).

Figure 1: PHARMS User Creation Email

The user should confirm their account, login, and review their account profile information. The user may make any necessary profile changes as needed.

Note - Password requirements:

- Must have at least one uppercase ('A'-'Z')
- Must have at least one lowercase ('a'-'z')
- Must have at least one non alphanumeric character
- Must be at least 8 characters long.

Managing My Account

By clicking on the email address on the right-hand side of the menu bar, the user may edit their personal account information.

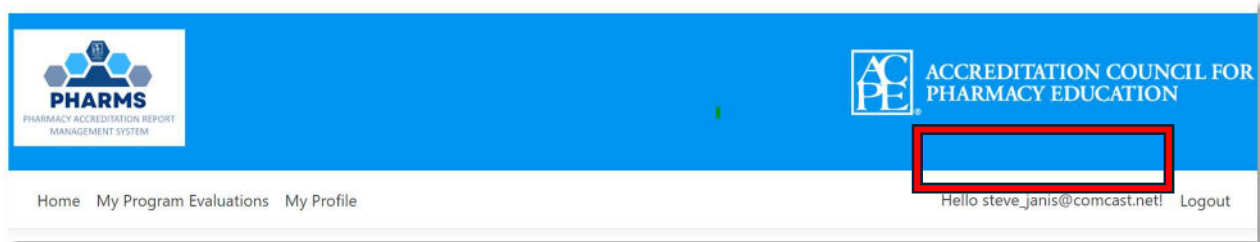


Figure 2: Menu Bar - Access My Account

After clicking the email address – the user is taken to the “Manage your account” page.

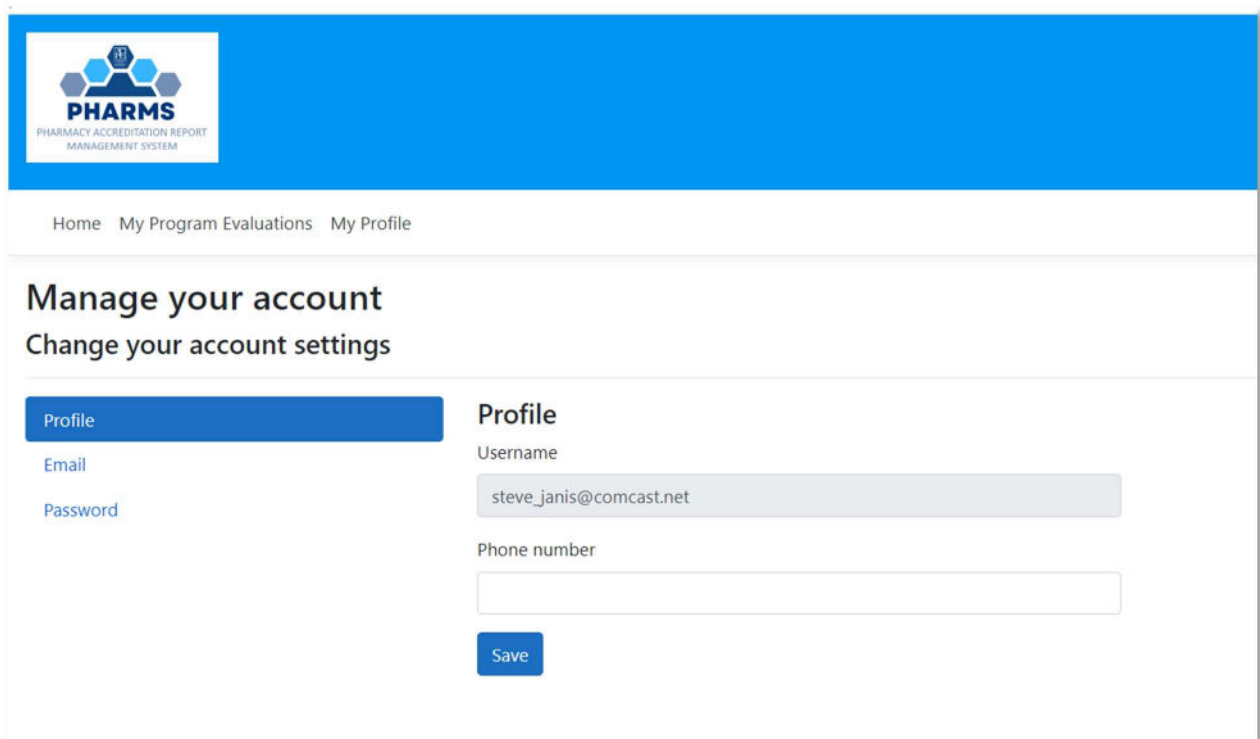



Figure 3: Manage your account - Profile

On the Manage your account page – you are able to:

- Update/set your phone number
- Update/set your email address
- Change your password.



