

West Virginia Board of Pharmacy

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Charleston, West Virginia 25311

INSTITUTIONAL PHARMACY INSPECTION REPORT

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

- | | | | | | | | |
|----|---|---------------------------------|------------|----|--|--------------|------------|
| 1 | Does this Pharmacy have an automated dispensing system? | 15-1-20.3.2.11 | NA__Y__N__ | 23 | Last Biennial Inventory is dated: _____/_____/_____ and is correct? | 15-2-6.5 | NA__Y__N__ |
| 2 | Name of system _____ Has Board been notified in writing of its installation? | 15-1-20.3.2.11 | NA__Y__N__ | 24 | Does Form 222 or CSOS require a Power of Attorney? | 15-2-3.4 | NA__Y__N__ |
| 3 | Does this pharmacy perform USP 795 Sterile Compounding? | | NA__Y__N__ | 25 | Has Power(s) of Attorney been issued? To Whom: | 15-2-3.4 | NA__Y__N__ |
| 4 | If Yes attach a USP 795 Inspection Form. _____ | | | | | | |
| 5 | Does this pharmacy perform USP 797 Sterile Compounding? | | NA__Y__N__ | 26 | Are controlled substance invoices or packing slips signed by a pharmacist? | 15-2.8.4.b | NA__Y__N__ |
| 6 | If Yes attach a USP 797 Inspection Form. | | | | | | |
| 7 | Is there an alarm system installed according to Rule? | 15-1-14.7.2 | NA__Y__N__ | 28 | Are any outdated drugs found among shelf stock? Number found _____ | 15-1-19.9.2 | NA__Y__N__ |
| 8 | Does the alarm system includes a battery back-up power source? | 15-1-14.7.2.2 | NA__Y__N__ | 29 | Are refrigerator temperatures all between 36 & 46 degrees F? | 15-1-15.1.2 | NA__Y__N__ |
| 9 | Are barriers installed according to Rule? | 15-1-14.7(d).1 & 15-2-4 | NA__Y__N__ | 30 | List refrigerator temperatures: | | |
| 10 | Are controlled substances dispersed? Or | 15-2-4.6.9 | NA__Y__N__ | 31 | Are freezer temperatures between -4 and 14 degrees F? | 15-1-15.1.2 | NA__Y__N__ |
| 11 | Stored in a locked 20 gauge (or better) metal cabinet or drawer? | 15-2-4.6.a | NA__Y__N__ | 32 | List the freezer temperatures: | | |
| 12 | Are all losses or thefts of controlled drugs reported to DEA and WVBOP? | 15-2-8.3.a | NA__Y__N__ | 33 | Is the pharmacy area temperature controlled and between 59 and 77 F? | 15-1-15.1.2 | NA__Y__N__ |
| 13 | Only authorized non-registered person(s) in prescription area? | 15-1-18.7 | NA__Y__N__ | 34 | What is the pharmacy area current temperature? _____ | | |
| 14 | Only pharmacists have key or code access to prescription area if not 24/7? | 15-1-14.7.3.1 | NA__Y__N__ | 35 | Is the prescription counter clean and dust free? | 15-1-18.2 | NA__Y__N__ |
| 15 | Are Rules of Professional Conduct posted in a conspicuous place? | 15-1-19.15 | NA__Y__N__ | 36 | Is the prescription counter only used for prescription preparation? | 15-1-18.2 | NA__Y__N__ |
| 16 | Are the Pharmacy's Permit and DEA License posted in a conspicuous place? | 15-1-14.3.3 | NA__Y__N__ | 37 | Is the prescription preparation room clean, orderly and dust free? | 15-1-18.5 | NA__Y__N__ |
| 17 | Are all pharmacist and pharmacy technician licenses posted? | 30-5-11 | NA__Y__N__ | 38 | Is the sink used only for cleaning hands and equipment? | 15-1-18.3 | NA__Y__N__ |
| 18 | Is a copy of the Combined Technician List and Confidentiality Statement posted? | 15.1-20.3.3.1
15-1-20.3.2.10 | NA__Y__N__ | 39 | Are pharmacists wearing white coats, lab jackets or smocks? | 15-1-18.4 | NA__Y__N__ |
| 19 | Are after hours entry rules followed? | 15-1-14.7.3 | NA__Y__N__ | 40 | Do pharmacists have a proper name tag on their garment? | 15-1-18.4 | NA__Y__N__ |
| 20 | Is there proper documentation of after hours entry? | 15-1-14.7.3 | NA__Y__N__ | 41 | Does the pharmacy have an adequate balance and weights available? | 15-1-15.2.2 | NA__Y__N__ |
| 21 | Are I.V. solutions properly stored? | Board Policy
12/02 | NA__Y__N__ | 42 | Does the pharmacy have Board approved clinical reference materials? | Board Policy | NA__Y__N__ |
| 22 | Is satellite pharmacy supervised by pharmacist when open? | Board Policy | NA__Y__N__ | 43 | Does the pharmacy have a current copy of WVBOP Law and Rules? | 15-1-15.2.8 | NA__Y__N__ |

