

West Virginia Board of Pharmacy

2310 Kanawha Boulevard East

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Outpatient Pharmacies – Documents to be presented during an Inspection

1. Last biennial inventory of controlled substances. 15-2-6.5
2. Power(s) of attorney for controlled substance ordering. 15-2-3.4
3. Several invoices or packing slips for controlled substances II through V. 15-2-8.4.b
4. A copy of a recent return of outdated controlled substances. 15-2-6-12.a
5. Schedule V book and pseudoephedrine record of sales. 15-2-7.19.a.5
6. A packet of prescriptions from each file kept (if kept loose about ½ inch). 15-1-3.11
7. Emergency dispensing log of maintenance medications. 15-1-26.1
8. Several daily report print-outs or daily signature log book. 15-4-5.2.3
9. Record of nonprescription sales of prescription drugs to doctors, rescue squads etc. 15-1-9.1.1.a
10. Record of delivered prescriptions and documentation of "Offer to Counsel". 15-1-19.13.6
11. Records of technician trainee training including hours accrued. 15-7.4.5
12. Show the approved Pharmacy Technician Training Program booklet or folder. 15-7-2.5
13. Show the Quality Assurance Program documents including recent staff meeting minutes. 15-1-20.2.3
14. Perpetual inventory of controlled drugs if in book form or demonstrate computer record. 15-2-6.2.4.a
15. Record of pharmacist working over 12-hour shift if applicable. 15-1-14.8.1
16. Printed or electronic copies of immunization and recording procedures. 15-12-6
17. Contents of immunization emergency kit and emergency response plan. 15-12-7.2
18. Current CPR certification for immunizing pharmacists. 15-12-3.1.c
19. Copies of WVBOP Immunization Registration Certificate. 15-12-4.2
20. **NABP CE MONITOR REPORT** for all pharmacists regularly employed and floaters assigned to this facility this year. 15-3-9.1

Records submitted for the current license only ARE required for inspection. For those licensed in 2015 NABP Report from 7/1/2013 to 6/30/2015. Licensed in 2016 NABP Report from 7-1-2014 to 6/30/2016. Records for most current four years CE should be available at employment site at all times.

DO NOT expect the inspector to wade through a stack of printed CE Certificates. It is a waste of your time and theirs!

21. Have a copy of an up to date Combined Technician Listing and Confidentiality Affidavit prepared for the inspector. 15-1-20.3.1
15-1-20.3.2.10
22. If your pharmacy dispenses outpatient prescriptions of controlled drugs be prepared to produce a three-day report (of inspector's choice) showing the total number of prescriptions processed by patient name, Rx number, date and drug.