

# West Virginia Board of Pharmacy

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## INSTITUTIONAL PHARMACY PERMIT HOLDER

### Documents to be presented during Inspection

(at all times someone in the pharmacy should know the location of the following documents)

- |   |               |
|---|---------------|
| 1 Last biennial inventory of controlled substances.   | 15-2-6.5      |
| 2 Perpetual Inventory if in book form or demonstrate Computer record.   | 15-1-20.2.3   |
| 3 Several invoices or packing slips for controlled substances II thru IV  | 15-2-8.4.b    |
| 4 A copy of a recent return of Outdated Controlled Substances   | 15-2-6.13.a.l |
| 5 Power(s) of attorney for controlled substance ordering.   | 15-2-3.4      |
| 6 Record of pharmacist working over 12 hours if applicable.   | 15-1-14.8.1   |
| 7 Log of institutional pharmacy entry by non-pharmacists  | 15-1-14.7..4  |
| 8 Returned drug log.  | 15-1-12.3     |
| 9 Non-Rx sales of prescription drugs (Doctors, Rescue Squads etc.)  | 15-1-9.1.1    |
| 10 Emergency dispensing log if also operating Outpatient Pharmacy.  | 15-1-26.1     |
| 11 Records of tech trainee training including hours accrued.  | 15-7-4.5      |
| 14 Several daily print-outs or daily signature log book.  | 15-4-5.2.3    |
| 15 C E certificates of all pharmacists <u>regularly</u> employed this year.<br>(Records submitted for current license only ARE required for inspection)<br>(License issued 2015 CE from 2013-2015 License issued 2014 CE from 2012-14)<br>Most recent 4 years CE records should be on site.   | 15-3-13.3     |
| <div style="border: 1px solid black; padding: 5px;"><p><i>To print a copy of your NABP CPE Monitor do the following steps:<br/>Log onto <a href="https://store.nabp.net/OA_HTML/xxnabpibeGblLogin.jsp">https://store.nabp.net/OA_HTML/xxnabpibeGblLogin.jsp</a> and sign in using your login name and password. Click on the CPE Monitor Link on the upper left hand area of the website. In the Search by Activity Date, enter the starting month and ending month. Click on Search and then click on Print Transcript of CE Activity. Do this for the period covering your EXISTING license renewal year.</i></p></div> |               |
| 16 Sterile Compounding Policy & Procedures Manual   | 15-1-16.2.2   |
| 17 Documentation records of required 797 Sterile Compounding steps and procedures.  |               |
| 18 Quality Assurance Program if changed since last inspection.  | 15-1-20.2.3   |
| 19 Printed or electronic copies of Immunization & recording procedures.   | 15-12-6       |
| Contents of Immunization emergency kit & emergency response plan.   | 15-12-7.2     |
| Current CPR Certification for Immunizing Pharmacists.   | 15-12-3.1.c   |
| Copy of BOP Immunization Registration Certificate   | 15-12-4.2     |