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44	Is there sufficient compounding equipment available?	15-1-15.2.2	NA__Y__N__	67	Is 12 hour shift not exceeded?	15-1-14.8.1	NA__Y__N__
45	Is there a sanitary method of measuring liquids?	15-1-15.2.1	NA__Y__N__	68	Is there documentation if 12 hour shift is exceeded?	15-1-14.8.1	NA__Y__N__
46	Are inpatient unit-dose drugs properly labeled?	15-1-22.1.1	NA__Y__N__	69	Is the ratio of Technicians to Pharmacist correct at this time?	15-7-5.2	NA__Y__N__
47	Does multiple dose system meet the labeling requirements?	15-1-22.1.1	NA__Y__N__	70	Currently on Duty: Technicians_____Pharmacists_____		
48	Is one full year of dispensing records available online?	15-4-4	NA__Y__N__	71	Is the PIC assisted by sufficient staff?	15-1-20.3.3	NA__Y__N__
49	Can the pharmacy generate five full years of dispensing's on request?	15-4-4	NA__Y__N__	72	Is a medication review pharmacist always on staff?	Board Policy	NA__Y__N__
50	Are sales of Rx drugs without a prescription properly recorded?	15-1-9.1.1	NA__Y__N__	73	If being done remotely has PIC seen DUR pharmacists license?	Board Policy	NA__Y__N__
51	Does PIC work 30 or more HR/WK if pharmacy is open more than 40HR/WK?	15-1-2.40c	NA__Y__N__	74	Is an approved Technician Training Manual available?	15-1-20.3.2.4	NA__Y__N__
52	Does PIC work 50% of hours in a pharmacy open less than 40 HR/WK?	Board policy	NA__Y__N__	75	Is documentation of training by the P.I.C. available?	15-7-4.5	NA__Y__N__
53	Has an Interim PIC been utilized?	15-1-14.5.2	NA__Y__N__	76	Are there written records that document the required elements?	15-7-4.5a.f	NA__Y__N__
54	Has the PIC seen current licenses of all current employees?	15-1-20.3.2.6	NA__Y__N__	77	Do trainees wear proper attire?	15-1-18.4	NA__Y__N__
55	Does the pharmacy have an ongoing Quality Assurance program in place?	15-1-20.3.2.3	NA__Y__N__	78	Do trainees have a proper name tag?	15-7-6.2	NA__Y__N__
56	Are written reports prepared when dispensing errors occur?	Board Policy	NA__Y__N__	79	No trainee has exceeded 15 months training plus 3 months for testing?	15-7-4.4(f)	NA__Y__N__
57	Are these reports formally discussed with prescription dept. personnel?	Board Policy	NA__Y__N__	80	All licensed technicians are wearing proper attire and name tags?	15-1-18.4	NA__Y__N__
58	Is a perpetual inventory maintained for controlled drugs?	15-1-20.3.2.3	NA__Y__N__	81	Does the pharmacy maintain writing duties for all technicians?	15-1-20.3.2	NA__Y__N__
59	Does reconciliation of controlled drugs effectively detect diversion?	15-1-20.3.2.3	NA__Y__N__	82	No technician is observed violating legally authorized duties?	15-7-5(1)	NA__Y__N__
60	Have any & all complaints about a pharmacist been sent to Board?	15-1-14.6.4	NA__Y__N__	83	All technicians are directly supervised by the pharmacist on duty?	15-1-20.3.2.4	NA__Y__N__
61	Has the Board been notified of any pharmacists recently discharged?	15-1-14.6.3	NA__Y__N__	84	Are techs nationally certified or licensed in other states also licensed in WV?	15-7-3.1.c	NA__Y__N__
62	Has PIC notified permit holder of any & all violations of Law or Rules?	15-1-20.3.2.2	NA__Y__N__	85	Are CE certificates or records for all pharmacists available for inspection?	15-3-13.3	NA__Y__N__
63	Is there documentation of such with a copy to Board office?	15-1-20.3.2.2	NA__Y__N__	86	Do pharmacists have 3 hours CE per renewal on drug diversion & WV statistics?	15-3-4.4	NA__Y__N__
64	If not, explain why?	15-1-20.3.2.2		87	Do all pharmacists have at least 6 hours of live CE for reporting period?	15-3-4.3	NA__Y__N__
65	Is there a connection to the CSMP available?	15-8-3	NA__Y__N__	88	Do all pharmacists have 30 or more hours of CE for reporting period?	15-3-4.1	NA__Y__N__
66	<i>Blank Line</i>			89	<i>Blank Line</i>		
90	Comments:						
91							
92							
93							
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P.I.C	Date	Inspector
		Date

