

West Virginia Board of Pharmacy

Phone (304) 558-0558

2310 Kanawha Boulevard East

Fax (304) 558-0572

Charleston, West Virginia 25311

INSTITUTIONAL 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?	15-1-20.3.2.11			
2	What is the name of system and has the Board been notified in writing of its installation?	15-1-20.3.2.11			
3	Does this pharmacy perform USP 795 Sterile Compounding?				
4	If Yes attach a USP 795 Inspection Form.				
5	Does this pharmacy perform USP 797 Sterile Compounding?				
6	If Yes attach a USP 797 Inspection Form. If shipping out of state use NABP Universal.	NABP or WV			
7	Is there an alarm system installed according to Rule?	15-1-14.7.2			
8	Does the alarm system includes a battery back-up power source?	15-1-14.7.2.2			
9	Are barriers installed according to Rule?	15-1-14.7(d).1 & 15-2-4			
10	Are controlled substances dispersed? Or	15-2-4.6.9			
11	Stored in a locked 20-gauge (or better) metal cabinet or drawer?	15-2-4.6.a			
12	Are all losses or thefts of controlled drugs reported to DEA and WVBOP?	15-2-8.3.a			
13	Only authorized non-registered person(s) in prescription area?	15-1-18.7			
14	Only pharmacists have key or code access to prescription area if not 24/7?	15-1-14.7.3.1			
15	Are Rules of Professional Conduct posted in a conspicuous place?	15-1-19.15			
16	Are the Pharmacy's Permit and DEA License posted in a conspicuous place?	15-1-14.3.3			
17	Are all pharmacist and pharmacy technician licenses posted?	30-5-11			
18	Is a copy of the Combined Technician List and Confidentiality Statement posted?	15-1-20.3.1& 15-1-20.2.10			
19	Are after hours' entry rules followed?	15-1-14.7.3			
20	Is there proper documentation of afterhours entry?	15-1-14.7.3			
21	Are I.V. solutions properly stored?	Board Policy 12/02			
22	Is satellite pharmacy supervised by pharmacist when open?	Board Policy			
23	Last Biennial Inventory is dated: _____ and is correct?	15-2-6.5			
24	Does Form 222 or CSOS require a Power of Attorney?	15-2-3.4			

25	Has Power(s) of Attorney been issued? To Whom:	15-2-3.4			
26	Are controlled substance invoices or packing slips signed by a pharmacist?	15-2.8.4.b			
27	Are there completed Return & Destruction records of controlled drugs?	15-2-6.13a.1			
28	Are any outdated drugs found among shelf stock? Number found _____	15-1-19.9.2			
29	Are refrigerator temperatures all between 36 & 46 degrees F?	15-1-15.1.2			
30	List refrigerator temperatures:				
31	Are freezer temperatures between -4 and 14 degrees F?	15-1-15.1.2			
32	List the freezer temperatures:				
33	Is the pharmacy area temperature controlled and between 59 and 77 F?	15-1-15.1.2			
34	What is the pharmacy area current temperature?				
35	Are work counters clean and dust free?	15-1-18.2			
36	Are the counters only used for medication preparation?	15-1-18.2			
37	Is the medication preparation room clean, orderly and dust free?	15-1-18.5			
38	Is the sink used only for cleaning hands and equipment?	15-1-18.3			
39	Are pharmacists wearing white coats, lab jackets or smocks?	15-1-18.4			
40	Do pharmacists have a proper name tag on their garment?	15-1-18.4			
41	Does the pharmacy have an adequate balance and weights available?	15-1-15.2.2			
42	Does the pharmacy have Board approved clinical reference materials?	Board Policy			
43	Does the pharmacy have a current copy of WVBOP Law and Rules?	15-1-15.2.8			
44	Is there sufficient compounding equipment available?	15-1-15.2.2			
45	Is there a sanitary method of measuring liquids?	15-1-15.2.1			
46	Are inpatient unit-dose drugs properly labeled?	15-1-22.1.1			
47	Does multiple dose system meet the labeling requirements?	15-1-22.1.1			
48	Is one full year of dispensing records available online?	15-4-4			
49	Can the pharmacy generate five full years of dispensing's on request?	15-4-4			
50	Are sales of Rx drugs without a prescription properly recorded?	15-1-9.1.1			
51	Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK?	15-1-2.40c			
52	Does PIC work 50% of hours in a pharmacy open less than 40 HR/WK?	Board policy			
53	Has an Interim PIC been utilized?	15-1-14.5.2			
54	Has the PIC seen current licenses of all current employees?	15-1-20.3.2.6			
55	Does the pharmacy have an ongoing Quality Assurance program in place?	15-1-20.3.2.3			
56	Are written reports prepared when dispensing errors occur?	Board Policy			
57	Are these reports formally discussed with prescription dept. personnel?	Board Policy			
58	Is a perpetual inventory maintained for controlled drugs?	15-1-20.3.2.3			
59	Does reconciliation of controlled drugs effectively detect diversion?	15-1-20.3.2.3			
60	Have any & all complaints about a pharmacist been sent to Board?	15-1-14.6.4			
61	Has the Board been notified of any pharmacists recently discharged?	15-1-14.6.3			
62	Has PIC notified permit holder of any & all violations of Law or Rules?	15-1-20.3.2.2			

