

West Virginia Board of Pharmacy

Phone (304) 558-0558

Fax (304) 558-0572

1207 Quarrier St, 4th Floor
Charleston, West Virginia 25301

INPATIENT/OUTPATIENT PHARMACY - UNSCHEDULED INSPECTION REPORT

		Date:	
		WVBOP#:	
		DEA License#:	
		Pharmacist in Charge:	
Email:		Phone:	
Fax:		Hours:	
Item	Question	Observation	Reference
1	Has any loss or theft of controlled drugs been reported to the proper authorities using the appropriate forms? (If there has been no loss or theft since the last inspection, this should be marked "N/A")		15-2-5.4 15-2-9.3.1
2	Any non-licensed person(s) in the prescription area have the proper authorization to be there?		15-7-5.3 15-7-5.5
3	Only pharmacists have key or code access to prescription area?		15-15-7.3.1
4	Is generic substitution sign visible to the public?		30-5-12b.(o)
5	Are Rules of Professional Conduct posted in a conspicuous place?		15-1-15.15
6	Are the Pharmacy's Permit, DEA License, and any other required licensure related to pharmacy services current and posted in a conspicuous place?		15-15-4.3
7	Are all pharmacist, pharmacy intern, pharmacy technician, and pharmacy technician trainee licenses current and posted in a conspicuous place?		15-1-16.2.6 30-5-20
8	Has the PIC assured that all pharmacists, pharmacy interns, pharmacy technicians, and pharmacy technician trainees employed at the pharmacy are currently licensed and/or registered with the Board?		15-1-16.2.6
9	Is a current copy of the Combined Technician List and Confidentiality Statement posted and is it on file with the Board? (Inspector to verify in Database)		15-1-16.3.1
10	Is there a proper sign available to post when a pharmacist is not on duty?		15-15-7.4
11	Are there completed Return & Destruction records of controlled drugs?		15-2-9.2.1
12	Is there proper disposal of all unused medications (controls & other)?		15-2-9.2.1
13	Can the pharmacy demonstrate the Controlled Drug perpetual inventory & monthly review?		15-2-7.2.4.a
14	Is a connection to the CSMP available?		15-8-3.1
15	Are controlled substance dispensing's and all required data being reported to the CSMP?		15-8-3.1
16	Is there a reasonable effort to obtain patient I.D. for the patient record?		60A-3-308.d.2.B
17	Is the I.D. of the person receiving a controlled Rx being recorded?		60A-9-4.(b).(8)
18	Pharmacist verification process of prescriptions/orders has been reviewed and pharmacists can demonstrate process to inspector. The pharmacist(s) surveyed affirm that the final verification process is capable of sufficiently aiding pharmacists in the detection of errors to ensure patient safety.		15-1-15.13.2
19	Are any outdated drugs found among shelf stock? (List number found in inspector comments)		15-1-15.9.2
20	If the pharmacy is repackaging medication from the manufacturer container in to a specialized dispensing system, the assigned beyond-use date does not exceed 6 months from the date of repackaging; or the manufacturer's expiration date; whichever is earlier; Except as modified in W. Va. Code R § 15-5 et seq. (If the pharmacy is not performing any repackaging this should be answered "N/A")		15-1-20.1.1 15-1-20.3.2
21	Is the area of drug storage temperature controlled between 20 to 25°C (68 to 77°F)? (List the current drug storage area temperature in Inspector Comments)		15-1-11.2.4 15-1-14.1.5
22	Are refrigerator temperatures all between 2 to 8°C (36 to 46°F)? (List the current refrigerator temperatures in Inspector Comments)		15-1-11.2.4 15-1-14.1.5
23	Are freezer temperatures between -10 to -25°C (-13 to 14°F)? (List the current freezer temperatures in Inspector Comments; if drugs are not currently being stored in the freezer this should be marked "N/A")		15-1-11.2.4 15-1-14.1.5
24	Is the prescription counter clean, dust free, and in an orderly condition?		15-1-14.1.3
25	Is the prescription counter only used for prescription preparation?		15-1-14.1.3

