

West Virginia Board of Pharmacy

Phone (304) 558-0558

2310 Kanawha Boulevard East

Fax (304) 558-0572

Charleston, West Virginia 25311

INSTITUTIONAL 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_»	WVBP # «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 system and has the Board been notified in writing of its installation?	15-1-20.3.2.11			
3	Does this pharmacy perform USP 795 Sterile Compounding?				
4	If Yes attach a USP 795 Inspection Form.				
5	Does this pharmacy perform USP 797 Sterile Compounding?				
6	If Yes attach a USP 797 Inspection Form. If shipping out of state use NABP Universal.	NABP or WV			
7	Is there an alarm system installed according to Rule?	15-1-14.7.2			
8	Does the alarm system includes a battery back-up power source?	15-1-14.7.2.2			
9	Are barriers installed according to Rule?	15-1-14.7(d).1 & 15-2-4			
10	Are controlled substances dispersed? Or	15-2-4.6.9			
11	Stored in a locked 20-gauge (or better) metal cabinet or drawer?	15-2-4.6.a			
12	Are all losses or thefts of controlled drugs reported to DEA and WVBP?	15-2-8.3.a			
13	Only authorized non-registered person(s) in prescription area?	15-1-18.7			
14	Only pharmacists have key or code access to prescription area if not 24/7?	15-1-14.7.3.1			
15	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-19.15			
16	Are the Pharmacy's Permit and DEA License posted in a conspicuous place?	15-1-14.3.3			
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?	15-1-20.3.1& 15-1-20.2.10			
19	Are after hours' entry rules followed?	15-1-14.7.3			
20	Is there proper documentation of afterhours entry?	15-1-14.7.3			
21	Are I.V. solutions properly stored?	Board Policy 12/02			
22	Is satellite pharmacy supervised by pharmacist when open?	Board Policy			
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			
27	Are there completed Return & Destruction records of controlled drugs?	15-2-6.13a.I			
28	Are any outdated drugs found among shelf stock? Number found _____	15-1-19.9.2			
29	Are refrigerator temperatures all between 2 to 8°C (36 to 46°F)?	15-1-15.1.2			
30	List refrigerator temperatures:				
31	Are freezer temperatures between -10 to -25°C (-13 to 14°F)?	15-1-15.1.2			
32	List the freezer temperatures:				
33	Is the pharmacy area temperature controlled and between 20 to 25°C (68 to 77°F)?	15-1-15.1.2			
34	What is the pharmacy area current temperature?				
35	Are work counters clean and dust free?	15-1-18.2			
36	Are the counters only used for medication preparation?	15-1-18.2			
37	Is the medication preparation room clean, orderly and dust free?	15-1-18.5			
38	Is the sink used only for cleaning hands and equipment?	15-1-18.3			
39	Are pharmacists wearing white coats, lab jackets or smocks?	15-1-18.4			
40	Do pharmacists have a proper name tag on their garment?	15-1-18.4			
41	Does the pharmacy have an adequate balance and weights available?	15-1-15.2.2			
42	Does the pharmacy have Board approved clinical reference materials?	Board Policy			
43	Does the pharmacy have a current copy of WV BOP Law and Rules?	15-1-15.2.8			
44	Is there sufficient compounding equipment available?	15-1-15.2.2			
45	Is there a sanitary method of measuring liquids?	15-1-15.2.1			
46	Are inpatient unit-dose drugs properly labeled?	15-1-22.1.1			
47	Does multiple dose system meet the labeling requirements?	15-1-22.1.1			
48	Is one full year of dispensing records available online?	15-4-4			
49	Can the pharmacy generate five full years of dispensing's on request?	15-4-4			
50	Are sales of Rx drugs without a prescription properly recorded?	15-1-9.1.1			
51	Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK?	15-1-2.40c			
52	Does PIC work 50% of hours in a pharmacy open less than 40 HR/WK?	Board policy			
53	Has an Interim PIC been utilized?	15-1-14.5.2			
54	Has the PIC seen current licenses of all current employees?	15-1-20.3.2.6			
55	Does the pharmacy have an ongoing Quality Assurance program in place?	15-1-20.3.2.3			
56	Are written reports prepared when dispensing errors occur?	Board Policy			
57	Are these reports formally discussed with prescription dept. personnel?	Board Policy			
58	Is a perpetual inventory maintained for controlled drugs?	15-1-20.3.2.3			
59	Does reconciliation of controlled drugs effectively detect diversion?	15-1-20.3.2.3			
60	Have any & all complaints about a pharmacist been sent to Board?	15-1-14.6.4			
61	Has the Board been notified of any pharmacists recently discharged?	15-1-14.6.3			

