



PHARMACY ACCREDITATION REPORT
MANAGEMENT SYSTEM



PHARMACY ACCREDITATION REPORT MANAGEMENT SYSTEM

2024



Comprehensive Review for College and Schools Accreditation: Pharmacy Accreditation Report Management System

With the release of the new standards and corresponding rubric for 2025, the decision was made to create 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 college or school of pharmacy staff in preparation of its self-study report and document how its pharmacy degree program is addressing 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.



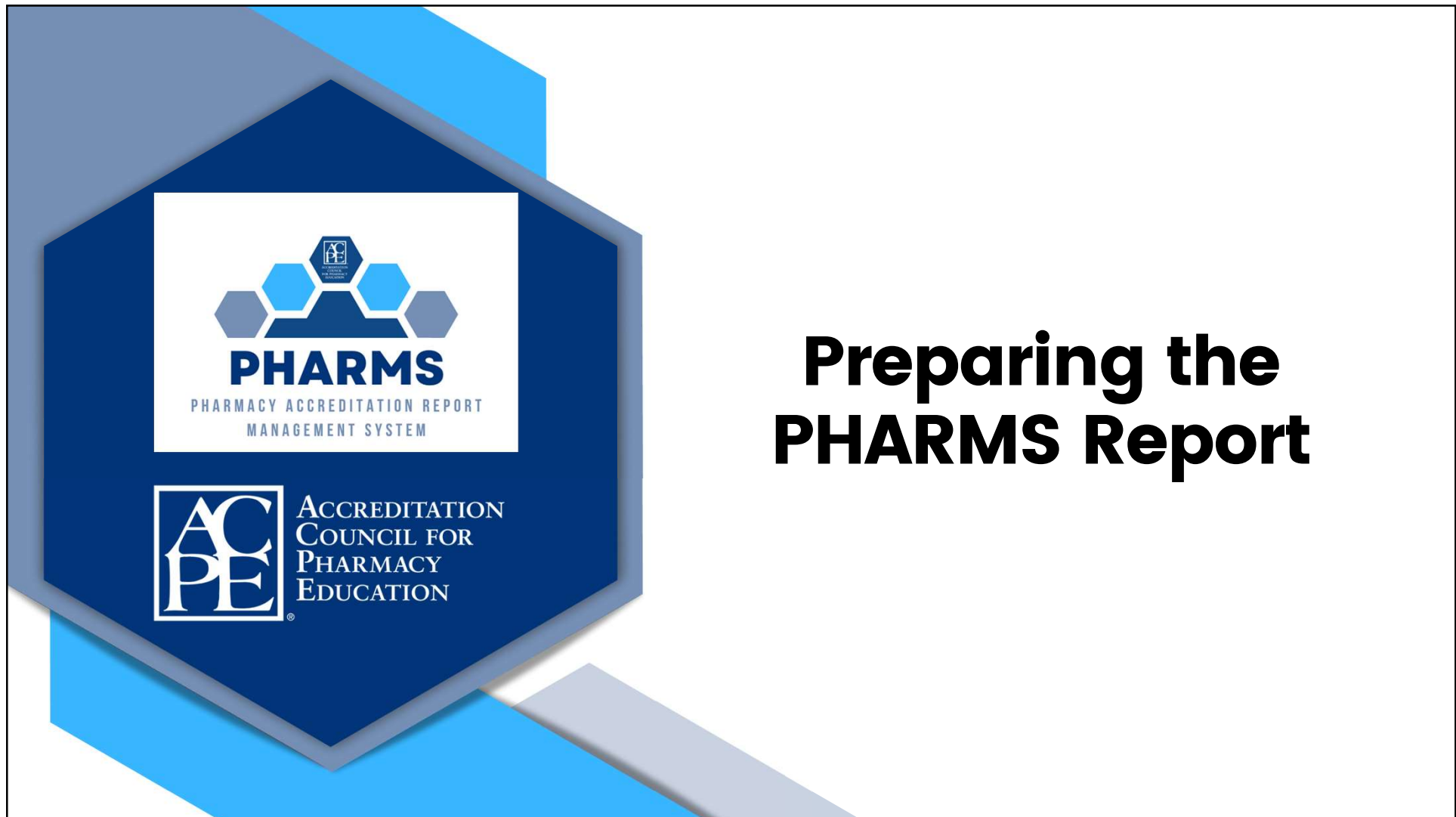


Comprehensive Review for CS Accreditation: Pharmacy Accreditation Report Management System

