

West Virginia Board of Pharmacy

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Charleston, West Virginia 25311

OUTPATIENT PHARMACY INSPECTION REPORT

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

Item	Question	Reference	Yes	No	NA
1	Does this Pharmacy have an automated dispensing system?	15-1-20.3.2.11			
2	What is the name of this system?				
3	Has the Board been notified in writing of its installation?	15-1-20.3.2.11			
4	Does this pharmacy perform USP 795 Non-Sterile Compounding?				
5	If Yes attach a USP 795 Inspection Form.				
6	Does this pharmacy perform USP 797 Sterile Compounding?				
7	If Yes attach a USP 797 Inspection Form. Ship out of state use NABP Universal.	WV ____ or NABP ____			
8	Is there an alarm system installed according to Rule?	15-1-14.7.2			
9	Does the alarm system include a battery back-up power source?	15-1-14.7.2.2			
10	Are there barriers installed to Rule including Drive-Up window?	15-1-14.7(d).1 & 15-2-4			
11	Are controlled substances dispersed? Or	15-2-4.6.9			
12	Stored in a 20 gauge (or better) locked metal cabinet or drawer?	15-2-4.6.a			
13	Are all losses or thefts of controlled drugs reported to DEA and WVBOP?	15-2-8.3.a			
14	Only authorized non-registered person(s) in prescription area?	15-1-18.7			
15	Only pharmacists have key or code access to prescription area?	15-1-14.7.3.1			
16	Is generic sign visible to the public?	30-5-12b.(o)			
17	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-19.15			
18	Are the Pharmacy's Permit and DEA License posted in a conspicuous place?	15-1-14.3.3			
19	Are all pharmacist and pharmacy technician licenses posted?	30-5-11			
20	Is a copy of the Combined Technician List and Confidentiality Statement posted?	15-1-20.3.1& 15-1-20.2.10			
21	Is there a proper sign available to post when a pharmacist is not on duty?	15-1-14.7.4			
22	Are completed prescriptions stored in pharmacy area which does not have unlicensed personnel?	15-1-14.7.5			
23	Last Biennial Inventory is dated: / / and is correct?	15-2-6.5			
24	Does Form 222 or CSOS require a Power of Attorney?	15-2-3.4			
25	Has Power(s) of Attorney been issued? To Whom:	15-2-3.4			
26	Are controlled substance invoices or packing slips signed by a pharmacist?	15-2.8.4.b			

			Yes	No	NA
27	Are there completed Return & Destruction records of controlled drugs?	15-2-6.13a.I			
28	Does the pharmacy sell Over-the-Counter controlled drugs?	15-2-7.19.a.5			
29	Is the Schedule V Book complete and correct?	15-2-9.22			
30	Has the pharmacy filled any telephoned Emergency CII prescriptions?	15-2-7.9.b			
31	The emergency quantity only filled?	15-2-7.9.4.1			
32	Is there a signed written Rx that was provided within 7 days?	15-2-7.9.b.3			
33	Do all controlled drug prescriptions show practitioners printed name?	15-2-7.6.c			
34	Do hospital prescriptions show the practitioners issued suffix #?	15-2-7.6.c			
35	Patient's address shown?	15-2-7.5.a			
36	Date of Issue shown?	15-2-7.5.a			
37	Partial fills documented correctly?	15-2-7.11			
38	Are controlled Rx's on a separate prescription blank?	15-2-7.6.a			
39	No controlled Rx's are filled after 90 days (unless provider called)?	15-2-7.9.a.1			
40	Are all pseudoephedrine sales reported via the NPLEX System?	60A-10-8.b			
41	Is there a reasonable effort to obtain patient I.D. for the patient record?	60A-3-308.d.2.B			
42	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.a			
43	Are any outdated drugs found among shelf stock? Number found _____	15-1-19.9.2			
44	Are refrigerator temperatures all between 2 to 8°C (36 to 46°F)?	15-1-15.1.2			
45	List refrigerator temperatures:				
46	Are freezer temperatures between -10 to -25°C (-13 to 14°F)?	15-1-15.1.2			
47	List the freezer temperatures:				
48	Is the pharmacy area temperature controlled and between 20 to 25°C (68 to 77°F)?	15-1-15.1.2			
49	What is the pharmacy area current temperature?				
50	Is the prescription counter clean and dust free?	15-1-18.2			
51	Is the prescription counter only used for prescription preparation?	15-1-18.2			
52	Is the prescription preparation room clean, orderly and dust free?	15-1-18.5			
53	Is the sink used only for cleaning hands and equipment?	15-1-18.3			
54	Are pharmacists wearing white coats, lab jackets or smocks?	15-1-18.4			
55	Do pharmacists have a proper name tag on their garment?	15-1-18.4			
56	Are electronic prescription transmissions certified?	15-1-21.1.7.b			
57	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-21.1			
58	Are telephoned prescriptions properly & completely documented?	15-1-19.13.1			
59	Is the manufacturer shown on the prescription record file?	30-5-12b(j)			
60	Is the dispensing pharmacist's initials recorded on the Rx record file?	15-1-19.13.4			
61	Are the initials of all personnel who have worked on Rx recorded?	15-1-19.13.4			
62	How many files does the computer system generate? _____				
63	Are transferred prescriptions properly recorded (both in and out)?	15-1-9.1.1.b			
64	Is there any sign that prescriptions have been refilled after 12 months?	15-1-10.3			
65	Does it appear that all CFNP and PA prescribing is according to Rules?	11-1B-14.8			
66	Is there a proper record of emergency dispensing of maintenance meds?	15-1-26.1			
67	Are complete patient profiles maintained on all patients?	15-1-15.2.6			
68	Does the pharmacy maintain signed and complete daily Rx reports?	15-4-5.2.3			
69	In lieu of a Daily Report does pharmacy maintain a proper log book?	15-4-5.2.3			
70	Is one full year of dispensing records available online?	15-4-4			
71	Can the pharmacy generate five full years of dispensing's on request?	15-4-4			
72	Are sales of Rx drugs without a prescription properly recorded?	15-1-9.1.1			
73	If servicing a nursing home is a log of returned drugs maintained?	15-1-12.3			

