

West Virginia Board of Pharmacy

1207 Quarrier St., 4th Floor

Charleston, WV 25301

Ph. (304) 558-0558 Fax (304) 558-0575

Outpatient Pharmacies – Documents to be presented during an Inspection

1. Last biennial inventory of controlled substances.
2. Power(s) of attorney for controlled substance ordering.
3. Several invoices or packing slips for controlled substances in schedules II through V.
4. A copy of a recent return of outdated controlled substances.
5. Schedule V book and pseudoephedrine record of sales.
6. A packet of prescriptions from each file kept (if kept loose about ½ inch).
7. Emergency dispensing log of maintenance medications.
8. Record of nonprescription sales of prescription drugs to doctors, rescue squads etc.
9. Record of delivered prescriptions and documentation of “Offer to Counsel”.
10. Records of technician trainee training including hours accrued.
11. Show the approved Pharmacy Technician Training Program booklet or folder.
12. *Show the Quality Assurance Program documents including recent staff meeting minutes.*
13. Perpetual inventory of controlled drugs if in book form or demonstrate computer record.
14. Record of pharmacist working over 12-hour shift if applicable.
15. Printed or electronic copies of immunization and recording procedures.
16. Contents of immunization emergency kit and emergency response plan.
17. Current CPR certification for immunizing pharmacists.
18. Copies of WVBOP Immunization Registration Certificate.
19. **NABP CE MONITOR REPORT** for all pharmacists regularly employed and floaters assigned to this facility this year.

Please read the following carefully and comply:

*For those licenses renewed in 2022: **NABP CE Monitor Report** from 7-1-2020 to 6/30/2022 only!*

*For those licenses renewed in 2023: **NABP CE Monitor Report** from 7-1-2021 to 6/30/2023 only!*

*Records for most current four years CE should be available at employment site at all times; But they **will not** be reviewed during this inspection*

NOTE: For pharmacists that immunize, required immunization CE must be 2 hours per LICENSE year (i.e., between July 1st and June 30th of following year).

20. Have a copy of an **up-to-date** Combined Technician Listing and Confidentiality Affidavit prepared for the inspector.
21. Recommend that you download a copy of the inspection forms from the Board website and do a self-evaluation.