

West Virginia Board of Pharmacy

Phone (304) 558-0558

2310 Kanawha Boulevard East

Fax (304) 558-0572

Charleston, West Virginia 25311

POP-IN INSPECTION REPORT

«Corporate_Name» «Pharmacy_Name» «Street_Address» «Mailing_Address» «City», «State» «Zip»	E-Mail Address «EmailAddress»	Date «Next_Insp»	Time
	Phone «WorkPhone»	Fax «FaxNumber»	
	DEA License # «DEA_License_»	WVBOP # «BOP_License_»	
	P.I.C. or R.Ph on duty «Pharmacist_in_Charge»	License # «License_»	
	Hours «Pharmacy_Hours»		

Item	Question	Reference	Yes	No	NA
1	Only pharmacists have key or code access to prescription area?	15-1-14.7.3.1			
2	Only authorized non-registered person(s) in prescription area?	15-1-18.7			
3	Is generic sign visible to the public?	30-5-12b.(o)			
4	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-19.15			
5	Are the Pharmacy's Permit and DEA License posted in a conspicuous place?	15-1-14.3.3			
6	Are all pharmacist and pharmacy technician licenses posted?	30-5-11			
7	Is a copy of the Combined Technician List and Confidentiality Statement posted?	15-1-20.3.1& 15-1-20.2.10			
8	Are refrigerator temperatures between 2 to 8°C (36 to 46°F)?	15-1-15.1.2			
9	List refrigerator temperatures:				
10	Are freezer temperatures between -10 to -25°C (-13 to 14°F)?	15-1-15.1.2			
11	List the freezer temperatures:				
12	Is the pharmacy area's temperature controlled & between 20 to 25°C (68 to 77°F)?	15-1-15.1.2			
13	What is the pharmacy area current temperature?				
14	Is the prescription counter clean and dust free?	15-1-18.2			
15	Is the prescription counter only used for prescription preparation?	15-1-18.2			
16	Is the prescription preparation room clean, orderly and dust free?	15-1-18.5			
17	Is the sink used only for cleaning hands and equipment?	15-1-18.3			
18	Are pharmacists wearing white coats, lab jackets or smocks?	15-1-18.4			
19	Do pharmacists have a proper name tag on their garment?	15-1-18.4			
20	Does this pharmacy employ technician trainees?				
21	Is an approved Technician Training Manual available?	15-1-20.3.2.4			
22	Is documentation of training by the P.I.C. available?	15-7-4.5			
23	Are there written records that document the required elements?	15-7-4.5a.f			
24	Do trainees wear proper attire?	15-1-18.4			
25	Do trainees have a proper name tag?	15-7-6.2			
26	No trainee has exceeded 15 months training plus 3 months for testing?	15-7-4.4(f)			
27	All licensed technicians are wearing proper attire and name tags?	15-1-18.4			
28	Is there a proper sign available to post when a pharmacist is not on duty?	15-1-14.7.4			

			Yes	No	NA
29	Is there a reasonable effort to obtain patient I.D. for the patient record?	60A-3-308.d.2.B			
30	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.a			
31	Demonstrate the perpetual inventory of CII drugs and the past two months verification.	15-2-6.2.4			
32					
33					
34					
35					
36					
37					
38					

Inspector Comments:

«Pharmacist_in_Charge»
Pharmacist-in-Charge

Date

«Inspector»
Inspector

Date