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 pharmacy 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 staff will then be able to access the self-study platform via a web browser and begin the process of writing the self-study, evaluating the program, submitting evidence, and providing a narrative.

Please note: ACPE and evaluation team members will NOT have access to the Self-Study content UNTIL the college or school staff has completed every section of the rubric, all required evidence has been provided, 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

Comprehensive Review for CS Accreditation: PHARMS



The Dean will receive an email notification from the system with login information.



The recipient's email address will be the User ID when accessing the system



Accreditation Council for Pharmacy Education

Pharmacy Accreditation Report Management System (PHARMS)

ACPE PHARMS Notification - New User Account Added

User: xxxxx@acpe-accredit.org
Name: XXXX XXXX
Password: XXXXXXXXXXXX
Create Date: 8/20/2024 8:16:06 AM

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

An additional email message will be sent to you when the online evaluation report has been created and assigned to your institution by ACPE staff. If you have received this message in error or have questions, please contact csinfo@acpe-accredit.org.

Regards,

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



Comprehensive Review for CS Accreditation: PHARMS



When the program evaluation is ready, the Dean will receive an email notification indicating it is available for you to begin entry.



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



Comprehensive Review for CS Accreditation: PHARMS



By clicking the link in the email, the user will be taken to a login screen



Login with your email and assigned password

PHARMS
PHARMACY ACCREDITATION REPORT
MANAGEMENT SYSTEM

Log in

Please use email address registered with ACPE.

Email

The Email field is required.

Password

The Password field is required.

Remember me?

Log in

[Forgot your password?](#)



Comprehensive Review for CS Accreditation: PHARMS



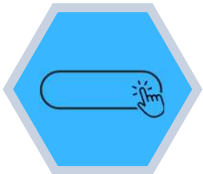
The home page
will appear

The screenshot shows the PHARMS web application interface. At the top left is the PHARMS logo (Pharmacy Accreditation Report Management System). At the top right is the ACPE logo (Accreditation Council for Pharmacy Education). Below the logos is a navigation menu with links: Home, My Program Evaluations, My Profile, and Contact ACPE. On the right side of the navigation bar, it says "Hello steve_janis@comcast.net! Logout". The main content area features a large heading: "Welcome to the ACPE College & Schools Pharmacy Accreditation Report Management System (PHARMS)".

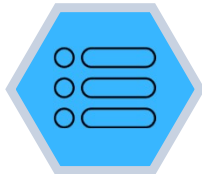




Comprehensive Review for CS Accreditation: PHARMS



Click on
"My Program Evaluations"
to begin the self-study



This screen lists the
evaluation assigned



"Edit" will open
the first
standard of the
self-study



"View Summary"
will open the summary
page of the assigned
evaluation



Export will generate a
zipfile with the pdf
version of the report and
all evidence that has
been submitted

Program Evaluations

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	07/24/2024 09:07 AM	Edit View Summary Export



Comprehensive Review for CS Accreditation: PHARMS

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	Review Cycle	Status
ACPE Test University	Fall 2025	In-Progress

