West Virginia Board of Pharmacy

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Charleston, West Virginia 25311

INSTITUTIONAL PHARMACY INSPECTION REPORT

E-Mail Address	Date
Phone	Fax
DEA License #	WVBOP #
P.I.C.	License #
Hours	

Item	Question	Reference	Yes	No	NA
1.	Does this Pharmacy have an automated dispensing system?	15-1-16.2.11	☐	☐	☐
2.	What is the name of system and has the Board been notified in writing of its installation?	15-1-16.2.11	☐	☐	☐
3.	Does this pharmacy perform USP 795 Non-Sterile Compounding?	15-1-11.1.2	☐	☐	☐
4.	If YES attach a USP 795 Inspection Form.	15-1-11.1.2			
5.	Does this pharmacy perform USP 797 Sterile Compounding?	15-1-11.1.2	☐	☐	☐
6.	If YES attach a USP 797 Inspection Form. If shipping out of state, use NABP Universal. WV _____ or NABP _____	15-1-11.1.2			
7.	Is there an alarm system installed according to Rule?	15-15-6.2	☐	☐	☐
8.	Does the alarm system include a battery back-up power source?	15-15-6.2.1	☐	☐	☐
9.	Are barriers installed according to Rule?	15-1-15	☐	☐	☐
10.	Are controlled substances dispersed? Or Schedule(s) _____	15-2-5.5.1	☐	☐	☐
11.	Stored in a locked 20-gauge (or better) metal cabinet or drawer? Schedule(s) _____	15-2-5.5.1	☐	☐	☐
12.	Are all losses or thefts of controlled drugs reported to DEA and WVBOP?	15-2-5.4	☐	☐	☐
13.	Only authorized non-registered person(s) in prescription area?	15-1-14.7	☐	☐	☐
14.	Only pharmacists have key or code access to prescription area if not 24/7?	15-15-6.3.1	☐	☐	☐
15.	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-15.15	☐	☐	☐
16.	Are the Pharmacy's Permit and DEA License posted in a conspicuous place?	15-15-3.3	☐	☐	☐
17.	Are all pharmacist and pharmacy technician licenses posted?	30-5-11	☐	☐	☐
18.	Is a copy of the Combined Technician List and Confidentiality Statement posted?	15-1-16.3.1	☐	☐	☐
19.	Are afterhours entry rules followed?	15-15-6.3.2	☐	☐	☐
20.	Is there proper documentation of afterhours entry?	15-15-6.3.2	☐	☐	☐
21.	Is satellite pharmacy supervised by pharmacist when open?	15-1-16.3.1	☐	☐	☐
22.	Last Biennial Inventory is dated: / / and is format correct?	15-2-7.5	☐	☐	☐
23.	Does Form 222 or CSOS require a Power of Attorney?	15-2-4.6	☐	☐	☐

Item	Question	Reference	Yes	No	NA
24.	Has Power(s) of Attorney been issued? To Whom:	**15-2-4.6**	☐	☐	☐
25.	Are controlled substance invoices or packing slips signed by a pharmacist?	**15-2-9.4.2**	☐	☐	☐
26.	Are there completed Return & Destruction records of controlled drugs?	**15-2-9.2.1**	☐	☐	☐
27.	Are any outdated drugs found among shelf stock? Number found _____	**15-1-15.9.2**	☐	☐	☐
28.	Are refrigerator temperatures all between 36 to 46º F? (2-8º C)	**15-1-11.2.4**	☐	☐	☐
29.	List refrigerator temperatures:				
30.	Are freezer temperatures between -4 to14º F (-25 to -10º C)?	**15-1-11.2.4**	☐	☐	☐
31.	List the freezer temperatures:				
32.	Is the pharmacy area temperature controlled between 68 and 77º F (20-25ºC)?	**15-1-11.2.4**	☐	☐	☐
33.	What is the pharmacy area current temperature?				
34.	Are work counters clean and dust free?	**15-1-14.2**	☐	☐	☐
35.	Are the counters only used for medication preparation?	**15-1-14.2**	☐	☐	☐
36.	Is the medication preparation room clean, orderly and dust free?	**15-1-14.5**	☐	☐	☐
37.	Is the sink used only for cleaning hands and equipment?	**15-1-14.3**	☐	☐	☐
38.	Do pharmacists have a proper name tag on their garment?	**15-1-14.4**	☐	☐	☐
39.	Does the pharmacy have Board approved clinical reference materials?	**15-15-2.2.3**	☐	☐	☐
40.	Does the pharmacy have a current copy of WVBOP Law and Rules?	**15-1-11.2.8**	☐	☐	☐
41.	Is there sufficient compounding equipment available?	**15-1-11.2.2**	☐	☐	☐
42.	Is there a sanitary method of measuring liquids?	**15-1-11.2.1**	☐	☐	☐
43.	Are inpatient unit-dose drugs properly labeled?	**15-1-18.1.1**	☐	☐	☐
44.	Does multiple dose system meet the labeling requirements?	**15-1-18.1.1**	☐	☐	☐
45.	Is one full year of dispensing records available online?	**15-4-4**	☐	☐	☐
46.	Can the pharmacy generate five full years of dispensing's on request?	**15-4-4**	☐	☐	☐
47.	Are sales of Rx drugs without a prescription properly recorded?	**15-1-6.1.1**	☐	☐	☐
48.	Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK?	**15-1-2.41.c**	☐	☐	☐
49.	Does PIC work 50% of hours in a pharmacy open less than 40 HR/WK?	**15-1-2.41c**	☐	☐	☐
50.	Has an Interim PIC been utilized?	**15-15-5.1**	☐	☐	☐
51.	Has the PIC seen current licenses of all current employees?	**15-1-16.2.6**	☐	☐	☐
52.	Does the pharmacy have an ongoing Quality Assurance program in place?	**15-1-16.2.3**	☐	☐	☐
53.	Are written reports prepared when dispensing errors occur?	**Guidance Only**			
54.	Are these reports formally discussed with prescription dept. personnel?	**Guidance Only**			
55.	Is a perpetual inventory maintained for controlled drugs?	**15-2-7.2.4(a)**	☐	☐	☐
56.	Does reconciliation of controlled drugs effectively detect diversion?	**15-2-7.2.4(a)**	☐	☐	☐
57.	Have any & all complaints about a pharmacist been sent to Board?	**15-15-8.3**	☐	☐	☐
58.	Has the Board been notified of any pharmacists recently discharged?	**15-15-8.2**	☐	☐	☐
59.	Has PIC notified permit holder of any & all violations of Law or Rules?	**15-1-16.2.2**	☐	☐	☐
60.	Is there documentation of such with a copy to Board office?	**15-1-16.2.2**	☐	☐	☐
61.	If not, explain why?	**15-1-16.2.2**			

