West Virginia Board of Pharmacy

Phone (304) 558-0558 **1207 Quarrier St., 4th Floor** **Fax (304) 558-0572**

Charleston, West Virginia 25301

CHARITABLE 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 the alarm system meet current Rules?	15-15-6.2	☐	☐	☐
2	Does the alarm system have a back-up power source?	**15-15-6.2**	☐	☐	☐
3	Are there barriers according to Rule including any windows?	**15-1-15**	☐	☐	☐
4	Only authorized non-registered person(s) in prescription area?	**15-1-14.7**	☐	☐	☐
5	Only R.Ph. or other authorized medical staff have key or code access to Rx area?	**15-15-6.3.1**	☐	☐	☐
6	Is generic sign visible to the public?	**30-5-12b.(o)**	☐	☐	☐
7	Are Rules of Professional Conduct posted in a conspicuous place?	**15-1-15.15**	☐	☐	☐
8	Is the Pharmacy's Permit posted in a conspicuous place?	**15-15-3.3**	☐	☐	☐
9	Are all pharmacist and pharmacy technician licenses posted?	**30-5-11**	☐	☐	☐
10	Is a copy of the Combined Technician List and Confidentiality Statement posted?	**15-1-16.3.1**	☐	☐	☐
11	Is there a proper sign available to post when a pharmacist is not on duty?	**15-15-6.4**	☐	☐	☐
12	Are any outdated drugs found among shelf stock? Number found _____	**15-1-15.9.2**	☐	☐	☐
13	Are refrigerator temperatures all between 2 to 8°C (36 to 46°F)?	**15-1-11.2.4**	☐	☐	☐
14	List refrigerator temperatures:		☐	☐	☐
15	Are freezer temperatures between -10 to -25°C (-13 to14°F)?	**15-1-11.2.4**	☐	☐	☐
16	List the freezer temperatures:		☐	☐	☐
17	Is the pharmacy area temperature controlled and between 20 to 25°C (68 to 77°F)?	**15-1-11.2.4**	☐	☐	☐
18	What is the pharmacy area current temperature?		☐	☐	☐
19	Is the prescription counter clean and dust free?	**15-1-11.2.4**	☐	☐	☐
20	Is the prescription counter only used for prescription preparation?	**15-1-14.2**	☐	☐	☐
21	Is the prescription preparation room clean, orderly and dust free?	**15-1-14.5**	☐	☐	☐
22	Is the sink used only for cleaning hands and equipment?	**15-1-14.3**	☐	☐	☐

