DEPARTMENT
OF
HEALTH PROFESSIONS
6603 W. BROAD ST.
RICHMOND, VA 23230

PHARMACY INSPECTION REPORT

Rev. 10/03

DATE	TIME
MILEAGE	
INSPECTION HOURS	

PHARMACY NAME	PHARMACY PERMIT NO	EXPIRATION DATE
STREET ADDRESS / CITY / ST / ZIP		

PHONE NO. ( )

FAX NO. ( )

HOURS OF OPERATION

FROM TO

STAFF	NAME (FIRST, MI, LAST)	LICENSE NO.	EXPIRATION DATE
PHARMACIST IN CHARGE			
LICENSED PHARMACIST			
LICENSED PHARMACIST			

AREA / QUESTION	YES	NO
PHARMACY FACILITY: (Sec. 54.1-3314 / 54.1-3334)		
1. Required licenses properly displayed?		
PHYSICAL STANDARDS FOR PHARMACIES: (Reg:110-20-150)		
2. Pharmacist in charge in full and actual charge and fully engaged in the practice of pharmacy at this location		
3. Storage, compounding, and preparation area at least 240 square feet?		
4. Access to stock room, rest room and other areas separate from the dispensing area? (new pharmacies only)		
5. Facility maintains temperature between 59 - 86°F (Temperature)		
6. Counter work space used only for compounding and dispensing and necessary record keeping?		
7. Sink with hot and cold running water?		
8. Refrigeration for storage of drugs requiring cold storage (36° - 46°F) with monitoring thermometer maintained in dispensing area? (Temperature)		
SANITARY CONDITIONS: (Reg:110-20-160)		
9. Pharmacy clean and sanitary?		
10. Work counter space clean, sanitary, and orderly?		
REQUIRED MINIMUM EQUIPMENT: (Reg: 110-20-170)		
11. Current copy of U.S.P. Dispensing Information?		
12. Prescription balance sensitive to 15 mg?		
13. Current copy of Drug Control Act and Board Regulations?		
14. Current copy of Virginia Voluntary Formulary?		
15. Laminar flow hood, if engaged in compounding any sterile products?		
SECURITY SYSTEM: (Reg: 110-20-180)		
16. Security alarm system (motion sensor, ultrasonic, or other generally accepted alarm device) installed in each drug storage and dispensing area?		
a. Device maintained in operating order?		
b. Device fully protects immediate drug storage and compounding areas?		
c. Device has auxiliary power source?		
d. Alarm system control only by the pharmacist?		
PRESCRIPTION DEPARTMENT ENCLOSURES: (Reg: 110-20-190)		
17. Enclosure provides adequate security against unauthorized entry?		
18. Enclosure of sufficient height to prevent reaching over and gaining access to the drugs?		

AREA / QUESTION	YES	NO
19. Entrances to enclosed area have a door which extends from floor and is as high as adjacent counter?		
20. Door have adequate locking device(s)?		
a. Pharmacist in possession of any keys to locking device on door of enclosure?		
b. Emergency key maintained in sealed envelope, signed by pharmacist and placed in safe or other secured place?		
STORAGE OF DRUGS, DEVICES AND PARAPHERNALIA: (Reg: 110-20-320)		
21. Prescriptions waiting for pick-up stored in secured place outside of Rx department?		
22. Paraphernalia stored in area where pharmacist can exercise reasonable supervision?		
23. Expired drugs separated from stock used for dispensing and maintained in a designated area within prescription department		
DRUG INVENTORY AND RECORDS: (Reg: 110-20-340)		
24. Schedule I through V drug records maintained at pharmacy as stock of drugs to which records pertain for two years?		
25. Required inventories of Schedule II through V drugs:		
a. Biennial inventory:		
(1) Inventory date:		
(2) Opening of business		
(3) Close of business:		
b. If applicable, change of PIC inventories		
(1) Inventories		
Incoming		
(i) Inventory Date		
(ii) Business Opening		
(iii) Business Closing		
Outgoing		
(i) Inventory Date		
(ii) Business Opening		
(iii) Business Closing		
26. Inventories and records of Schedule I and II drugs maintained separately from all other records?		
27. Inventories and records of Schedule III through V drugs maintained separately or with records of Schedule VI drugs?		
28. Receipt of Schedule I through V drugs dated with the actual date of receipt?		
29. Hard copy prescription maintained chronologically for 2 yrs. for each refill of prescription?		

AREA / QUESTION	YES	NO
30. Schedule II prescriptions maintained in a separate file?		
31. Schedule III through V prescriptions maintained in a separate file or stamped with a red "C" and filed with Schedule VI prescriptions?		
32. Schedule II prescriptions include		
a. Patient's address?		
b. Practitioner's address?		
c. Date?		
d. Initialed by pharmacist?		
e. Practitioner's DEA Number?		
AUTOMATED DATA PROCESSING RECORDS FOR PRESCRIPTIONS: (Reg: 110-20-250)		
33. System provides retrieval of original prescription information?		
34. System provides retrieval or printout of dispensing history for two years?		
35. Verification of dispensing data:		
a. Daily printout of data, bound log book, or separate file dated and signed by pharmacist?		
PHARMACY REPACKAGING OF DRUG: (Reg: 110-20-260)		
36. Control records maintained one year prior expiration date of drug?		
Record contains		
a. Name of drug repackaged?		
b. Strength of drug?		
c. Quantity of drug packaged?		
d. Initials of supervising pharmacist?		
e. Manufacturer or distributor name?		
f. Control or assigned number?		
g. Expiration date?		
37. Repackaged drugs labeled as follows		
a. Name and strength of drug		
b. Manufacturer or distributor name and control or assigned number?		
c. Proper expiration date?		
TRANSMISSION OF PRESCRIPTION BY FACSIMILE MACHINE: (Reg: 110-20-280)		
38. Contains all required information of written prescription including prescriber's signature?		