Home My Program Evaluations My Profile

Manage your account

Change your account settings

Profile

Email

Password

Manage Email

Email


steve_janis@comcast.net ✓

New email

steve_janis@comcast.net

Change email

Figure 4: Manage your account - Email



Home My Program Evaluations My Profile

Manage your account

Change your account settings

Profile

Email

Password

Change password

Current password

New password

Confirm new password

Update password

Figure 5: Manage your account - Change Password

Managing Program Contact Information and Users

You will be able to manage the program contact information and grant access to additional users that may view and edit the program being evaluated. You can do this by accessing the “My Profile” link on the main menu.

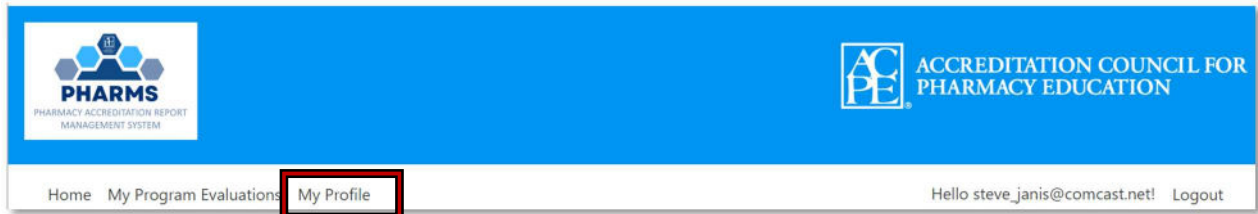


Figure 6: My Profile Link

On the Edit College/School page, you can edit and save general contact information for the college/school:

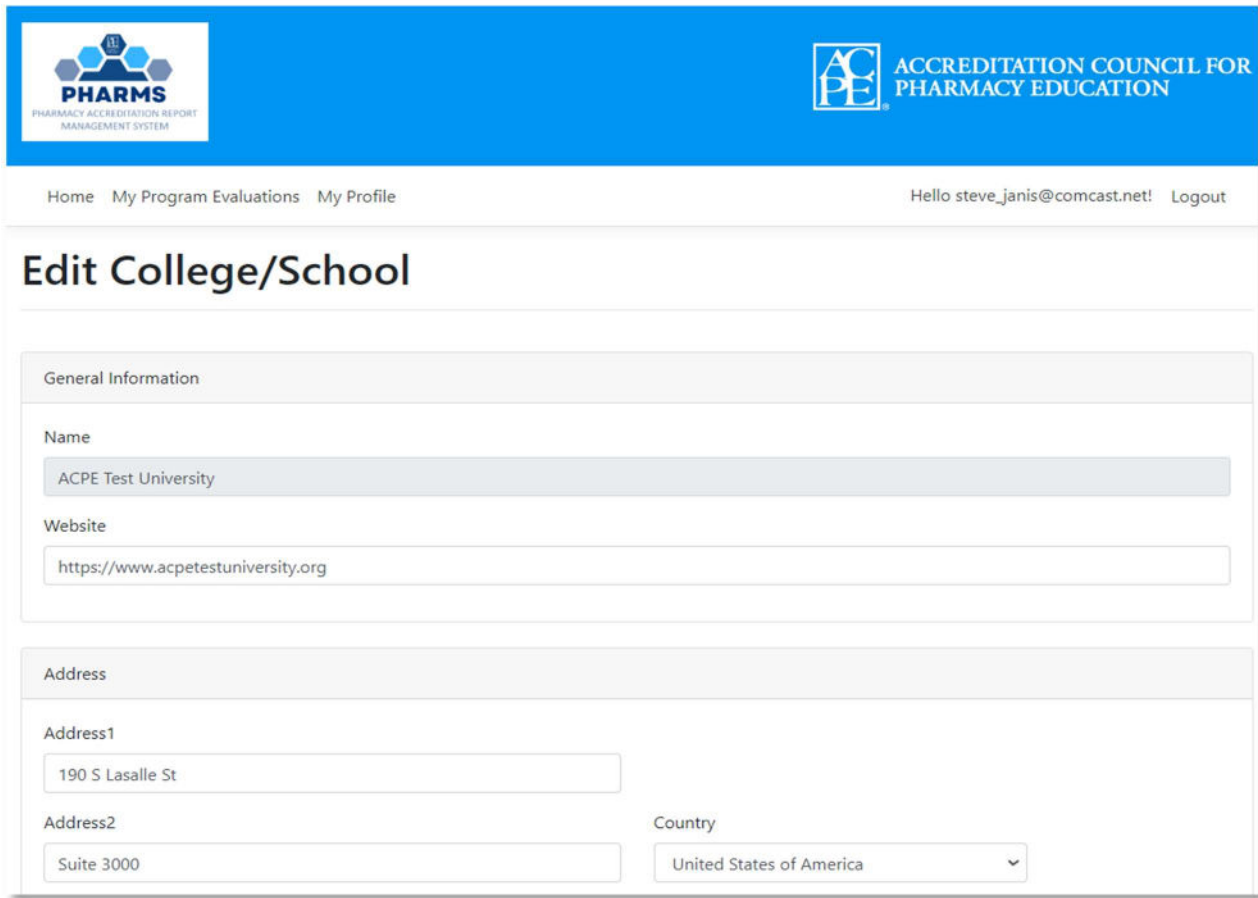
A screenshot of the 'Edit College/School' page in the PHARMS application. The page has a blue header with the PHARMS and ACPE logos. Below the header is a white navigation bar with links for 'Home', 'My Program Evaluations', and 'My Profile'. The main content area is titled 'Edit College/School' and contains a form with two sections: 'General Information' and 'Address'. The 'General Information' section has a 'Name' field with the value 'ACPE Test University' and a 'Website' field with the value 'https://www.acpetestuniversity.org'. The 'Address' section has an 'Address1' field with the value '190 S Lasalle St', an 'Address2' field with the value 'Suite 3000', and a 'Country' dropdown menu with the value 'United States of America'.