Does this facility also operate an Outpatient Pharmacy? Y__N__

OUTPATIENT PERMIT NUMBER _____

95	How many files does the computer system generate? _____			122	Does the pharmacy sell Over-the-Counter controlled drugs?	15-2-7.19.a.5	NA__Y__N__
96	Are electronic prescription transmissions certified?	15-1-21.1.7.b	NA__Y__N__	123	Is the Schedule V Book complete and correct?	15-2-9.22	NA__Y__N__
97	Do all prescriptions appear prescribed for a legitimate medical use?	15-1-21.1	NA__Y__N__	124	Has the pharmacy filled any telephoned emergency CII prescriptions?	15-2-7.9.b	NA__Y__N__
98	Are telephoned prescriptions properly & completely documented?	15-1-19.13.1	NA__Y__N__	125	The emergency quantity only filled?	15-2-7.9.4.1	NA__Y__N__
99	Is the manufacturer shown on the prescription record file?	30-5-12b(j)	NA__Y__N__	126	Is there a signed written Rx that was provided within 7 days?	15-2-7.9.b.3	NA__Y__N__
100	Is the dispensing pharmacist's initials recorded on the Rx record file?	15-1-19.13.4	NA__Y__N__	127	Do all controlled drug prescriptions show practitioners printed name?	15-2-7.6.c	NA__Y__N__
101	Are the initials of all personnel who have worked on Rx recorded?	15-1-19.13.4	NA__Y__N__	128	Do hospital prescriptions show the practitioners issued suffix #?	15-2-7.6.c	NA__Y__N__
102	Are transferred prescriptions properly recorded (both in and out)?	15-1-9.1.1.b	NA__Y__N__	129	Patient's address shown?	15-2-7.5.a	NA__Y__N__
103	Is there any sign that prescriptions have been refilled after 12 months?	15-1-10.3	NA__Y__N__	130	Date of Issue shown?	15-2-7.5.a	NA__Y__N__
104	Does it appear that all CNFP and PA prescribing is according to Rules?	11-1B-14.8	NA__Y__N__	131	Partial fills documented correctly?	15-2-7.11	NA__Y__N__
105	Is there a proper record of emergency dispensing of maintenance meds?	15-1-26.1	NA__Y__N__	132	Are controlled Rx's on a separate prescription blank?	15-2-7.6.a	NA__Y__N__
106	Are complete patient profiles maintained on all patients?	15-1-15.2.6	NA__Y__N__	133	No controlled Rx's are filled after 90 days (unless provider called)?	15-2-7.9.a.1	NA__Y__N__
107	Does the pharmacy maintain signed and complete daily Rx reports?	15-4-5.2.3	NA__Y__N__	134	Are all pseudoephedrine sales reported via the NPLEX System?	60A-10-8.b	NA__Y__N__
108	In lieu of a Daily Report does pharmacy maintain a proper log book?	15-4-5.2.3	NA__Y__N__	135	Is the I.D. of the patient being recorded in the patient record?	60A-3-308.d.2.B	NA__Y__N__