Item	Question	Reference	Yes	No	NA
24	Do pharmacists have a proper name tag on their garment?	15-1-14.4	☐	☐	☐
25	Are electronic prescription transmissions certified?	**15-1-17.1.7.b**	☐	☐	☐
26	Do all prescriptions appear prescribed for a legitimate medical use?	**15-1-17.1**	☐	☐	☐
27	Are telephoned prescriptions properly & completely documented?	**15-1-19.13.1**	☐	☐	☐
28	Is the manufacturer shown on the prescription record file?	**30-5-12b(j)**	☐	☐	☐
29	Is the dispensing pharmacist's initials recorded on the Rx record file?	**15-1-15.13.4**	☐	☐	☐
30	Are the initials of all personnel who have worked on Rx recorded?	**15-1-15.13.4**	☐	☐	☐
31	Is there any sign that prescriptions have been refilled after 12 months?	**15-1-7.3**	☐	☐	☐
32	Does it appear that all CFNP and PA prescribing is according to Rules?	**11-1B-15.19.8.5**	☐	☐	☐
33	Are complete patient profiles maintained on all patients?	**15-1-11.2.7**	☐	☐	☐
36	Is one full year of dispensing records available online?	**15-4-4**	☐	☐	☐
37	Can the pharmacy generate five full years of dispensing's on request?	**15-4-4**	☐	☐	☐
38	No Returned drugs are utilized?	**15-13-5.2**	☐	☐	☐
39	No misbranded drugs are on the premises?	**15-13-7.3**	☐	☐	☐
40	Are appropriate records maintained on all donated drugs?	**15-13-7.4**	☐	☐	☐
41	Donated drugs that are expired, adulterated, misbranded, recalled, deteriorated, not properly stored, or no identifying drug information are quarantined and destroyed	**15-13-6.2.4**	☐	☐	☐
43	Are samples dispensed in the manufacturer's original packaging?	**15-13-5.4.3a**	☐	☐	☐
44	Are any drugs ever transferred to other authorized entities?	**15-1-9.1.1**	☐	☐	☐
45	Is there sufficient compounding equipment available?	**15-1-11.2**	☐	☐	☐
46	Is there a sanitary method of measuring liquids?	**15-1-11.2.1**	☐	☐	☐
47	Does the pharmacy have Board approved clinical reference materials?	**15-15-2.2.3**	☐	☐	☐
48	Does the pharmacy have a current copy of WVBOP Law and Rules?	**15-1-11.2.8**	☐	☐	☐
49	Do prescription containers meet the FDA and USP requirements?	**15-1-11.1.2**	☐	☐	☐
50	Are proper closures used and documented if Non-Safety?	Consumer Protection	☐	☐	☐
51	Do the pharmacist's initials appear on the Rx label?	**15-1-18.1.4.h**	☐	☐	☐
52	Does the manufacturer's name and drug generic name appear on the Rx label?	**15-1-18.1.4.m**	☐	☐	☐
53	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	**15-1-18.1.4.i.1**	☐	☐	☐
54	Does the Rx label show a beyond use date?	**15-1-18.1.3.g**	☐	☐	☐
55	Does the Rx label show the prescriber's name?	**15-1-18.1.4.c**	☐	☐	☐
57	Is a proper offer to counsel made on pickup of each new prescription?	**15-1-15.13.6**	☐	☐	☐
58	How is "Offer to Counsel" documented on mailed or delivered Rx's.	**15-1-15.13.6**	☐	☐	☐
59	Is the counseling area convenient to the pharmacist? (unless excused)	**15-1-11.1.1**	☐	☐	☐
60	Is the counseling area private for the patient? (unless excused)	**15-1-11.1.1**	☐	☐	☐
61	Does this pharmacy employ technician trainees?		☐	☐	☐
62	Is an approved Technician Training Manual available?	**15-1-16.2.4**	☐	☐	☐
63	Is documentation of training by the P.I.C. available?	**15-1-16.2.4**	☐	☐	☐
64	Are there written records that document the required elements?	**15-1-16.2.4**	☐	☐	☐
65	Do trainees wear proper attire?	**15-1-14.4** **15-7-8.2**	☐	☐	☐
66	Do trainees have a proper name tag?	**15-1-14.4**	☐	☐	☐

		15-7-8.2			
Item	Question	Reference	Yes	No	NA
67	No trainee has exceeded **12** months training plus 3 months for testing?	**15-7-4.2** **15-7-4.4e**	☐	☐	☐
68	All licensed technicians are wearing proper attire and name tags?	**15-1-14.4** **15-7-8.2**	☐	☐	☐
69	Does the pharmacy maintain writing duties for all technicians?	**15-1-16.3.2**	☐	☐	☐
70	No technician is observed violating legally authorized duties?	**15-7-5**	☐	☐	☐
71	All technicians are directly supervised by the pharmacist on duty?	**15-1-16.3.2**	☐	☐	☐
72	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**	☐	☐	☐
73	Has an Interim PIC been utilized?	**15-15-5.1**	☐	☐	☐
74	Has the PIC seen current licenses of all current employees?	**15-1-16.2.6**	☐	☐	☐
75	Does the pharmacy have an ongoing Quality Assurance program in place?	**15-1-16.2.3**	☐	☐	☐
76	Are written reports prepared when dispensing errors occur?	Guidance Only			
77	Are these reports formally discussed with prescription dept. personnel?	Guidance Only			
78	Have any & all complaints about a pharmacist been sent to Board?	**15-15-8.3**	☐	☐	☐
79	Has the Board been notified of any pharmacists recently discharged?	**15-15-8.2**	☐	☐	☐
80	Has PIC notified permit holder of any & all violations of Law or Rules?	**15-1-16.2.2**	☐	☐	☐
81	Is there documentation of such with a copy to Board office?	**15-1-16.2.2**	☐	☐	☐
82	If not, explain why?	**15-1-16.2.2**	☐	☐	☐
83	Are CE certificates or records for all pharmacists available for inspection?	**15-3-13.3**	☐	☐	☐
84	Do all pharmacists have at least 6 hours of live CE for reporting period?	**15-3-4.3**	☐	☐	☐
85	Do all pharmacists have 30 or more hours of CE for reporting period?	**15-3-4-1**	☐	☐	☐
86	Do pharmacists have 2 hours CE/Renewal on drug diversion & WV statistics?	**15-3-4.4**	☐	☐	☐

Inspector Comments:

Date Date

Pharmacist-in-Charge Inspector