Figure 7: Edit a program profile

On this page additional users can be created to access and edit the program evaluation (self-study). Scroll to the bottom of the page and there will be a user listing.

First Name	Last Name	Email Address	Created Date	Last Modified	
Steve	Janis	steve_janis@comcast.net	07/10/2024 08:08 AM	07/10/2024 08:08 AM	Edit
Leslie	Castromayor	lcastromayor@acpe-accredit.org	07/15/2024 09:56 AM	07/15/2024 09:56 AM	Edit
Steve	Janis	steve.janis@gmail.com	07/23/2024 02:36 PM	07/23/2024 02:36 PM	Edit

Figure 8: User management

By clicking the “Add” button, additional users can be added. You may also edit existing users using the “Edit” button.

Simply fill in the required information and set a default password for the user. The new user will be notified via email that an account has been created in the PHARMS system. The user will be able to change their password after verifying their email and performing an initial login.

The Dean will be defaulted as the user required to submit the report. If you wish to designate another user to submit the report, please check the “Can Submit Report to ACPE” checkbox on the user profile you are creating or editing.

User Role

User

Can Submit Report to ACPE

Figure 9: "Can Submit Report to ACPE" permission

Completing a Program Evaluation

Notification of Evaluation

When the program is scheduled for a Comprehensive Review, the individual(s) granted access will receive an email from ACPE indicating that the platform is ready for the self-study to be entered.



Accreditation Council for Pharmacy Education

Self Study Reporting System (PHARMS)

College/School: ACPE Test University
Review Cycle: Fall 2025
Contact: Steve Janis

Please [login](#) to begin your program self-study evaluation.
If you have received this message in error or have questions, please contact csinfo@acpe-accredit.org.

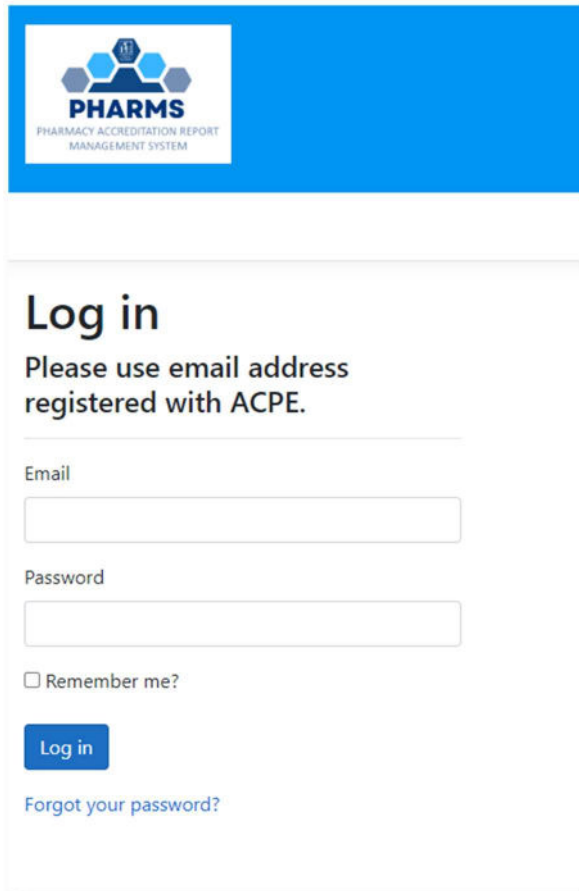
Regards,

Accreditation Council for Pharmacy Education (ACPE)
p: 312-664-3575 | f: 866-228-2631
190 S.LaSalle Street, Suite 3000 | Chicago, IL 60603

The email will contain a hyperlink that will take you to the PHARMS Log In page.

