

# West Virginia Board of Pharmacy

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Charleston, West Virginia 25311

## CHARITABLE 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 the alarm system meet current Rules?	15-1-14.7.2			
2	Does the alarm system have a back-up power source?	15-1-14.7.2.2			
3	Are there barriers according to Rule including any windows?	15-1-14.7(d).1			
4	Only authorized non-registered person(s) in prescription area?	15-1-18.7			
5	Only R.Ph. or other authorized medical staff have key or code access to Rx area?	15-1-14.7.3.1			
6	Is generic sign visible to the public?	30-5-12b.(o)			
7	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-19.15			
8	Is the Pharmacy's Permit posted in a conspicuous place?	15-1-14.3.3			
9	Are all pharmacist and pharmacy technician licenses posted?	30-5-11			
10	Is a copy of the Combined Technician List and Confidentiality Statement posted?	15.1-20.3.3.1 15-1-20.3.2.10			
11	Is there a proper sign available to post when a pharmacist is not on duty?	15-1-14.7.4			
12	Are any outdated drugs found among shelf stock? Number found _____	15-1-19.9.2			
13	Are refrigerator temperatures all between 2 to 8°C (36 to 46°F)?	15-1-15.1.2			
14	List refrigerator temperatures:				
15	Are freezer temperatures between -10 to -25°C (-13 to 14°F)?	15-1-15.1.2			
16	List the freezer temperatures:				
17	Is the pharmacy area temperature controlled and between 20 to 25°C (68 to 77°F)?	15-1-15.1.2			
18	What is the pharmacy area current temperature?				
19	Is the prescription counter clean and dust free?	15-1-18.2			
20	Is the prescription counter only used for prescription preparation?	15-1-18.2			
21	Is the prescription preparation room clean, orderly and dust free?	15-1-18.5			
22	Is the sink used only for cleaning hands and equipment?	15-1-18.3			
23	Are pharmacists wearing white coats, lab jackets or smocks?	15-1-18.4			
24	Do pharmacists have a proper name tag on their garment?	15-1-18.4			
25	Are electronic prescription transmissions certified?	15-1-21.1.7.b			
26	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-21.1			
27	Are telephoned prescriptions properly & completely documented?	15-1-19.13.1			
28	Is the manufacturer shown on the prescription record file?	30-5-12b(j)			
29	Is the dispensing pharmacist's initials recorded on the Rx record file?	15-1-19.13.4			
30	Are the initials of all personnel who have worked on Rx recorded?	15-1-19.13.4			

31	Is there any sign that prescriptions have been refilled after 12 months?	15-1-10.3			
32	Does it appear that all CFNP and PA prescribing is according to Rules?	11-1B-14.8			
33	Are complete patient profiles maintained on all patients?	15-1-26.1			
34	Does the pharmacy maintain signed and complete daily Rx reports?	15-1-15.2.6			
35	In lieu of a Daily Report does pharmacy maintain a proper log book?	15-4-5.2.3			
36	Is one full year of dispensing records available online?	15-4-5.2.3			
37	Can the pharmacy generate five full years of dispensing's on request?	15-4-4			
38	No Returned drugs are utilized?	15-4-4			
39	No misbranded drugs are on the premises?	15-13-7.3			
40	Are appropriate records maintained on all donated drugs?	15-13-7.4			
41	Is quarantined area kept and properly marked?	15-13-6.2b			
42	Are outdated drugs disposed of in EPA approved methods?	15-13-6.D			
43	Are samples dispensed in the manufacturer's original packaging?	15-13-5.4.3a			
44	Are any drugs ever transferred to other authorized entities?	15-1-9.1.1			
45	Is there sufficient compounding equipment available?	15-1-15.2.2			
46	Is there a sanitary method of measuring liquids?	15-1-15.2.1			
47	Does the pharmacy have Board approved clinical reference materials?	Board Policy			
48	Does the pharmacy have a current copy of WVBP Law and Rules?	15-1-15.2.8			
49	Do prescription containers meet the FDA and USP requirements?	15-1-15.1.2			
50	Are proper closures used and documented if Non-Safety?	Consumer Protection			
51	Do the pharmacist's initials appear on the Rx label?	15-1-19.13.4			
52	Does the manufacturer's name and drug generic name appear on the Rx label?	30-5-12b(j)			
53	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-22.1.4(i)1			
54	Does the Rx label show a beyond use date?	15-1-22.1.4(k)			
55	Does the Rx label show the prescriber's name?	15-1-22.1.4.c			
56	Does the Rx label show proper title for mid-level practitioners?	Not currently required by Rule			
57	Is a proper offer to counsel made on pickup of each new prescription?	15-1-19.13.6			
58	How is "Offer to Counsel" documented on mailed or delivered Rx's.	15-1-19.13.6			
59	Is the counseling area convenient to the pharmacist? (unless excused)	15-1-15.1.1			
60	Is the counseling area private for the patient? (unless excused)	15-1-15.1.1			
61	Does this pharmacy employ technician trainees?				
62	Is an approved Technician Training Manual available?	15-1-20.3.2.4			
63	Is documentation of training by the P.I.C. available?	15-7-4.5			
64	Are there written records that document the required elements?	15-7-4.5a.f			
65	Do trainees wear proper attire?	15-1-18.4			
66	Do trainees have a proper name tag?	15-7-6.2			
67	No trainee has exceeded 15 months training plus 3 months for testing?	15-7-4.4(f)			
68	All licensed technicians are wearing proper attire and name tags?	15-1-18.4			
69	Does the pharmacy maintain writing duties for all technicians?	15-1-20.3.2			
70	No technician is observed violating legally authorized duties?	15-7-5(1)			
71	All technicians are directly supervised by the pharmacist on duty?	15-1-20.3.2.4			
72	Are PCTB techs or those licensed in other states also licensed in WV?	15-7-3.1.c			
73	Has an Interim PIC been utilized?	15-1-14.5.2			
74	Has the PIC seen current licenses of all current employees?	15-1-20.3.2.6			
75	Does the pharmacy have an ongoing Quality Assurance program in place?	15-1-20.3.2.3			
76	Are written reports prepared when dispensing errors occur?	Board Policy			

77	Are these reports formally discussed with prescription dept. personnel?	Board Policy			
78	Have any & all complaints about a pharmacist been sent to Board?	15-1-20.3.2.3			
79	Has the Board been notified of any pharmacists recently discharged?	15-1-20.3.2.3			
80	Has PIC notified permit holder of any & all violations of Law or Rules?	15-1-14.6.4			
81	Is there documentation of such with a copy to Board office?	15-1-14.6.3			
82	If not, explain why?	15-1-20.3.2.2			
83	Are CE certificates or records for all pharmacists available for inspection?	15-1-20.3.2.2			
84	Do all pharmacists have at least 6 hours of live CE for reporting period?	15-3-4.3			
85	Do all pharmacists have 30 or more hours of CE for reporting period?	15-3-4-1			
86	Has clinic director certified claimed CE hours as correct?	15-13-8			

Inspector Comments:

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«Pharmacist_in_Charge»	Date	«Inspector»	Date
Pharmacist-in-Charge		Inspector	