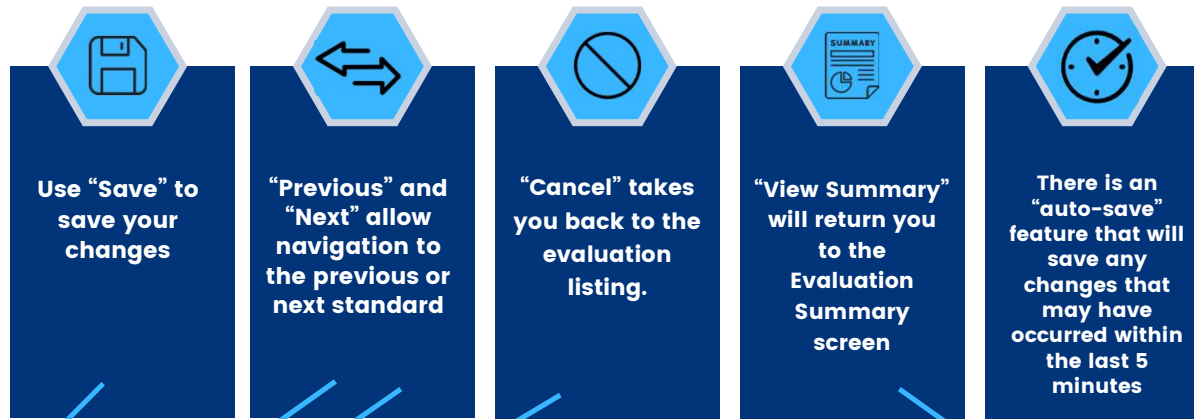
Standard	Status	Satisfactory	Needs Improvement	Unsatisfactory
Standard 1: Organization and Governance	<i>COMPLIANT</i>			
1.1. Eligibility and Reporting Requirements	In-Progress	✓		
1.2. College or School Vision, Mission, and Goals	Complete	✓		
1.3. Strategic Plan	Complete	✓		

Evaluation Summary View

- Shows all standards.
- Allows navigation to a specific section of the rubric
- Reports the status of each section
 - Not Started
 - In-Progress
 - Complete



Comprehensive Review for CS Accreditation: PHARMS



Program Self Study

College/School	Review Cycle	Status
ACPE Test University	Fall 2024	Complete
Save Previous Next Cancel		View Summary

PHARMS Reporting Rubric

Required Elements

Satisfies required elements

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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Does not satisfy the required elements



Save Next Cancel

View Summary





PHARMS Rubric Evidence

Standard 1: Organization and Governance

Instructions

To complete this evaluation - every row must have at least one radio button or checkbox clicked, a narrative must be included, and all documentation/data requested must have a file uploaded/attached.

Required Documents

List of evidence files to submit

Documentation/Data

(This is a list of all files uploaded):

- 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.

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

College or school organizational chart including department/division, experiential, student affairs/services

Choose files No file chosen

Attachment(s)	Action	Attached To
University organizational chart.docx		1.1. Eligibility and Reporting Requirements

Choose a file to select

University organizational chart.docx

<** Choose a file **>

Deleting Files for PHARMS Rubric Evidence



To delete a file, make sure to detach that file from the section it is selected

List of attached files

Where the file is attached

Instructions
To complete this evaluation - every row must have at least one radio button or checkbox clicked, a narrative must be included, and all documentation/data requested must have a file uploaded/attached.

Documentation/Data
(This is a list of all files uploaded):

- 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.

Required Documentation and Data:
(Please choose a file after uploading documentation/data using section above.)

Attachment(s)	Action	Attached To
Test University Org Chart.pdf		1.1. Eligibility and Reporting Requirements
Test University Dept Org Chart.pdf		1.1. Eligibility and Reporting Requirements
Test University Vision and mission statements.pdf		1.1. Eligibility and Reporting Requirements

University organizational chart depicting the reporting relationship(s) for the Dean of the college or school

College or school organizational chart including department/division, academic, experiential, and student services

Documents verifying legal authority to offer/award the Doctor of Pharmacy degree

Section where the file is selected



Deleting Files for PHARMS Rubric Evidence



Go to the section where the file has been selected



Deselect the file by either choosing another file or pick the option Choose a file