Item	Question	Reference	Yes	No	NA
62.	Is there a connection to the CSMP available?	15-8-3.1	☐	☐	☐
63.	Is 12-hour shift not exceeded?	15-15-7.1	☐	☐	☐
64.	Is there documentation if 12-hour shift is exceeded?	15-15-7.1	☐	☐	☐
65.	Is the ratio of Technicians to Pharmacist correct at this time?	15-7-5.3	☐	☐	☐
66.	Currently on Duty: Technicians_____ Pharmacists_____				
67.	Is the PIC assisted by sufficient staff?	15-1-16.3	☐	☐	☐
68.	If being done remotely has PIC seen DUR pharmacists' license?	15-14-4.1.b	☐	☐	☐
69.	Is an approved Technician Training Manual available?	15-1-16.2.4	☐	☐	☐
70.	Is documentation of training by the P.I.C. available?	15-1-16.2.4	☐	☐	☐
71.	Are there written records that document the required elements?	15-1-16.2.4	☐	☐	☐
72.	Do trainees wear proper attire?	15-1-14.4 15-7-8.2	☐	☐	☐
73.	Do trainees have a proper name tag?	15-1-14.4 15-7-8.2	☐	☐	☐
74.	No trainee has exceeded 12 months training plus 3 months for testing?	15-7-4.2 15-7-4.4e	☐	☐	☐
75.	All licensed technicians are wearing proper attire and name tags?	15-1-14.4 15-7-8.2	☐	☐	☐
76.	Does the pharmacy maintain writing duties for all technicians?	15-1-16.3.2	☐	☐	☐
77.	No technician is observed violating legally authorized duties?	15-7-5(1)	☐	☐	☐
78.	All technicians are directly supervised by the pharmacist on duty?	15-1-16.3.2	☐	☐	☐
79.	Are techs nationally certified or licensed in other states also licensed in WV?	15-7-3.1.b.2 15-7-3.1.b.1.c	☐	☐	☐
80.	Do pharmacists administer vaccines?	15-12-6	☐	☐	☐
81.	Does the pharmacy follow CDC guidelines for vaccine administration?	15-12-6.1.a	☐	☐	☐
82.	Does the pharmacy have written emergency procedures in place?	15-12-8.2	☐	☐	☐
83.	Does the Emergency Kit meet the CDC guidelines?	15-12-8.2	☐	☐	☐
84.	Are appropriate records kept for vaccines?	15-12-7	☐	☐	☐
85.	Do immunizing pharmacists have current CPR certification?	15-12-4.1.(c)	☐	☐	☐
86.	Are CE certificates or records for all pharmacists available for inspection?	15-3-13.3	☐	☐	☐
87.	Immunizing RPh.- 2 HR CE per year per renewal on vaccines issues?	15-12-4.1.(d)	☐	☐	☐
88.	Do pharmacists have 2 hours CE per renewal on drug diversion & WV statistics?	15-3-4.4	☐	☐	☐
89.	Do all pharmacists have at least 6 hours of live CE for reporting period?	15-3-4.3	☐	☐	☐
90.	Do all pharmacists have 30 or more hours of CE for reporting period?	15-3-4.1	☐	☐	☐
91.	**DOES THIS FACILITY ALSO OPERATE AN OUTPATIENT PHARMACY?** (If "NO", skip to the end)		☐	☐	☐
92.	**OUTPATIENT PERMIT NUMBER** _____				
93.	Are electronic prescription transmissions certified?	15-1-17.1.7.b	☐	☐	☐
94.	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-17.1	☐	☐	☐
95.	Are telephoned prescriptions properly & completely documented?	15-1-15.13.1	☐	☐	☐
96.	Is the manufacturer shown on the prescription record file?	30-5-12b(j)	☐	☐	☐
97.	Is the dispensing pharmacist's initials recorded on the Rx record file?	15-1-15.13.4	☐	☐	☐
98.	Are the initials of all personnel who have worked on Rx recorded?	15-1-15.13.4	☐	☐	☐

