

West Virginia Board of Pharmacy

1207 Quarrier St., 4th Floor

Charleston, WV 25301

Ph. (304) 558-0558 Fax (304) 558-0575

CONTROLLED SUBSTANCE PERMIT/CONSULTANT PHARMACIST INSPECTION

Documents to be presented during an Inspection

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|---|-------------------|
| 1. Personal Pharmacist License | 15-1-19.3.1 |
| 2. Consultant License for this facility | 15-1-19.3.2 |
| 3. Electronic or Manual Log with date, time and activities performed. | 15-1-19.5 |
| 4. Policy and Procedures Manual | 15-1-19.5.3 |
| 5. Destruction records of medications by the pharmacist and nurse. | 15-1-19.5.3.h.2 |
| 6. Additional information can be found in WV Pharmacy Law Book | 15-1-19 & 15-1-21 |

7. NABP CE MONITOR REPORT for consultant.

For those licenses renewed in 2024: NABP CE Monitor Report from 7-1-2022 to 6/30/2024 only!

For those licenses renewed in 2025: NABP CE Monitor Report from 7-1-2023 to 6/30/2025 only!

NOTE: For pharmacists that immunize, required immunization CE must be 2 hours per LICENSE year (i.e., between July 1st and June 30th of following year).

NOTE: 3 HRS of continuing education related to consulting practice is required per year (total of 6 hrs. per license renewal period)

Records for most current four years CE should be available at employment site at all times; But they will not be reviewed during this inspection.