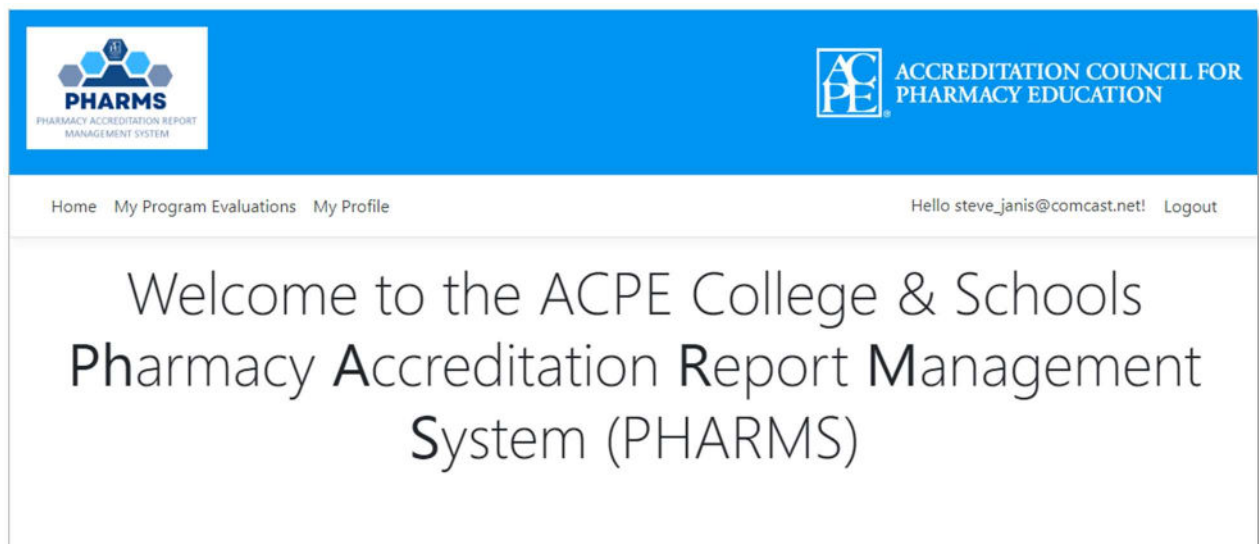
Accessing the Evaluation

The user will be able to use their email address and password to login to the PHARMS system which is located at <https://pharms.acpe-accredit.org>.



The screenshot shows the login interface for the PHARMS system. At the top left is the PHARMS logo, which consists of a blue hexagonal pattern with the text 'PHARMS' and 'PHARMACY ACCREDITATION REPORT MANAGEMENT SYSTEM' below it. The main heading is 'Log in' in a large, bold, black font. Below the heading is the instruction 'Please use email address registered with ACPE.' There are two input fields: one for 'Email' and one for 'Password'. Below the password field is a checkbox labeled 'Remember me?'. A blue 'Log in' button is positioned below the checkbox. At the bottom of the form is a blue link that says 'Forgot your password?'.

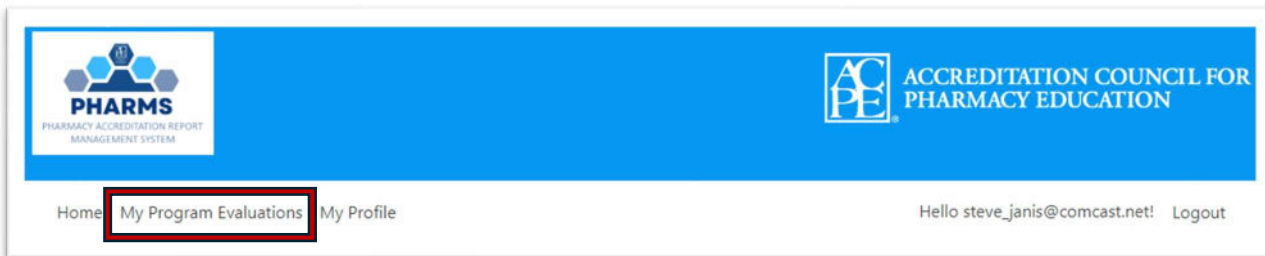
Upon successful login, the user will be re-directed to the Home page of PHARMS.



