

West Virginia Board of Pharmacy

2310 Kanawha Boulevard East

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Inpatient Pharmacies – Documents to be presented during an Inspection

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| 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 A copy of a recent return of outdated controlled substances.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. (If doing Outpatient Rx) | 15-2-7.19.a.5 |
| 6. A packet of prescriptions from each file kept (if kept loose about ½ inch). (If doing Outpatient Rx) | 15-1-3.11 |
| 7. Log of institutional pharmacy entry by non-pharmacists. | 15-1-14.7.4 |
| 8. Returned drug log if applicable. | 15-1-12.3 |
| 9. Record of nonprescription sales of prescription drugs to doctors, rescue squads etc. | 15-1-9.1.1.a |
| 10. Emergency dispensing log of maintenance medications if operating an outpatient department. | 15-1-26.1 |
| 11. If operating outpatient pharmacy several daily print-outs or daily signature log. | 15-4-5.2.3 |
| 12. Records of technician trainee training including hours accrued. | 15-7.4.5 |
| 13. Show the approved Pharmacy Technician Training Program booklet or folder. | 15-7-2.5 |
| 14. Show the Quality Assurance Program documents including recent staff meeting minutes. | 15-1-20.2.3 |
| 15. Perpetual inventory of controlled drugs if in book form or demonstrate computer record. | 15-2-6.2.4.a |
| 16. Record of pharmacist working over 12-hour shift if applicable. | 15-1-14.8.1 |
| 17. Show the Sterile Compounding Policy & Procedure Manual and all required documentation records. | 15-1-16.2.2 |
| 18. 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!

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| 19. 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 |
| 20. 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. | |