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AREA / QUESTION	YES	NO
39. Information on faxed prescription prior to faxing		
a. Documentation Rx has been faxed?		
b. Date faxed?		
c. Name, address, phone number, fax number of prescriber and pharmacy to which faxed?		
DISPENSING OF SCHEDULE II DRUGS: (Reg:110-20-290)		
40. Schedule II prescription filled after 6 mo. of issuance?		
EMERGENCY PRESCRIPTION FOR SCHEDULE II DRUGS: (Reg:110-20-290)		
41. Quantity dispensed limited to amount necessary to treat during emergency period?		
42. Written prescription on file and attached to emergency prescription?		
PARTIAL DISPENSING OF SCHEDULE II PRESCRIPTIONS: (Reg:110-20-310)		
43. Remaining quantity dispensed within 72 hours?		
44. Date of partial dispensing recorded on back of prescription?		
45. Quantity dispensed recorded on back of prescription?		
46. Remaining quantity authorized to be dispensed recorded on back of prescription?		
47. Initial of dispensing pharmacist?		
48. Total dispensed did not exceed total prescribed?		
49. Partial dispensing did not exceed 60 days from issue date?		
REFILLING OF SCHEDULE III THROUGH VI PRESCRIPTIONS: (Reg: 110-20-320)		
50. Schedule III through VI prescriptions include		
a. Patient's address?		
b. Practitioner's address?		
c. Date?		
d. Initials of pharmacist?		
e. Schedule III through V prescriptions not refilled more than five times?		
f. Schedule III through V prescriptions not refilled after six months?		
g. Refills dated and initialed by pharmacist on back of prescription?		

AREA / QUESTION	YES	NO
h. Schedule VI prescriptions not refilled after two years?		
i. Full name of agent, if applicable?		
LABELING PRESCRIPTIONS: (Reg: 110-20-330)		
51. Label contains the following		
a. Name and address of dispenser?		
b. Serial number and date of prescription being filled?		
c. Name of patient?		
d. Name of prescriber?		
e. Directions for use?		
f. Trade or generic drug name and strength?		
g. Number of dosage units dispensed?		
PACKING STANDARDS FOR DISPENSED PRESCRIPTIONS: (Reg: 110-20-340)		
52. Prescriptions dispensed in special packaging?		
UNIT DOSE DISPENSING SYSTEMS: (Reg: 110-20-420)		
53. Maximum daily fill date of drug cart?		
54. Record maintained for one year showing		
a. Date of filling of drug cart?		
b. Location of drug cart?		
c. Initials of person filling cart?		
d. Initials of pharmacist who checked drug cart?		
55. Record of dispensing recorded on profile record or medication card at time of dispensing?		
56. Profile records or medication cards containing Schedule III through V drugs maintained for two years?		
57. Not more than a seven-day supply of a drug dispensed to a hospital or LTC facility where persons licensed to administer are administering drugs?		
58. Not more than a 72 hr. supply of a drug dispensed to a LTC facility in which unlicensed persons admin. stock drugs?		
DISPENSING OF SCHEDULE V DRUGS WITHOUT Rx: (Sec. 54.1-3416)		
59. Record of dispensing include		
a. Date of dispensing?		

AREA / QUESTION	YES	NO
b. Name and quantity of drug dispensed?		
c. Name and address of person to whom drug was dispensed?		
d. Initials of pharmacist dispensing drug?		
DISPENSING CONTROLLED PARAPHERNALIA: (Sec. 54.1-3468)		
60. Dispensed by Pharmacist?		
61. Record of dispensing include		
a. Date of dispensing?		
b. Name and quantity of device, item, or substance?		
c. Price sold?		
d. Name and address to whom device, item, or substance was sold?		
e. Reason for purchase?		
f. Initials of pharmacist dispensing device, item, or substance?		
REQUIREMENTS FOR CONTINUING EDUCATION: (Reg: 110-20-90)		
62. Original C.E. documents contain		
a. Date?		
b. Subject of program or activity?		
c. CEUs or contact hrs.?		
d. Certification from approved provider?		
63. C.E. documents maintained for 2 yrs.		
COUNSELING: (Sec. 54.1-3319)		
64. Offer to counsel made by		
a. Face to face?		
b. Posted sign?		
c. Notation affixed to Rx counter bag?		
d. Telephone?		
65. Record maintained to include failure to accept offer to counsel?		

REMARKS / DOCUMENTATION

TO INSPECTION UNIT

REMARKS / DOCUMENTATION, CONTINUED

ACTION TAKEN:

TO INSPECTION UNIT