

AMERICAN COLLEGE OF CLINICAL PHARMACY

Adult Medicine PRN Document Archives Operations Guide

Updated: November 2010

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Adult Medicine PRN Document Archives, Committee Members and their Duties.

- ✓ The archives are developed and managed by the members of the Adult Medicine PRN.
- ✓ Current Designations are Coordinator(s) and Advisor/Chair.
- ✓ Each person designated by the current PRN Officers during the FALL clinical meeting will serve a one year term as the Coordinator and then one year as the Advisor. The terms begin January 1st and end December 31.

Duties:

Coordinators: (2011: Dr. Soojin Sung, Dr.Linda Fung, Dr.Tayo Okubanjo)

Responsible for the management/operation of the document archives.

Post submissions with the assistance of ACCP staff.

Chair/Advisor: (2011: Dr.Radha Manian)

Assists the coordinators and the assistant coordinator upon request with issues regarding the operation of the document archives.

Orients the new coordinators to their new position duties.

Updates the Archives Policy Document in conjunction with the AMPRN Chair.

Current Archives: Adult Medicine PRN Document Archives Policy

- The archives are developed by and for the members of the Adult Medicine PRN.
- Documents which have been posted on the Adult Medicine PRN Listserv are filed according to the type of document (i.e. guideline, protocol, etc.) and specific topic (see Section).
- It is the responsibility of the submitting member or author (see Contact Information) to assure accuracy of the information.
- NEITHER ACCP nor the AMED PRN endorses or verifies the accuracy of any of the documents submitted for archiving.
- Items submitted for archiving will be on file for 5 years from the date of submission to the AMPRN (date of creation).
- Since the submitting member is considered as the author of the document, email contact information of the submitting member will be provided as the author of the document for further contact/clarification on the document.
- Since documents are copied and formatted for submission to archiving, it is suggested that the documents are to be submitted in format which may be copied.
- Documents may be submitted with the institutional logos.
- Documents providing hospital policies or institutional protocols are not allowed for archiving.
- List of deleted documents with their title may be communicated on monthly basis to the members for updating (Please check with IT on this).

OPERATIONS GUIDE:

Submission Steps (SORTING):

1. Identify the title of the document as it appears on the document for submission.
2. Identify the author (member sending the document) and their responsive email address.
3. Identify the date of creation of the document (or updated date) as it appears on the document. If no date is identifiable, use the date of submission by the member as the date of creation. Submit in month and year format.
4. Next, Select Document Type:
 - a. Order sheets
 - b. Guidelines
 - c. Policies & Procedures
 - d. Presentations
 - e. Protocols
5. Final step is section selection:
Sections as per, "Pharmacotherapy: A pathophysiologic Approach", Seventh Edition.
Edited by DiPiro JT with minor changes (One of the following):

Basic Concepts	Infectious Diseases	Pain Management
Cardiovascular	Liver/Gastrointestinal	Pharmacokinetics, Pharmacodynamics, Pharmacogenomics
Endocrinology	Neurology	
Hematology	Nutrition/Electrolytes	Psychiatry
Herbal & Alternative Medicine	Obstetrics/Gynecology	Renal
Immunology	Oncology	Respiratory

To prevent mistakes each item should be submitted separately.

Sample submission:

Title: Management of Bacterial Meningitis

Author and Contact information: Tom6036@aol.com

Date Created: 9/06

Type: Presentations

Section: Infectious Disease

The Document archives coordinator will email ACCP point of contact in the Information Technology Department and the Chair with the above information and the document, as attachment.

IT- POINT OF CONTACT

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