The screenshot shows the home page of the PHARMS system. The top navigation bar is blue and contains the PHARMS logo on the left and the ACPE logo (Accreditation Council for Pharmacy Education) on the right. Below the navigation bar is a white header area with the text 'Home My Program Evaluations My Profile' on the left and 'Hello steve_janis@comcast.net! Logout' on the right. The main content area is white and features a large, centered heading: 'Welcome to the ACPE College & Schools Pharmacy Accreditation Report Management System (PHARMS)'. The word 'Pharmacy' is in a smaller font, while 'Accreditation Report Management System' is in a larger, bold font.

Navigating To Your Assigned Evaluation

To begin your program evaluation – click the “My Program Evaluation” menu item. This will take you to the program evaluation listing.



A screen showing the assigned evaluation will appear.

The screenshot shows a table titled 'Program Evaluations'. The table has the following columns: College/School, Review Cycle, Review Type, Evaluation Type, Rubric, Evaluation Status, and Last Modified. There is one row of data for 'ACPE Test University' with a status of 'In-Progress' and a 'Last Modified' date of '07/25/2024 05:31 PM'. To the right of the row are three buttons: 'Edit', 'View Summary', and 'Export'.

College/School	Review Cycle	Review Type	Evaluation Type	Rubric	Evaluation Status	Last Modified			
ACPE Test University	F2025	Comprehensive Review	Self-Study	Rubric 2025 - V1	In-Progress	07/25/2024 05:31 PM	Edit	View Summary	Export

The following action will appear:

- **Edit** – this will open the first section of the evaluation report assigned.
- **View Summary** – this will open a summary view of the evaluation report.
- **Export** – this will generate a compressed file (ZIP format) containing a PDF version of the report. The compressed file will also include all the submitted documentation associated with the report. *Note – the PDF version of the export will reference the local files contained within the zip folder. To access the report and its content, it is best to unzip the contents.*

Viewing the Evaluation Summary

When you click on the “View Summary” button on the “My Program Evaluations” listing page, you are taken to the Program Self-Study Summary. The evaluation summary view contains the following information:

- Shows all the standards and the selected compliance rating.
- Shows the sub-components of the standards and their status of completion. The status are:
 - **Not Started** – the standard sub-component has not yet been modified in any way.

- **In-Progress** – documentation was provided, a key element rating was assigned, and/or a narrative was provided.
- **Complete** – all required elements of the standard sub-component were selected, uploaded, or entered by the user.
- Shows the lowest rating selected for any of the key elements of the standard sub-component.
- Allows for navigation to a specific standard sub-component of the rubric.
- Allows for printing of the summary page only.
- Allows for printing of the full self-study report.

Program Self Study Summary

[Instructions \(click to show/hide\)](#)

To complete this self-evaluation - every section listed below must be completed. To begin a section, click on that section.

College/School: ACPE Test University Review Cycle: Fall 2025 Status: In-Progress

Standard	Status	Satisfactory	Needs Improvement	Unsatisfactory
Standard 1: Organization and Governance				<i>COMPLIANT</i>
1.1. Eligibility and Reporting Requirements	In-Progress	✓		
1.2. College or School Vision, Mission, and Goals	Not Started			
1.3. Strategic Plan	Not Started			
1.4. Organization and Governance	Not Started			
1.5. Organizational Culture	Not Started			
College or School's Final Self-Evaluation: Self-assess how well the program is in compliance with the standard by selecting the appropriate radio button.	In-Progress			

Figure 10: Evaluation Summary

Standard 7: Assessment				
7.1. Assessment Plan	Not Started			
7.2. Assessment Elements for Organization and Governance	Not Started			
7.3. Assessment Elements for Educational Outcomes, Curriculum, and Experiential Learning	Not Started			
7.4. Assessment Elements for Student Services, Faculty and Staff, and Resources	Not Started			
7.5. Continuous quality improvement	Not Started			
College or School's Final Self-Evaluation: Self-assess how well the program is in compliance with the standard by selecting the appropriate radio button.	Not Started			

Print Summary Print Self-Assessment Cancel

Figure 11: Evaluation Summary Print Options

Navigating the Program Self-Study Rubric

When you click on “Edit” from the “My Program Evaluations” listing or choose a standard sub-component from the Evaluation Summary page, you will be taken to the edit page. Navigation buttons can be found at both the top and bottom of the page.

Program Self Study

College/School: ACPE Test University Review Cycle: Fall 2025 Status: Not Started

Save Previous Next Cancel View Summary

Figure 12: Program Standard Sub-component Navigation

- **Save** – will save any changes you have made.
- **Previous** – will take you to the previous section in the rubric. (Note – this button will hide when you reach the beginning of the evaluation report).
- **Next** – will take you to the next section in the rubric. (Note – this button will hide when you reach the end of the evaluation report).
- **Cancel** – will take you to the “Program Summary” page.
- **View Summary** – will take you to the “Program Summary” page.

Editing the Program Self-Study

There are 5 key sections to each standard that must be completed by the college or school.

