

# West Virginia Board of Pharmacy

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Charleston, West Virginia 25301

## OUTPATIENT PHARMACY INSPECTION REPORT

	E-Mail Address	Date
	Phone	Fax
	DEA License #	WVBOP #
	P.I.C.	License #
	Hours	

Item	Question	Reference	Yes	No	NA
1	Does this Pharmacy have an automated dispensing system?	15-1-16.2.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	What is the name of this system?				
3	Has the Board been notified in writing of its installation?	15-1-16.2.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does this pharmacy perform USP 795 Non-Sterile Compounding?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If <b>Yes</b> attach a USP 795 Inspection Form.	15-1-11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does this pharmacy perform USP 797 Sterile Compounding?	15-1-12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If <b>Yes</b> attach a USP 797 Inspection Form. Ship out of state use NABP Universal. WV <input type="checkbox"/> or NABP <input type="checkbox"/>	15-1-11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there an alarm system installed according to Rule?	15-15-6.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the alarm system include a battery back-up power source?	15-15-6.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are there barriers installed to Rule including Drive-Up window?	15-1-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are controlled substances dispersed? <b>OR</b> Schedule(s):	15-2-5.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Stored in a 20 gauge (or better) locked metal cabinet or drawer? Schedule(s):	15-2-5.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are all losses or thefts of controlled drugs reported to DEA and WVBOP?	15-2-5.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Only authorized non-registered person(s) in prescription area?	15-1-14.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Only pharmacists have key or code access to prescription area?	15-15-6.3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Is generic sign visible to the public?	30-5-12b.(o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-15.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Are the Pharmacy's Permit and DEA License posted in a conspicuous place?	15-15-3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are all pharmacist and pharmacy technician licenses posted?	30-5-11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Is a copy of the Combined Technician List and Confidentiality Statement posted?	15-1-16.3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Is there a proper sign available to post when a pharmacist is not on duty?	15-15-6.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Question	Reference	Yes	No	NA
22	Are completed prescriptions stored in pharmacy area which does not have unlicensed personnel?	15-15-6.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Last Biennial Inventory is dated: _____ and is the correct format?	15-2-7.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Does Form 222 or CSOS require a Power of Attorney?	DEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Has Power(s) of Attorney been issued? To Whom:	15-2-4.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Are controlled substance invoices or packing slips signed by a pharmacist?	15-2-9.4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Are there completed Return & Destruction records of controlled drugs?	15-2-4.9.2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Does the pharmacy sell Over-the-Counter controlled drugs?	15-11-3.3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Is the Schedule V Book complete, and correct?	15-11-3.3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Has the pharmacy filled any telephoned Emergency CII prescriptions?	15-1-17.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	The emergency quantity only filled?	15-1-17.1.6.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Is there a signed written Rx that was provided within 7 days?	15-1-17.1.6.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Do all controlled drug prescriptions show practitioners printed name?	15-2-8.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Do hospital prescriptions show the practitioners issued suffix #?	15-1-6.2.a.3.B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Patient's address shown?	15-2-8.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Date of Issue shown?	15-2-8.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Partial fills documented correctly?	30-5-27.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Are controlled Rx's on a separate prescription blank?	15-2-8.6.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	No controlled Rx's are filled after 90 days (unless provider called)?	15-2-8.9.1.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Are all OTC pseudoephedrine sales reported via the NPLEX System? Check here if pseudoephedrine sales are dispensed via <b>prescription only</b> . <input type="checkbox"/>	15-11-4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Is there a reasonable effort to obtain patient I.D. for the patient record?	60A-3-308.d.2.B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.(b).(8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Are any outdated drugs found among shelf stock? Number found:	15-1-15.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Are refrigerator temperatures all between 2 to 8°C (36 to 46°F)?	15-1-11.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	List refrigerator temperatures:				
46	Are freezer temperatures between -10 to -25°C (-13 to 14°F)?	15-1-11.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	List the freezer temperatures:				
48	Is the pharmacy area temperature controlled between 20 to 25°C (68 to 77°F)?	15-1-11.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	What is the pharmacy area current temperature?				
50	Is the prescription counter clean and dust free?	15-1-14.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Is the prescription counter only used for prescription preparation?	15-1-14.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Is the prescription preparation room clean, orderly and dust free?	15-1-14.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Is the sink used only for cleaning hands and equipment?	15-1-14.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Do pharmacists have a proper name tag on their garment?	15-1-14.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Are electronic prescription transmissions certified?	15-1-17.1.7.b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-17.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Are telephoned prescriptions properly & completely documented?	15-1-19.13.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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58	Is the manufacturer shown on the prescription record file?	30-5-12b(j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Are the dispensing pharmacist's initials recorded on the Rx record file?	15-1-15.13.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Are the initials of all personnel who have worked on Rx recorded?	15-1-15.13.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	Are transferred prescriptions properly recorded (both in and out)?	15-1-8.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62	Is there any sign that prescriptions have been refilled after 12 months?	15-1-7.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63	Does it appear that all CFNP and PA prescribing is according to Rules?	11-1B-15.19.8.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Is there a proper record of emergency dispensing of maintenance meds?	15-1-22.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65	Are complete patient profiles maintained on all patients?	15-1-11.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66	Is one full year of dispensing records available online?	