Item	Question	Reference	Yes	No	NA
99.	Are transferred prescriptions properly recorded (both in and out)?	15-1-8.2.1 et.al	☐	☐	☐
100.	Is there any sign that prescriptions have been refilled after 12 months?	15-1-7.3	☐	☐	☐
101.	Is there a proper record of emergency dispensing of maintenance meds?	15-1-22.1	☐	☐	☐
102.	Are complete patient profiles maintained on all patients?	15-1-11.2.7	☐	☐	☐
103.	If servicing a nursing home is a log of returned drugs maintained?	15-1-9.3	☐	☐	☐
104.	Is a proper offer to counsel made on pickup of each new prescription?	15-1-15.13.6	☐	☐	☐
105.	How is "Offer to Counsel" documented on mail or delivered Rx's?	15-1-15.13.6			
106.	Is the counseling area convenient to the pharmacist? (Unless excused)	15-1-11.1.1	☐	☐	☐
107.	Is the Counseling area private for the patient? (Unless excused)	15-1-11.1.1	☐	☐	☐
108.	Are controlled substance dispensing's being reported to the CSMP?	15-8-3.1	☐	☐	☐
109.	Does the pharmacy sell Over-the-Counter controlled drugs?	15-2-8.19	☐	☐	☐
110.	Is the Schedule V Book complete, and correct?	15-2-8.19.1.e	☐	☐	☐
111.	Has the pharmacy filled any telephoned emergency CII prescriptions?	15-1-17.1.6	☐	☐	☐
112.	The emergency quantity only filled?	15-1-17.1.6	☐	☐	☐
113.	Is there a signed written Rx that was provided within 7 days?	15-1-17.1.6.c	☐	☐	☐
114.	Do all controlled drug prescriptions show practitioners printed name?	15-1-17.1.6	☐	☐	☐
115.	Do hospital prescriptions show the practitioners issued suffix #?	15-1-6.2.a.3.B	☐	☐	☐
116.	Patient's address shown?	15-2-8.5.1	☐	☐	☐
117.	Date of Issue shown?	15-2-8.5.1	☐	☐	☐
118.	Partial fills documented correctly?	15-2-8.11	☐	☐	☐
119.	Are controlled Rx's on a separate prescription blank?	15-2-8.6.1	☐	☐	☐
120.	No controlled Rx's for C-II are filled after 90 days (unless provider called)?	15-2-8.9.1.a	☐	☐	☐
121.	Are all pseudoephedrine sales reported via the NPLEX System?	15-11-4.3	☐	☐	☐
122.	Is the I.D. of the patient being recorded in the patient record?	60A-3-308.d.2.B	☐	☐	☐
123.	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.a	☐	☐	☐
124.	Do prescription containers meet the FDA and USP requirements?	15-1-11.1.2	☐	☐	☐
125.	Are proper closures used and documented if non-Safety?	Consumer Protection	☐	☐	☐
126.	Do the pharmacist's initials appear on the Rx label?	15-1-18.1.4.h	☐	☐	☐
127.	Does the manufacturer's name and drug generic name appear on the Rx label?	15-1-18.1.4.m	☐	☐	☐
128.	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-18.1.4(i)1	☐	☐	☐
129.	Does the Rx label show a beyond use date?	15-1-18.1.4(n)	☐	☐	☐
130.	Does the Rx label show the prescriber's name?	15-1-18.1.4.c	☐	☐	☐
131.	Does a pharmacist ever work without a technician present?	15-15-7.2	☐	☐	☐
132.	If so, what is the average number of Rx/Hr. dispensed during that period? _____	15-15-7.2			
133.	Has this pharmacy dispensed any opioid antagonists?	60A-9-4	☐	☐	☐
134.	Is there documentation of reporting opioid antagonist to CSMP?	60A-9-4	☐	☐	☐

Inspector Comments:

Date		Date
Pharmacist-in-Charge	Inspector	