



Name:	License #	Exp:

**INSPECTION**

- |    | YES                      | NO                       |  |
|----|--------------------------|--------------------------|--|
| 1  | <input type="checkbox"/> | <input type="checkbox"/> | The facility shall maintain a current list of licensed employees involved in the practice of the pharmacy at the facility. The list shall include individual licensee names, license classifications, license numbers, and license expiration dates. The list shall be readily retrievable. The list may be maintained in paper or electronic form. [UAC R156-17b-614a (5)]  |
| 2  | <input type="checkbox"/> | <input type="checkbox"/> | Notification has been provided to the Division in regards to the unique email address used for self audits or pharmacy alerts. The pharmacy will notify the division of any change in the email address within seven days of the change. [UAC R156-17b-603 (2) and (3) (t) (i-ii)]   |
| 3  | <input type="checkbox"/> | <input type="checkbox"/> | Notification has been provided to the Division in regards to the assignment of the PIC at the above stated pharmacy. The Division is notified of a change in PIC within 30 days of the change. [UAC R156-17b-603 (3) (s)]  |
| 4  | <input type="checkbox"/> | <input type="checkbox"/> | If the facility has a pharmacy technician training program, the program and curriculum of education and training, meets standards established by Division rule made in collaboration with the Board. [UAC R156-17b-303a (3)] <input type="checkbox"/> N/A  |
| 5  | <input type="checkbox"/> | <input type="checkbox"/> | No more than one pharmacy technician trainee per shift shall practice in a pharmacy. A pharmacy technician trainee shall practice only under the direct supervision of a pharmacist. [UAC R156-17b-601(5)]   |
| 7  | <input type="checkbox"/> | <input type="checkbox"/> | The operating standards for a Pharmacist acting as a preceptor includes meeting the following criteria by providing direct, on-site supervision to no more than two pharmacy interns during a working shift. [UAC R156-17b-606(1)(d)(i)]   |
| 8  | <input type="checkbox"/> | <input type="checkbox"/> | The pharmacist-in-charge (PIC) is responsible for assuring that no pharmacy or pharmacist operates the pharmacy or allows operation of the pharmacy with a ratio of pharmacist to pharmacy personnel which, under the circumstances of the particular practice setting, results in, or reasonably would be expected to result in, an unreasonable risk of harm to public health, safety, and welfare. [UAC R156-17b-603 (3) (r)] |
| 9  | <input type="checkbox"/> | <input type="checkbox"/> | All individuals employed in a pharmacy facility having any contact with the public or patients receiving services from that pharmacy facility does wear on their person a clearly visible and readable identification showing the individual's name and position. [UCA 58-17b-603 (1)]   |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | When communicating by any means, written, verbal, or electronic, pharmacy personnel do identify themselves as to licensure classification. [UCA 58-17b-603 (2)]  |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | The facility or parent company shall maintain a record for not less than five years of the initials or identification codes that identify each dispensing pharmacist by name. The initials or identification code shall be unique to ensure that each pharmacist can be identified; therefore identical initials or identification codes shall not be used. [UAC R156-17b-614a (9)]  |