- Report Documentation and Data evidence relevant to the standard.
- Key Elements related to the standard sub-component. There are more than one sub-component per standard.
- Descriptive text addressing specific statements for the standard. This is the narrative.
- An overall compliance rating for the standard.
- Recommended monitoring (this is optional for standards rated as compliant).

Submitting Evidence/Documents

Each standard requires specific evidence/documents to be submitted in order for the rubric standard to be marked “Complete.” A description of the required documentation and data is listed on the left side of the page. To upload documentation, click the “Choose Files” button to upload a document that will be included in your report. After uploading – be sure to select the file that corresponds to the required documentation and/or data requested.


Documentation/Data (This is a list of all files uploaded): <ul style="list-style-type: none">• Only upload each document once.• Evidence should be specific and concise.• File should not exceed 80MB in size.• Do not use special characters in the filename.	Choose Files No file chosen
Required Documentation and Data: (Please choose a file after uploading documentation/data using section above.)	
University organizational chart depicting the reporting relationship(s) for the Dean of the college or school	Test University Org Chart.pdf 
College or school organizational chart including department/division, academic, experiential, and student services	< ** Choose a file ** >
Documents verifying legal authority to offer/award the Doctor of Pharmacy degree	< ** Choose a file ** >

Figure 13: Report Documentation and Data Evidence

Deleting Evidence/Documents

To delete documents previously submitted, make sure to detach the file from all the sections that it may be associated with.

- Go to the section where the file has been attached/previously selected.
- Deselect the file by choosing another file or selecting “< ** Choose a file ** >.”
- Press save button. The file will have been detached.

- A red “X” will now appear next to the file in the file listing.
- Click on the red “X” to delete the file from the file listing.
- Finally, click on “Save” to persist the changes.

Evaluating Key Elements

Each sub-component of the standard will have a list of key elements to be evaluated. The key elements must be assigned one of the following ratings:

- Satisfactory
- Needs Improvement
- Unsatisfactory

In order for the sub-component to be marked completed, each key element must have a rating assigned.

Key Elements	Satisfactory	Needs Improvement	Unsatisfactory
1.1 Eligibility and Reporting Requirements			
1.1.a. Autonomy – The academic unit offering the Doctor of Pharmacy program is an autonomous unit organized as a college or school of pharmacy (within a university or as an independent entity). This includes autonomy to manage the program within stated policies and procedures, as well as applicable state and federal regulations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.b. Legal empowerment – The college or school is legally empowered to offer and award the Doctor of Pharmacy degree.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.c. Administrative oversight – The college or school is led by a dean, who serves as the chief administrative and academic officer of the college or school and is responsible for ensuring that all ACPE accreditation requirements are met.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.d. Institutional accreditation – The institution housing the college or school, or the independent college or school, has (or, in the case of new programs, is seeking and in good standing) full accreditation by an institutional accreditation agency recognized by the U.S. Department of Education.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.e. Institutional accreditation actions – The college or school reports to ACPE within 30 days any issue identified in institutional accreditation actions that may have a negative impact on the quality of the professional degree program and compliance with ACPE standards.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.f. Substantive change – The dean ensures prompt reporting of substantive changes as defined in the policies and procedures to ACPE for the purpose of evaluation of their impact on program quality.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 14: Standard Sub-Component Key Elements

Creating the Narrative

Each standard will contain a section where the college or school must provide description text to address specific statements related to the standard. The narrative text editor is an editor that supports basic formatting options such as bold, italics, underline, indenting, justification, etc.

Each narrative will have a maximum character limit that varies per standard. If you should exceed the maximum character limit, a warning will appear, and you will not be able save your changes until you are under the maximum limit.

Please note that you may:

1. Copy content from a Word document and paste it into the narrative text editor.
2. Copy and paste tables from Excel or Word into the narrative text editor.
3. Paste images into the narrative text editor.

In order for the standard to be marked completed, a narrative must be provided.

The college or school's descriptive text and supporting evidence should address the statements below. If issues are identified, the college or school should provide its plans for addressing them, with relevant timelines. For plans that have already been initiated to address an issue, the college or school should provide evidence that the plan is working.
40,000 character limit, including spaces.

File Edit View Insert Format Tools

← → **B** *I* U ☰ ☰ ☰ ☰ ☰ ☰ ?

Please enter your narrative

0 characters Build with tinyMCE

Figure 15: Descriptive Text Addressing Statements Related To Standard

Rating the Standard

The last section of each standard requires the selection of a compliance rating. For each standard, the user will be required to choose one of the following ratings:

- Compliant
- Compliant with Monitoring
- Partially Compliant
- Non-Compliant

In order for the standard to be marked completed, a compliance rating must be assigned.

