

# West Virginia Board of Pharmacy

1207 Quarrier St., 4<sup>th</sup> Floor

Charleston, WV 25301

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## Inpatient 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 II through V.
4. A copy of a recent return of outdated controlled substances.
5. Schedule V book and pseudoephedrine record of sales. (If doing Outpatient Rx)
6. A packet of prescriptions from each file kept (if kept loose about ½ inch). (If doing Outpatient Rx)
7. Log of institutional pharmacy entry by non-pharmacists.
8. Returned drug log if applicable.
9. Record of nonprescription sales of prescription drugs to doctors, rescue squads etc.
10. Emergency dispensing log of maintenance medications (if operating an outpatient department).
11. Records of technician trainee training including hours accrued.
12. Show the approved Pharmacy Technician Training Program booklet or folder.
13. Show the Quality Assurance Program documents including recent staff meeting minutes.
14. Perpetual inventory of controlled drugs if in book form or demonstrate computer record.
15. Record of pharmacist working over 12-hour shift if applicable.
16. **Sterile Compounding Policy & Procedure Manual and all required documentation records related to training, competencies, certifications, beyond-use dating, compounding, and master formulation records, manual and/or digital logs, and all other standard operating procedures (SOP) and documentation supporting compliance with sterile compounding inspection items (if applicable)**
17. **Hazardous drug handling inspection: Hazardous Drug Handling Policies and Procedures, all required documentation records related to training, competencies, certifications, list of hazardous drugs, copy of current NIOSH List, assessment of risk, and all other SOPs and documentation supporting compliance with the hazardous drug handling inspection items.**
18. **NABP CE MONITOR REPORT** for all pharmacists regularly employed and floaters regularly assigned to this facility this year.

### **Please read the following carefully and comply:**

*For those licenses renewed in 2023: **NABP CE Monitor Report from 7-1-2021 to 6/30/2023 only!***

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

*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.*

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

19. Have a copy of an up-to-date Combined Technician Listing and Confidentiality Affidavit prepared for the inspector.