Press the Save button

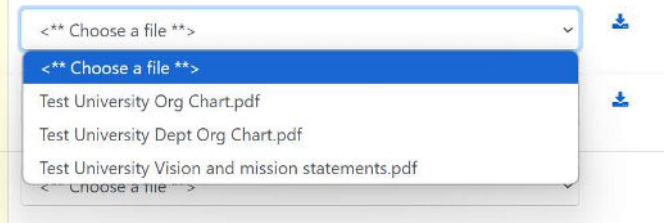
Required Documentation and Data:

(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

College or school organizational chart including department/division, academic, experiential, and student services

Documents verifying legal authority to offer/award the Doctor of Pharmacy degree



Choose Files No file chosen

Attachment(s)	Action	Attached To
Test University Org Chart.pdf	x	
Test University Dept Org Chart.pdf		1.1. Eligibility and Reporting Requirements
Test University Vision and mission statements.pdf		1.1. Eligibility and Reporting Requirements

Now the file is detached from the section it was selected



The detachment is successful when you see a red X next to the file



Press the red X to delete that file from the Attachments



Press the Save button



PHARMS Rubric Narrative

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 [List Icons] [Link Icon]

Please enter your narrative

0 characters Build with tinyMCE



Narrative is required

Maximum words and character allowance differs per standard

Note: You can insert tables and images



Submitting via the PHARMS Platform

To complete a section:



All key elements must have a selection



There must be evidence submitted



The narrative must be provided



Submitting via the PHARMS Platform

To complete a self-study:

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"/>			

▶ Check the Status

All Standards must have "Completed" status.

▶ Look for Attestation Form

The attestation form will appear on the summary screen when all relevant information provided

▶ Mark the checkbox

The self-study must be attested to by the user logged in by clicking the checkbox

▶ Look for email confirmation

An email is generated and sent to the Submitter and ACPE Staff.

Program Self Study Summary

Successfully submitted Program Self Study Report to ACPE! ✕





Tips for Preparing the PHARMS Self-Study Report



START

Start reviewing the rubric with your organization early and address problems immediately.



FOLLOW

Follow directions in the PHARMACY ACCREDITATION REPORT MANAGEMENT SYSTEM (PHARMS)



LEAVE

Leave no required items blank!



USE

Use the rubric to check the quality of the report.



COMPLETE

The college or school is expected to submit a complete PHARMS report via the online platform.



CONTACT




Contact ACPE if you have any questions.





Demonstration



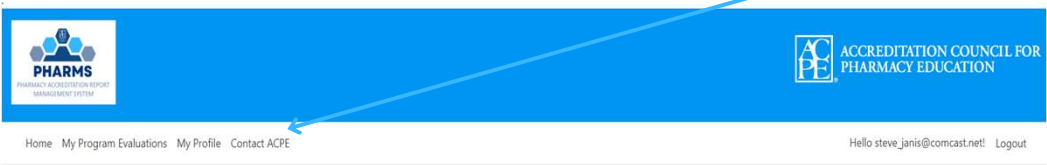
A few final notes....

-  You will no longer need to print the report or send a flash drive. Team members will be provided with access to the PHARMS platform.
-  Previous versions are not saved. Only one copy is saved with your most recent changes.
-  This platform is intended for the creation and submission of the **final** report. It is not intended to be used for data collection or peer review.



Have Questions?

You can contact us via the in-application Contact Form



Home My Program Evaluations My Profile Contact ACPE Hello steve_janis@comcast.net! Logout

Welcome to the ACPE College & Schools Pharmacy Accreditation Report Management System (PHARMS)

or

Send us an email at csinfo@acpe-accredit.org



Thank You

This presentation and documentation about PHARMS
application will be posted at

[https://www.acpe-accredit.org/pharmd-program-
accreditation/#tab-Standards](https://www.acpe-accredit.org/pharmd-program-accreditation/#tab-Standards)