Compliant	Compliant with Monitoring	Partially Compliant	Non-Compliant
<p>No factors exist that compromise current compliance; no factors exist that, if not addressed, may compromise future compliance.</p> <p style="text-align: center;">Compliant</p> <p style="text-align: center;"><input checked="" type="radio"/></p>	<ul style="list-style-type: none"> • The program is in a period of transition regarding a key element or elements, the nature of which warrants further observation to evaluate the impact on future compliance with the expectations outlined in the Standard <p>/or</p> <ul style="list-style-type: none"> • No factors exist that compromise current compliance; factors exist that, if not addressed, may compromise future compliance <p>/or</p> <ul style="list-style-type: none"> • Factors exist that compromise current compliance; an appropriate plan exists to address the factors that compromise compliance; the plan has been fully implemented; sufficient evidence already exists that the plan is addressing the factors and will bring the program into full compliance. <p style="text-align: center;">Compliant with Monitoring</p> <p style="text-align: center;"><input type="radio"/></p>	<p>Factors exist that compromise current compliance; an appropriate plan exists to address the factors that compromise compliance and it has been initiated; the plan has not been fully implemented and/or there is not yet sufficient evidence that the plan is addressing the factors and will bring the program into compliance.</p> <p style="text-align: center;">Partially Compliant</p> <p style="text-align: center;"><input type="radio"/></p>	<ul style="list-style-type: none"> • Factors exist that compromise current compliance; an appropriate plan to address the factors that compromise compliance does not exist or has not yet been initiated <p>/or</p> <ul style="list-style-type: none"> • Adequate information was not provided to assess compliance. <p style="text-align: center;">Non-Compliant</p> <p style="text-align: center;"><input type="radio"/></p>

Figure 16: Compliance Rating for Standard

Entering Recommended Monitoring

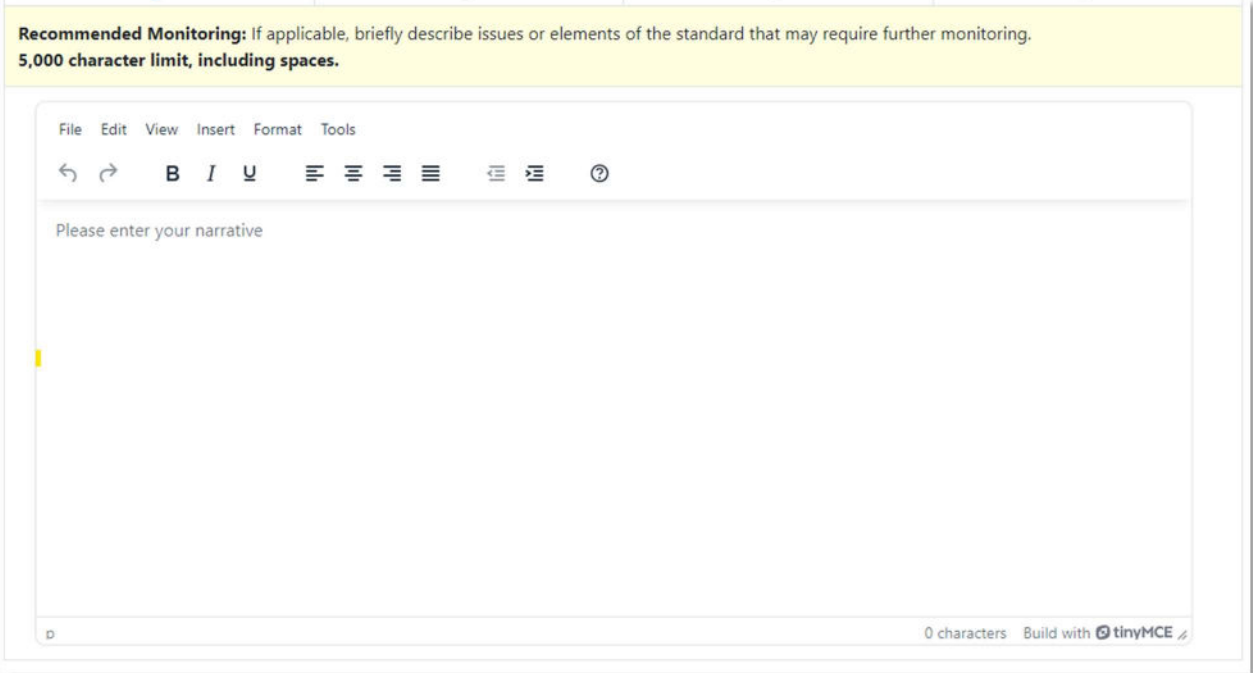
Each standard will contain a section where the college or school may provide a description of issues or elements that may require further monitoring within the standard being evaluated. The narrative text editor is an editor that supports basic formatting options such as bold, italics, underline, indenting, justification, etc.