			Yes	No	NA
74	Is there sufficient compounding equipment available?	15-1-15.2.2			
75	Is there a sanitary method of measuring liquids?	15-1-15.2.1			
76	Does the pharmacy have Board approved clinical reference materials?	Board Policy			
77	Does the pharmacy have a current copy of WVBP Law and Rules?	15-1-15.2.8			
78	Does the pharmacy have an adequate balance and weights available?	15-1-15.2.2			
79	Do prescription containers meet the FDA and USP requirements?	15-1-15.1.2			
80	Are proper closures used and documented if Non-Safety?	Consumer Protection			
81	Do the pharmacist's initials appear on the Rx label?	15-1-19.13.4			
82	Does the manufacturer's name and drug generic name appear on the Rx label?	30-5-12b(j)			
83	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-22.1.4(i)1			
84	Does the Rx label show a beyond use date?	15-1-22.1.4(k)			
85	Does the Rx label show the prescriber's name?	15-1-22.1.4.c			
86	Does the Rx label show proper title for mid-level practitioners? (Not Currently required by Rule)				
87	Is a proper offer to counsel made on pickup of each new prescription?	15-1-19.13.6			
88	How is "Offer to Counsel" documented on mail or delivered Rx's?	15-1-19.13.6			
89	Is the counseling area convenient to the pharmacist? (unless excused)	15-1-15.1.1			
90	Is the Counseling area private for the patient? (unless excused)	15-1-15.1.1			
91	Does this pharmacy employ technician trainees?				
92	Is an approved Technician Training Manual available?	15-1-20.3.2.4			
93	Is documentation of training by the P.I.C. available?	15-7-4.5			
94	Are there written records that document the required elements?	15-7-4.5a.f			
95	Do trainees wear proper attire?	15-1-18.4			
96	Do trainees have a proper name tag?	15-7-6.2			
97	No trainee has exceeded 15 months training plus 3 months for testing?	15-7-4.4(f)			
98	All licensed technicians are wearing proper attire and name tags?	15-1-18.4			
99	Does the pharmacy maintain written duties for all technicians?	15-1-20.3.2			
100	No technician is observed violating legally authorized duties?	15-7-5(1)			
101	All technicians are directly supervised by the pharmacist on duty?	15-1-20.3.2.4			
102	Are nationally certified or those licensed in other states also licensed in WV?	15-7-3.1.c			
103	Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK?	15-1-2.40c			
104	Does PIC work 50% of hours in a pharmacy open less than 40 HR/WK?	Board policy			
105	Has an Interim PIC been utilized?	15-1-14.5.2			
106	Has the PIC seen current licenses of all current employees?	15-1-20.3.2.6			
107	Does the pharmacy have an ongoing Quality Assurance program in place?	15-1-20.3.2.3			
108	Does the QA program address CSMP review and Buprenorphine use?				
109	Demonstrate the Controlled Drug Perpetual inventory & monthly review.	15-2-6.2.4(a)			
110	Are written reports prepared when dispensing errors occur?	Board Policy			
111	Are these reports formally discussed with prescription dept. personnel?	Board Policy			
112	Is there a connection to the CSMP available?	15-8-3			
113	Are controlled substance dispensing's being reported to the CSMP?	15-8-3			
114	Does the pharmacy refuse to fill some Controlled Drug Prescriptions?				
115	Does the pharmacy document the refusal in any manner?				
116	Does the pharmacy review patient's need for Controlled Drugs & the CSMP data?				
117	Does the pharmacy maintain any documentation of Item #116?				
118	Has this pharmacy dispensed any opioid antagonists?	60A-9-4			
119	Is there documentation of reporting opioid antagonist to CSMP?	60A-9-4			