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Item	Question	Observation	Reference	Inspector Comments
26	Are all areas where drugs and devices are stored dry, well lighted, well ventilated, and maintained in a clean and orderly condition?		15-1-14.1.5	
27	Is there sufficient compounding equipment available?		15-1-11.2	
28	Is there a sanitary method of measuring liquids?		15-1-11.2.1	
29	Is the sink used only for cleaning hands and equipment?		15-1-14.1.6	
30	Do pharmacists have a proper name tag on their garment?		15-1-14.1.4	
31	Do pharmacy technician trainees wear proper attire?		15-1-14.1.4	
32	Do pharmacy technician trainees have a proper name tag?		15-7-8.2	
33	Has PIC provided all necessary documentation to Board of any PTT that has discontinued the PTT program at this pharmacy?		15-7-4.4	
34	Are all licensed pharmacy technicians (PT) wearing proper attire and name tags?		15-1-14.1.4 15-7-8.1	
35	Does the pharmacy maintain written duties for all pharmacy technicians?		15-1-16.3.2	
36	No pharmacy technician is observed violating legally authorized duties?		15-7-5.1	
37	All technicians are directly supervised by the pharmacist on duty?		15-1-16.3.2	
38	Is the ratio of Technicians to Pharmacist correct at this time? (List in Inspector Comments)		15-7-5.3	Pharmacists: Technicians:
39	If an interim PIC has been utilized, was this done appropriately? (If an interim PIC has not been utilized since the last inspection, this should be marked "N/A")		15-15-6.1	
40	Does the pharmacy have an ongoing Quality Assurance program in place?		15-1-16.2.3	
41	Are written reports prepared when dispensing errors occur?		Guidance Only	
42	Are these reports formally discussed with prescription department personnel?		Guidance Only	
43	Has the Board been notified, in writing, of any violations of Board rules or laws by a licensed pharmacist? (If the PIC is not aware of any violations, this should be marked "N/A")		15-15-9.3	
44	Has the Board been notified, in writing, of any discharge or termination of a licensed pharmacist or change of the status of the pharmacist-in-charge? (If no pharmacist has been discharged or no status change of PIC has occurred since last inspection, this should be marked "N/A")		15-15-9.2	
45	Has the Board been notified, in writing, of the separation of employment of any pharmacist, pharmacy intern, PT, or PTT for any confirmed drug-related reason, including but not limited to, adulteration, abuse, theft, or diversion? (If there have been no separations of employees for drug-related reasons since the last inspection, this should be marked "N/A")		15-1-16.2.7.e-f	
46	Has PIC notified the <u>permit holder</u> of any & all violations of Law or Rules? (If the PIC is not aware of any violations of laws or rules since the last inspection, this should be marked "N/A")		15-1-16.2.2	
47	Is there documentation of such PIC notification with a copy to Board office? (If the PIC is not aware of any violations of laws or rules since the last inspection, this should be marked "N/A")		15-1-16.2.2	
48	No pharmacist, pharmacy intern, or pharmacy technician works longer than 12 continuous hours per 24-hour period, inclusive of required breaks? (If the pharmacy is never open more than 12 hours, this should be marked "N/A")		15-15-8.2	
49	Is there documentation if 12-hour shift is exceeded and/or breaks are missed or interrupted? (If the pharmacy is never open more than 12 hours, this should be marked "N/A")		15-15-8.4	
50	Does the pharmacy demonstrate complete and accurate records showing its pharmacists' daily break periods?		15-15-8.3	

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Item	Question	Observation	Reference	Inspector Comments	
	Controlled Substance Audit				
	Drug Name, Strength & Dosage Form	NDC	Expected Count	Actual Count	Comments

ALL QUESTIONS HAVE NOT BEEN ANSWERED, PLEASE REVIEW!

Pharmacist: _____ Date _____

Inspector: _____ Date _____