63	Is there documentation of such with a copy to Board office?	15-1-20.3.2.2			
64	If not, explain why?	15-1-20.3.2.2			
65	Is there a connection to the CSMP available?	15-8-3			
67	Is 12-hour shift not exceeded?	15-1-14.8.1			
68	Is there documentation if 12-hour shift is exceeded?	15-1-14.8.1			
69	Is the ratio of Technicians to Pharmacist correct at this time?	15-7-5.2			
70	Currently on Duty: Technicians_____ Pharmacists_____				
71	Is the PIC assisted by sufficient staff?	15-1-20.3.3			
72	Is a medication review pharmacist always on staff?	Board Policy			
73	If being done remotely has PIC seen DUR pharmacists license?	Board Policy			
74	Is an approved Technician Training Manual available?	15-1-20.3.2.4			
75	Is documentation of training by the P.I.C. available?	15-7-4.5			
76	Are there written records that document the required elements?	15-7-4.5a.f			
77	Do trainees wear proper attire?	15-1-18.4			
78	Do trainees have a proper name tag?	15-7-6.2			
79	No trainee has exceeded 15 months training plus 3 months for testing?	15-7-4.4(f)			
80	All licensed technicians are wearing proper attire and name tags?	15-1-18.4			
81	Does the pharmacy maintain writing duties for all technicians?	15-1-20.3.2			
82	No technician is observed violating legally authorized duties?	15-7-5(1)			
83	All technicians are directly supervised by the pharmacist on duty?	15-1-20.3.2.4			
84	Are techs nationally certified or licensed in other states also licensed in WV?	15-7-3.1.c			
85	Are CE certificates or records for all pharmacists available for inspection?	15-3-13.3			
86	Do pharmacists have 3 hours CE per renewal on drug diversion & WV statistics?	15-3-4.4			
87	Do all pharmacists have at least 6 hours of live CE for reporting period?	15-3-4.3			
88	Do all pharmacists have 30 or more hours of CE for reporting period?	15-3-4.1			
	Does this facility also operate an Outpatient Pharmacy? Y__N__				
	OUTPATIENT PERMIT NUMBER _____				
89	How many files does the computer system generate? _____				
90	Are electronic prescription transmissions certified?	15-1-21.1.7.b			
91	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-21.1			
92	Are telephoned prescriptions properly & completely documented?	15-1-19.13.1			
93	Is the manufacturer shown on the prescription record file?	30-5-12b(j)			
94	Is the dispensing pharmacist's initials recorded on the Rx record file?	15-1-19.13.4			
95	Are the initials of all personnel who have worked on Rx recorded?	15-1-19.13.4			
96	Are transferred prescriptions properly recorded (both in and out)?	15-1-9.1.1.b			
97	Is there any sign that prescriptions have been refilled after 12 months?	15-1-10.3			
98	Does it appear that all CFNP and PA prescribing is according to Rules?	11-1B-14.8			

