

# 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 A copy of a recent return of outdated controlled substances.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 pharmacy 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. Documentation related to: In acute care hospitals, discontinued individual patient medications not supplied by the hospital that remain in the hospital after discharge and are considered abandoned have been destroyed according to rule and in compliance with federal law (In order to be compliant, all conditions of 15-2-9.2.3 must be met).
17. **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)**
18. **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.**
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.