62	Has PIC notified permit holder of any & all violations of Law or Rules?	15-1-20.3.2.2			
63	Is there documentation of such with a copy to Board office?	15-1-20.3.2.2			
64	If not, explain why?	15-1-20.3.2.2			
65	Is there a connection to the CSMP available?	15-8-3			
67	Is 12-hour shift not exceeded?	15-1-14.8.1			
68	Is there documentation if 12-hour shift is exceeded?	15-1-14.8.1			
69	Is the ratio of Technicians to Pharmacist correct at this time?	15-7-5.2			
70	Currently on Duty: Technicians_____ Pharmacists_____				
71	Is the PIC assisted by sufficient staff?	15-1-20.3.3			
72	Is a medication review pharmacist always on staff?	Board Policy			
73	If being done remotely has PIC seen DUR pharmacists license?	Board Policy			
74	Is an approved Technician Training Manual available?	15-1-20.3.2.4			
75	Is documentation of training by the P.I.C. available?	15-7-4.5			
76	Are there written records that document the required elements?	15-7-4.5a.f			
77	Do trainees wear proper attire?	15-1-18.4			
78	Do trainees have a proper name tag?	15-7-6.2			
79	No trainee has exceeded 15 months training plus 3 months for testing?	15-7-4.4(f)			
80	All licensed technicians are wearing proper attire and name tags?	15-1-18.4			
81	Does the pharmacy maintain writing duties for all technicians?	15-1-20.3.2			
82	No technician is observed violating legally authorized duties?	15-7-5(1)			
83	All technicians are directly supervised by the pharmacist on duty?	15-1-20.3.2.4			
84	Are techs nationally certified or licensed in other states also licensed in WV?	15-7-3.1.c			
85	Are CE certificates or records for all pharmacists available for inspection?	15-3-13.3			
86	Do pharmacists have 3 hours CE per renewal on drug diversion & WV statistics?	15-3-4.4			
87	Do all pharmacists have at least 6 hours of live CE for reporting period?	15-3-4.3			
88	Do all pharmacists have 30 or more hours of CE for reporting period?	15-3-4.1			
	Does this facility also operate an Outpatient Pharmacy? Y__N__				
	OUTPATIENT PERMIT NUMBER _____				
89	How many files does the computer system generate? _____				
90	Are electronic prescription transmissions certified?	15-1-21.1.7.b			
91	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-21.1			
92	Are telephoned prescriptions properly & completely documented?	15-1-19.13.1			
93	Is the manufacturer shown on the prescription record file?	30-5-12b(j)			
94	Is the dispensing pharmacist's initials recorded on the Rx record file?	15-1-19.13.4			
95	Are the initials of all personnel who have worked on Rx recorded?	15-1-19.13.4			
96	Are transferred prescriptions properly recorded (both in and out)?	15-1-9.1.1.b			
97	Is there any sign that prescriptions have been refilled after 12 months?	15-1-10.3			

98	Does it appear that all CFNP and PA prescribing is according to Rules?	11-1B-14.8			
99	Is there a proper record of emergency dispensing of maintenance meds?	15-1-26.1			
100	Are complete patient profiles maintained on all patients?	15-1-15.2.6			
101	Does the pharmacy maintain signed and complete daily Rx reports?	15-4-5.2.3			
102	In lieu of a Daily Report does pharmacy maintain a proper log book?	15-4-5.2.3			
103	If servicing a nursing home is a log of returned drugs maintained?	15-1-12.3			
104	Is a proper offer to counsel made on pickup of each new prescription?	15-1-19.13.6			
105	How is "Offer to Counsel" documented on mail or delivered Rx's?	15-1-19.13.6			
106	Is the counseling area convenient to the pharmacist? (unless excused)	15-1-15.1.1			
107	Is the Counseling area private for the patient? (unless excused)	15-1-15.1.1			
108	Are controlled substance dispensing's being reported to the CSMP?	15-8-3			
109	Do pharmacists administer vaccines?	15-12-1			
110	Does the pharmacy follow CDC guidelines for vaccine administration?	15-12-5.1.a			
111	Does the pharmacy have written emergency procedures in place?	15-12-7.2			
112	Does the Emergency Kit meet the CDC guidelines?	15-12-7.2			
113	Are appropriate records kept for vaccines?	15-12-6			
114	Do immunizing pharmacists have current CPR certification?	15-12-3.1.(c)			
115	Immunizing R.Ph.- 2 HR CE per year per renewal on vaccines issues?	15-12-3.1.(d)			
116	Does the pharmacy sell Over-the-Counter controlled drugs?	15-2-7.19.a.5			
117	Is the Schedule V Book complete and correct?	15-2-9.22			
118	Has the pharmacy filled any telephoned emergency CII prescriptions?	15-2-7.9.b			
119	The emergency quantity only filled?	15-2-7.9.4.1			
120	Is there a signed written Rx that was provided within 7 days?	15-2-7.9.b.3			
121	Do all controlled drug prescriptions show practitioners printed name?	15-2-7.6.c			
122	Do hospital prescriptions show the practitioners issued suffix #?	15-2-7.6.c			
123	Patient's address shown?	15-2-7.5.a			
124	Date of Issue shown?	15-2-7.5.a			
125	Partial fills documented correctly?	15-2-7.11			
126	Are controlled Rx's on a separate prescription blank?	15-2-7.6.a			
127	No controlled Rx's are filled after 90 days (unless provider called)?	15-2-7.9.a.1			
128	Are all pseudoephedrine sales reported via the NPLEX System?	60A-10-8.b			
129	Is the I.D. of the patient being recorded in the patient record?	60A-3-308.d.2.B			
130	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.a			
131	Do prescription containers meet the FDA and USP requirements?	15-1-15.1.2			
132	Are proper closures used and documented if Non-Safety?	Consumer Protection			
133	Do the pharmacist's initials appear on the Rx label?	15-1-19.13.4			
134	Does the manufacturer's name and drug generic name appear on the Rx label?	30-5-12b(j)			
135	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-22.1.4(i)1			

136	Does the Rx label show a beyond use date?	15-1-22.1.4(k)			
137	Does the Rx label show the prescriber's name?	15-1-22.1.4.c			
138	Does the Rx label show proper title for mid-level practitioners?	Not currently required by Rule			
139	Does a pharmacist ever work without a technician present?	15-1-14.8.2			
140	If so, what is the average number of Rx/Hr dispensed during that period?				
141	Has this pharmacy dispensed any opioid antagonists?	60A-9-4			
142	Is there documentation of reporting opioid antagonist to CSMP?	60A-9-4			

Inspector Comments:

«Pharmacist_in_Charge»
Pharmacist-in-Charge

Date

«Inspector»
Inspector

Date