

West Virginia Board of Pharmacy

1207 Quarrier St., 4th Floor

Charleston, WV 25301

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Outpatient Pharmacies – Documents to be presented during an Inspection

1. Last biennial inventory of controlled substances.
2. Power(s) of attorney for controlled substance ordering.
3. Several invoices or packing slips for controlled substances in schedules II through V.
4. A copy of a recent return of outdated controlled substances.
5. Schedule V book and pseudoephedrine record of sales.
6. A packet of prescriptions from each file kept (if kept loose about ½ inch).
7. Emergency dispensing log of maintenance medications.
8. Record of nonprescription sales of prescription drugs to doctors, rescue squads etc.
9. Record of delivered prescriptions and documentation of “Offer to Counsel”.
10. Records of pharmacy technician trainee training and hours accrued for each.
11. Show the approved Pharmacy Technician Training Program.
12. Show the Quality Assurance Program documents including recent staff meeting minutes.
13. Perpetual inventory of controlled drugs if in book form or demonstrate computer record.
14. Record of pharmacist working over 12-hour shift if applicable.
15. Printed or electronic copies of immunization and recording procedures.
16. Contents of immunization emergency kit and emergency response plan.
17. Current CPR certification for immunizing pharmacists.
18. Copies of WVBOP Immunization Registration Certificate.
19. Have a copy of an **up-to-date** Combined Technician Listing and Confidentiality Affidavit prepared for the inspector.
20. Please download a copy of the inspection form(s) from the Board website and do a self-evaluation.