99	Is there a proper record of emergency dispensing of maintenance meds?	15-1-26.1			
100	Are complete patient profiles maintained on all patients?	15-1-15.2.6			
101	Does the pharmacy maintain signed and complete daily Rx reports?	15-4-5.2.3			
102	In lieu of a Daily Report does pharmacy maintain a proper log book?	15-4-5.2.3			
103	If servicing a nursing home is a log of returned drugs maintained?	15-1-12.3			
104	Is a proper offer to counsel made on pickup of each new prescription?	15-1-19.13.6			
105	How is "Offer to Counsel" documented on mail or delivered Rx's?	15-1-19.13.6			
106	Is the counseling area convenient to the pharmacist? (unless excused)	15-1-15.1.1			
107	Is the Counseling area private for the patient? (unless excused)	15-1-15.1.1			
108	Are controlled substance dispensing's being reported to the CSMP?	15-8-3			
109	Do pharmacists administer vaccines?	15-12-1			
110	Does the pharmacy follow CDC guidelines for vaccine administration?	15-12-5.1.a			
111	Does the pharmacy have written emergency procedures in place?	15-12-7.2			
112	Does the Emergency Kit meet the CDC guidelines?	15-12-7.2			
113	Are appropriate records kept for vaccines?	15-12-6			
114	Do immunizing pharmacists have current CPR certification?	15-12-3.1.(c)			
115	Immunizing R.Ph.- 2 HR CE per year per renewal on vaccines issues?	15-12-3.1.(d)			
116	Does the pharmacy sell Over-the-Counter controlled drugs?	15-2-7.19.a.5			
117	Is the Schedule V Book complete and correct?	15-2-9.22			
118	Has the pharmacy filled any telephoned emergency CII prescriptions?	15-2-7.9.b			
119	The emergency quantity only filled?	15-2-7.9.4.1			
120	Is there a signed written Rx that was provided within 7 days?	15-2-7.9.b.3			
121	Do all controlled drug prescriptions show practitioners printed name?	15-2-7.6.c			
122	Do hospital prescriptions show the practitioners issued suffix #?	15-2-7.6.c			
123	Patient's address shown?	15-2-7.5.a			
124	Date of Issue shown?	15-2-7.5.a			
125	Partial fills documented correctly?	15-2-7.11			
126	Are controlled Rx's on a separate prescription blank?	15-2-7.6.a			
127	No controlled Rx's are filled after 90 days (unless provider called)?	15-2-7.9.a.1			
128	Are all pseudoephedrine sales reported via the NPLEX System?	60A-10-8.b			
129	Is the I.D. of the patient being recorded in the patient record?	60A-3-308.d.2.B			
130	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.a			
131	Do prescription containers meet the FDA and USP requirements?	15-1-15.1.2			
132	Are proper closures used and documented if Non-Safety?	Consumer Protection			
133	Do the pharmacist's initials appear on the Rx label?	15-1-19.13.4			
134	Does the manufacturer's name and drug generic name appear on the Rx label?	30-5-12b(j)			
135	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-22.1.4(i)1			
136	Does the Rx label show a beyond use date?	15-1-22.1.4(k)			

137	Does the Rx label show the prescriber's name?	15-1-22.1.4.c			
138	Does the Rx label show proper title for mid-level practitioners?	Not currently required by Rule			
139	Does a pharmacist ever work without a technician present?	15-1-14.8.2			
140	If so, what is the average number of Rx/Hr dispensed during that period?				
141	Has this pharmacy dispensed any opioid antagonists?	60A-9-4			
142	Is there documentation of reporting opioid antagonist to CSMP?	60A-9-4			

