

West Virginia Board of Pharmacy

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Charleston, West Virginia 25311

NUCLEAR PHARMACY INSPECTION REPORT - GENERAL

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

| Item | Question | Reference | Yes | No | NA |
|------|---|-------------|--------------------------|--------------------------|--------------------------|
| 1. | Is there an alarm system installed according to Rule? | 15-15-6.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | 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"/> |
| 3. | Are barriers installed according to Rule? | 15-1-15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Only authorized non-registered person(s) in prescription area? | 15-1-14.7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Only pharmacists have key or code access to prescription area if not 24/7? | 15-15-6.3.1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Are Rules of Professional Conduct posted in a conspicuous place? | 15-1-15.15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Is the Pharmacy's Permit in a conspicuous place? | 15-15-3.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Are all pharmacist and pharmacy technician licenses posted? | 30-5-11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | 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"/> |
| 10. | Are afterhours entry rules followed? | 15-15-6.3.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Is there proper documentation of afterhours entry? | 15-15-6.3.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Are any outdated drugs found among shelf stock? Number found _____ | 15-1-15.9.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Are refrigerator temperatures all between 36 to 46° F (2-8° C)? | 15-1-11.2.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | List refrigerator temperatures: | | | | |
| 15. | Are freezer temperatures between -4 to 14° F (-25 to -10° C)? | 15-1-11.2.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | List the freezer temperatures: | | | | |
| 17. | Is the pharmacy area temperature controlled between 68 and 77° F (20-25°C)? | 15-1-11.2.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | What is the pharmacy area current temperature? | | | | |
| 19. | Are work counters clean and dust free? | 15-1-14.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Are the counters only used for medication preparation? | 15-1-14.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Is the medication preparation room clean, orderly and dust free? | 15-1-14.5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Is the sink used only for cleaning hands and equipment? | 15-1-14.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Does the pharmacy have Board approved clinical reference materials? | 15-15-2.2.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | 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"/> |

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|------|--|--------------------------------|--------------------------|--------------------------|--------------------------|
| 25. | Is one full year of dispensing records available online? | 15-4-4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Can the pharmacy generate five full years of dispensing's on request? | 15-4-4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK? | 15-1-2.41.c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Does PIC work 50% of hours in a pharmacy open less than 40 HR/WK? | 15-1-2.41c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | Has an Interim PIC been utilized? | 15-15-5.1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Has the PIC seen current licenses of all current employees? | 15-1-16.2.6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | 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"/> |
| 32. | Are written reports prepared when dispensing errors occur? | Guidance Only | | | |
| 33. | Are these reports formally discussed with prescription dept. personnel? | Guidance Only | | | |
| 34. | Have any & all complaints about a pharmacist been sent to Board? | 15-15-8.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. | Has the Board been notified of any pharmacists recently discharged? | 15-15-8.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. | 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"/> |
| 37. | 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"/> |
| 38. | If not, explain why? | 15-1-16.2.2 | | | |
| 39. | Is 12-hour shift not exceeded? | 15-15-7.1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. | Is there documentation if 12-hour shift is exceeded? | 15-15-7.1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. | Is the ratio of Technicians to Pharmacist correct at this time? | 15-7-5.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. | Currently on Duty: Technicians: Pharmacists: | | | | |
| 43. | Is the PIC assisted by sufficient staff? | 15-1-16.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. | Is an approved Technician Training Manual available? | 15-1-16.2.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. | Is documentation of training by the P.I.C. available? | 15-1-16.2.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. | Are there written records that document the required elements? | 15-1-16.2.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. | 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"/> |
| 48. | Does the pharmacy maintain written duties for all technicians? | 15-1-16.3.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. | No technician is observed violating legally authorized duties? | 15-7-5(1) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. | All technicians are directly supervised by the pharmacist on duty? | 15-1-16.3.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. | Are techs nationally certified or 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"/> |
| 52. | Are CE certificates or records for all pharmacists available for inspection? | 15-3-13.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 53. | 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"/> |
| 54. | Do all pharmacists have 30 or more hours of CE for reporting period? | 15-3-4.1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Inspector Comments:

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|----------------------|-----------|
| Date | Date |
| Pharmacist-in-Charge | Inspector |