

# West Virginia Board of Pharmacy

Phone (304) 558-0558

1207 Quarrier St., 4<sup>th</sup> Floor

Fax (304) 558-0572

**Charleston, West Virginia 25301**

## UNSCHEDULED INSPECTION REPORT

	E-Mail Address	Date Time
	Phone	Fax
	DEA License	WVBOP #
	P.I.C. or R.Ph on duty	License #
	Hours	

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

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

Inspector Comments:

---

Pharmacist-in-Charge	Date	Inspector	Date
----------------------	------	-----------	------