15-4-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67	Can the pharmacy generate five full years of dispensing's on request?	15-4-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68	Are sales of Rx drugs without a prescription properly recorded?	15-1-6.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69	If servicing a nursing home is a log of returned drugs maintained?	15-1-9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70	Is there sufficient compounding equipment available?	15-1-11.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71	Is there a sanitary method of measuring liquids?	15-1-11.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72	Does the pharmacy have Board approved clinical reference materials?	15-15-2.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73	Does the pharmacy have a current copy of WVBOP Law and Rules?	15-1-11.2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74	Do prescription containers meet the FDA and USP requirements?	15-1-11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Are proper closures used and documented if non-Safety?	Consumer Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	Do the pharmacist's initials appear on the Rx label?	15-1-18.1.4.h	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77	Does the manufacturer's name and drug generic name appear on the Rx label?	15-1-18.1.4.m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-18.1.4.i.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79	Does the Rx label show a beyond use date?	15-1-18.1.3.g	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	Does the Rx label show the prescriber's name?	15-1-18.1.4.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Is a proper offer to counsel made on pickup of each new prescription?	15-1-15.13.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82	How is "Offer to Counsel" documented on mail or delivered Rx's?	15-1-15.13.6			
83	Is the counseling area convenient to the pharmacist? (Unless excused prior to 5/1/99)	15-1-11.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84	Is the Counseling area private for the patient? (Unless excused)	15-1-11.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85	Does this pharmacy employ technician trainees?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86	Is an approved Technician Training Manual available?	15-1-16.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87	Is documentation of training by the P.I.C. available?	15-1-16.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88	Are there written records that document the required elements?	15-1-16.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89	Do trainees wear proper attire?	15-1-14.4 15-7-8.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	Do trainees have a proper name tag?	15-7-8.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	No trainee has exceeded 12 months training plus 3 months for testing?	15-7-4.2 15-7-4.4e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92	All licensed technicians are wearing proper attire and name tags?	15-1-14.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93	Does the pharmacy maintain written duties for all technicians?	15-1-16.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Question	Reference	Yes	No	NA
94	No technician is observed violating legally authorized duties?	15-7-5(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95	All technicians are directly supervised by the pharmacist on duty?	15-1-16.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96	Are nationally certified or those licensed in other states also licensed in WV?	15-7-3.1.b.2 15-7-3.1.b.1.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97	Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK?	15-1-2.1.41.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98	Does PIC work <b>more than</b> 50% of hours in a pharmacy open less than 40 HR/WK?	15-1-2.1.41.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	Has an Interim PIC been utilized?	15-15-5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100	Has the PIC seen current licenses of all current employees?	15-1-16.2.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101	Demonstrate the Controlled Drug Perpetual inventory & monthly review.	15-2-7.2.4.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102	Does the pharmacy have an ongoing Quality Assurance program in place?	15-1-16.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103	Are written reports prepared when dispensing errors occur?	Guidance Only			
104	Are these reports formally discussed with prescription dept. personnel?	Guidance Only			
105	Is there a connection to the CSMP available?	15-8-3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106	Are controlled substance dispensing's being reported to the CSMP?	15-8-3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107	Has this pharmacy dispensed any opioid antagonists?	60A-9-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
108	Is there documentation of reporting opioid antagonist to CSMP?	60A-9-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109	Have any & all complaints about a pharmacist been sent to Board?	15-15-8.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110	Has the Board been notified of any pharmacists recently discharged?	15-15-8.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111	Has PIC notified permit holder of any & all violations of Law or Rules?	15-1-16.2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112	Is there documentation of such with a copy to Board office?	15-1-16.2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113	If not, explain why?				<input type="checkbox"/>
114	No employee exceeds a 12-hour shift?	15-15-7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115	Is there documentation if 12-hour shift is exceeded?	15-15-7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116	Does a pharmacist ever work without a technician present?	15-15-7.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117	If so, what is the average number of Rx/Hr. dispensed during that period?				
118	Is the ratio of Technicians to Pharmacist correct at this time?	15-7-5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119	Currently on Duty:                      Technicians:                      Pharmacists:				
120	Is the PIC assisted by sufficient staff?	15-1-16.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121	If being done remotely has PIC seen DUR pharmacist's license?	15-14-4.1.b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
122	Do pharmacists administer vaccines?	15-12-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123	Does the pharmacy follow CDC guidelines for vaccine administration?	15-12-6.1.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
124	Does the pharmacy have written emergency procedures in place?	15-12-8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
125	Does the Emergency Kit meet the CDC guidelines?	15-12-8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126	Are appropriate records kept for vaccines?	15-12-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
127	Do immunizing pharmacists have current CPR certification?	15-12-4.1.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
128	Immunizing RPh. 2 HR CE per Year per Renewal on vaccines & administration?	15-12-4.1.d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
129	Are CE certificates or records for all pharmacists available for inspection?	15-3-13.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130	Do pharmacists have 2 hours CE/Renewal on drug diversion & WV statistics?	15-3-4.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
131	Do all pharmacists have at least 6 hours of live CE for reporting period?	15-3-4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Question	Reference	Yes	No	NA
<b>132</b>	Do all pharmacists have 30 or more hours of CE for reporting period?	<b>15-3-4.1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspector Comments:


	Date		Date
Pharmacist-in-Charge		Inspector	