Recommended Monitoring has a maximum character limit. If you should exceed the maximum character limit, a warning will appear and you will not be able save your changes until you are under the maximum limit.

Please note that you may:

1. Copy content from a Word document and paste it into the narrative text editor.
2. Copy and paste tables from Excel or Word into the narrative text editor.
3. Paste images into the narrative text editor.

This section is optional if the standard is rated Compliant.



The screenshot shows a web-based text editor interface. At the top, a yellow banner contains the text: "Recommended Monitoring: If applicable, briefly describe issues or elements of the standard that may require further monitoring. 5,000 character limit, including spaces." Below this is a text editor with a menu bar (File, Edit, View, Insert, Format, Tools) and a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, and link. The main text area contains the placeholder text "Please enter your narrative". At the bottom right, it shows "0 characters" and "Build with tinyMCE".

Figure 17: Recommended Monitoring

Submitting the Evaluation/Self-Study

To submit the self-study, all required data elements must be provided in each section of the rubric. Once all the standards' sub-components have been moved to a "Complete" status, an attestation box will appear at the bottom of the Program Self-Study Summary page.

Standard 7: Assessment		COMPLIANT		
7.1. Assessment Plan	Complete	✓		
7.2. Assessment Elements for Organization and Governance	Complete			✓
7.3. Assessment Elements for Educational Outcomes, Curriculum, and Experiential Learning	Complete	✓		
7.4. Assessment Elements for Student Services, Faculty and Staff, and Resources	Complete		✓	
7.5. Continuous quality improvement	Complete	✓		
College or School's Final Self-Evaluation: Self-assess how well the program is in compliance with the standard by selecting the appropriate radio button.				
<input checked="" type="checkbox"/> I attest that the evaluation information provided is correct and properly represents the current state of my program.				
<input type="button" value="Submit to ACPE"/> <input type="button" value="Print Summary"/> <input type="button" value="Print Self-Assessment"/> <input type="button" value="Cancel"/>				

Figure 18: Attestation Statement

The self-study must be attested by a user assigned as a submitter for the college or school. By checking the box, the submitter attests the report is complete. Once attested, a system-generated email is sent to the submitter and to ACPE staff.

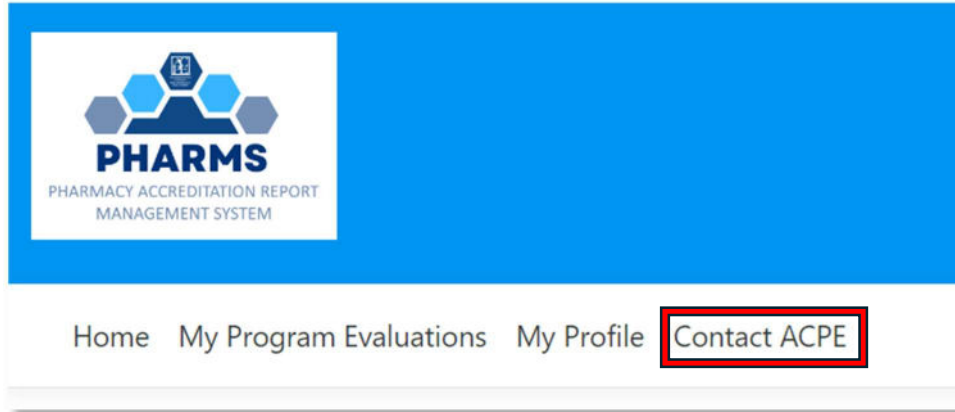
Once submitted – no further edits will be allowed by the college or school. Please make sure your report is complete and contains the correct documentation prior to attesting and submitting the report.



Figure 19: Successful Report Submission

Getting Help/Contacting ACPE

For any questions you may have or issues you encounter – please contact ACPE by either emailing csinfo@acpe-accredit.org or using the “Contact ACPE” menu option in PHARMS.



This will send you to the Contact ACPE web page. Here you can enter a subject and a description of your question or issue and then click “Submit” to send your request to ACPE’s College and School general information inbox (csinfo@acpe-accredit.org). A copy will be also sent to the user.

A screenshot of the 'Contact Us' form. The title 'Contact Us' is at the top left. Below it is a paragraph of instructions: 'Please enter the subject of your inquiry and a message to be delivered to the ACPE College and Schools department. Click the “Submit” button to send your message.' The form itself is titled 'Contact Form' and contains two main sections: 'Subject' with a text input field, and 'Message' with a rich text editor. The rich text editor has a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', and 'Tools'. Below the menu are icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, and link. At the bottom right of the message area, it says '0 characters Build with tinyMCE'. At the very bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 20: Contact ACPE Form