Inspector Comments:

«Pharmacist_in_Charge»
Pharmacist-in-Charge

Date

«Inspector»
Inspector

Date

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Combined Technician List & Confidentiality Statement

«Corporate_Name» «Pharmacy_Name» «Street_Address» «Mailing_Address» «City», «State» «Zip»	E-Mail Address «EmailAddress» Phone «WorkPhone» DEA License # «DEA_License_» P.I.C. «Pharmacist_in_Charge» Hours «Pharmacy_Hours»	Date «Next_Insp» Fax «FaxNumber» WVBP # «BOP_License_» License # «License_»
-------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

Pharmacists	License	Expires	Pharmacists/Interns	License	Expires

Pharmacy Technicians	License	Expires	Pharmacy Technicians	License	Expires

Pharmacy Technician Trainees	Certificate Number	Issued Date/ Exp. Date	Pharmacy Technician Trainees	Certificate Number	Issued Date/ Exp. Date

This form satisfies the requirement of WV Board of Pharmacy Rules 15-1-20.3.3.1. Additionally, by signing this form, the P.I.C. certifies that policy & procedures for maintaining the integrity and confidentiality of prescription information and patient health care information have been implemented and all the above listed employees have read and comply with the established policies and procedures. This meets the requirement of WV Board of Pharmacy Rules 15-1-20.3.2.10. **An up to date copy of this form is to be posted in a conspicuous place at all times with a copy sent to the WV Board of Pharmacy. Prepare a new form each July 1st.**

P.I.C.

Date

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CONTROLLED SUBSTANCE REVIEW

«Corporate_Name» «Pharmacy_Name» «Street_Address» «Mailing_Address» «City», «State» «Zip»	E-Mail Address	Date
	«EmailAddress»	«Next_Insp»
	Phone	Fax
	«WorkPhone»	«FaxNumber»
	DEA License #	WVBOP #
«DEA_License_»	«BOP_License_»	
P.I.C.	License #	
«Pharmacist_in_Charge»	«License_»	
Hours		
«Pharmacy_Hours»		

During a pharmacy inspection conducted on the above date a three day *Controlled Substance Report was run for the below listed dates and included Schedules II, III and IV only. Schedule V drugs are NOT to be included in this report. Inspectors are to attach the printed copy of the report to this form and submit directly to Cindy Parsons, CSMP Program Assistant as this information is HIPPA protected information.

Begin Tuesday of previous week.

End Thursday of previous week.

..
Date: ____/____

..
Date: ____/____

Total Rx Dispensed _____

P.I.C

Inspector

* Some pharmacies, particularly chains, may not be able to generate a report at the store site. If the pharmacy cannot generate this report, have the pharmacy manually total the controlled dispensings from three printed daily reports or request the pharmacist to run a DUR Report for those days.

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Non-Compliance Correction Report

«Corporate_Name» «Pharmacy_Name» «Street_Address» «Mailing_Address» «City», «State» «Zip»	E-Mail Address «EmailAddress»	Date «Next_Insp»
	Phone «WorkPhone»	Fax «FaxNumber»
	DEA License # «DEA_License_»	WVBOP # «BOP_License_»
	P.I.C. «Pharmacist_in_Charge»	License # «License_»
	Hours «Pharmacy_Hours»	

The following non-compliant items were found during a routine Pharmacy Inspection which was conducted on the above date by Inspector «Inspector».

Item # Description

Item # Description

Item # Description

Item # Description

Item # Description

Please show the corrective action you have taken on each of the above to bring your pharmacy into compliance. Return this original copy to The Board address above within 10 working days of your inspection date. FAX, Mail or Scan-E-Mail a copy to your Pharmacy Inspector.

Item # Action taken

Item # Action taken

Item # Action taken

Item # Action taken

P.I.C. Signature «Pharmacist_in_Charge»

Date

This report will be compared with your next inspection and a repeated item will be presented to the Complaint Committee of the Board for formal action.