109	If servicing a nursing home is a log of returned drugs maintained?	15-1-12.3	NA__Y__N__	136	Is the I.D. of the person receiving a controlled Rx being recorded?	60A-9-4.a	NA__Y__N__
110	Is a proper offer to counsel made on pickup of each new prescription?	15-1-19.13.6	NA__Y__N__	137	Do prescription containers meet the FDA and USP requirements?	15-1-15.1.2	NA__Y__N__
111	How is "Offer to Counsel" documented on mail or delivered Rx's?	15-1-19.13.6		138	Are proper closures used and documented if Non-Safety?	Consumer Protection	NA__Y__N__
112	Is the counseling area convenient to the pharmacist? (unless excused)	15-1-15.1.1	NA__Y__N__	139	Do the pharmacist's initials appear on the Rx label?	15-1-19.13.4	NA__Y__N__
113	Is the Counseling area private for the patient? (unless excused)	15-1-15.1.1	NA__Y__N__	140	Does the manufacturer's name and drug generic name appear on the Rx label?	30-5-12b(j)	NA__Y__N__
114	Are controlled substance dispensing's being reported to the CSMP?	15-8-3	NA__Y__N__	141	If dispensed as equivalent does the Rx label show "Substituted for" "brand"?	15-1-22.1.4(i)1	NA__Y__N__
115	Do pharmacists administer vaccines?	15-12-1	NA__Y__N__	142	Does the Rx label show a beyond use date?	15-1-22.1.4(k)	NA__Y__N__
116	Does the pharmacy follow CDC guidelines for vaccine administration?	15-12-5.1.a	NA__Y__N__	143	Does the Rx label show the prescriber's name?	15-1-22.1.4.c	NA__Y__N__
117	Does the pharmacy have written emergency procedures in place?	15-12-7.2	NA__Y__N__	144	Does the Rx label show proper title for mid-level practitioners?	Not currently required by	NA__Y__N__
118	Does the Emergency Kit meet the CDC guidelines?	15-12-7.2	NA__Y__N__	145	Does a pharmacist ever work without a technician present?	15-1-14.8.2	NA__Y__N__
119	Are appropriate records kept for vaccines?	15-12-6	NA__Y__N__	146	If so, what is the average number of Rx/Hr dispensed during that period?		____Rx/HR
120	Do immunizing pharmacists have current CPR certification?	15-12-3.1.(c)	NA__Y__N__	147	Has this pharmacy dispensed any opioid antagonists?	60A-9-4	NA__Y__N__
121	Immunizing R.Ph.- 2 HR CE per year per renewal on vaccines issues?	15-12-3.1.(d)	NA__Y__N__	148	Is there documentaion of reporting opioid antagonist to CSMP?	60A-9-4	NA__Y__N__
149	Comments:						
150							

P.I.C	Date	Inspector	Date
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