- 12   The facility does have current and retrievable editions of the following reference publications in print or electronic format and readily available and retrievable to facility personnel:
- |   |  |
|---|--|
| <input type="checkbox"/> UCA 58-1 (DOPL Licensing Act)                  | <input type="checkbox"/> UAC R156-1 (General Rules of DOPL)                    |
| <input type="checkbox"/> UCA 58-17b (Pharmacy Practice Act)             | <input type="checkbox"/> UAC R156-17b(Pharmacy Practice Act Rules)             |
| <input type="checkbox"/> UCA 58-37 (Controlled Substance Act)           | <input type="checkbox"/> UAC R156-37(Controlled Substance Act Rules)           |
| <input type="checkbox"/> UCA 58-37f (Controlled Substance Database Act) | <input type="checkbox"/> UAC R156-37f (Controlled Substance Database Act Rule) |
| <input type="checkbox"/> Code of Federal Regulations                    | <input type="checkbox"/> FDA Approved Drug Product(Orange Book)                |
| <input type="checkbox"/> General Drug References                        | [UAC R156-17b-614a (4) (a-k)]  |
- 13   The facility is well lighted, ventilated, clean and sanitary. [UAC R156-17b-614a (1) (a)]
- 14   If transferring a drug from a manufacturer's or distributor's original container to another container, the dispensing area, shall have a sink with hot and cold culinary water separate and apart from restroom facilities. [UAC R156-17b-614a (1) (b)]
- 15   The facility is equipped to permit the orderly storage of prescription drugs and durable medical equipment in a manner to permit clear identification, separation and easy retrieval of products and an environment necessary to maintain the integrity of the product inventory. [UAC R156-17b-614a (1) (c)]
- 16   The facility is equipped to permit practice within the standards and ethics of the profession as dictated by the usual and ordinary scope of practice to be conducted within that facility. [UAC R156-17b-614a (1) (d)]
- 17   All out of date legend drugs and controlled substances shall be removed from the inventory at regular intervals and in correlation to the beyond use date imprinted on the label. [UAC R156-17b-605(1)]
- 18   The facility is stocked with the quality and quantity of product necessary for the facility to meet its scope of practice in a manner consistent with the public health, safety and welfare. [UAC R156-17b-614a (1) (e)]
- 19   If dispensing controlled substances, the facility is equipped with a security system to permit detection of entry at all times when the facility is closed, and provide notice of unauthorized entry to an individual, and be equipped with a lock on any entrances to the facility where drugs are stored. [UAC R156-17b-614a (1) (f)(i-ii)(g)]
- 20   If the pharmacy does not store drugs in a locked cabinet and has a drop/false ceiling, the pharmacy's perimeter walls shall extend to the hard deck, or other measures shall be taken to prevent unauthorized entry into the pharmacy. [UAC R156-17b-614a (16)]  N/A
- 21   Only a licensed Utah pharmacist or authorized pharmacy personnel does have access to the pharmacy when the pharmacy is closed. [UAC R156-17b-614a (8)]
- 22   A pharmacy shall not dispense a prescription drug or device to a patient unless a pharmacist is physically present and immediately available in the facility. [UAC R156-17b-614a (7)]
- 23   The temperature of the pharmacy is maintained within a range compatible with the proper storage of the drugs. [UAC R156-17b-614a (2)]
- 24   The temperature of the refrigerator and freezer is maintained within a range compatible with the proper storage of drugs requiring refrigeration or freezing. The pharmacy shall keep a daily written or electronic log of the temperature of the refrigerator or freezer on days of operation. The pharmacy shall retain the log for three years. [UAC R156-17b-614a (2)]
- 25   For the purpose of promoting therapeutic appropriateness, a pharmacist shall at the time of dispensing a prescription, or a prescription drug order, review the patient's medication record. Such review shall at a minimum identify clinically significant conditions, situations or items, such as: [UAC R156-17b-611 (2) (a-g)]

- Inappropriate drug utilization
- Drug-disease contraindications
- Incorrect drug dosage
- Drug-allergy interactions
- Therapeutic duplications
- Drug-drug interactions
- Incorrect duration of drug treatment
- Clinical abuse or misuse

- 26   Facility does have a counseling area to allow for confidential patient counseling.  
[UAC R156-17b-614a (6)]
- 27   Every pharmacy shall verbally offer to counsel a patient or a patient's agent in a personal face-to-face discussion regarding each prescription drug dispensed. If the patient's agent delivers the prescription in person to the pharmacist or pharmacy intern; or receives the drug in person at the time it is dispensed at the facility. [UCA 58-17b-613 (1)]
- 28   A pharmacist or pharmacy intern that receives a prescription from a patient by means other than personal delivery, and that dispenses prescription drugs to the patient by means other than personal delivery shall provide patient counseling to a patient regarding each prescription drug the pharmacy dispenses and provide each patient with a toll-free telephone number by which the patient can contact the pharmacist or pharmacy intern at the pharmacy for counseling.  
[UCA 58-17b-613(2)]
- 29   If a prescription drug order is delivered to the patient or the patient's agent at the patient's or other designated location, the following is applicable: [UCA R156-17b-610(6)(a-c)]
- the pharmacy shall provide the information specified in R156-17b-610(3) be delivered with the dispensed prescription in writing.
  - if prescriptions are routinely delivered outside the area covered by the pharmacy's local telephone service, the pharmacist shall place on the prescription container or on a separate sheet delivered with the prescription container, the telephone number of the pharmacy and the statement "Written information about this prescription has been provided for you. Please read this information before you take this medication. If you have questions concerning this prescription, a pharmacist is available during normal business hours to answer these questions."
  - written information provided in Subsection (b) of this section shall be in the form of patient information leaflets similar to USP-NF patient information monographs or equivalent information.
- 30   The offer to counsel is documented and said documentation shall be available to the Division. These records must be maintained for a period of five years and be available for inspection within 7-10 business days. [UAC R156-17b-610 (4)]
- 31   A pharmacy may only deliver a prescription drug to a patient or patient's agent in person at the pharmacy or via the United States Postal Service, a licensed common carrier, or supportive personnel, if the pharmacy takes reasonable precautions to ensure the prescription drug is delivered to the patient or patient's agent or returned to the pharmacy. [UCA 58-17b-602(9)(a)(b)(i-ii)]
- 32   A pharmacy that employs the United States Postal Service or other common carrier to deliver a filled prescription directly to a patient shall, under the direction of the PIC, or other responsible employee:
- Use adequate storage or shipping containers and shipping processes to ensure drug stability and potency. The shipping processes shall include the use of appropriate packing material and devices, according to the recommendations of the manufacturer or the United States Pharmacopeia Chapter 1079, in order to ensure that the drug is kept at appropriate storage temperatures throughout the delivery process to maintain the integrity of the medication.
  - Use shipping containers that are sealed in a manner to detect evidence of opening or tampering.

Develop and implement policies and procedures to ensure accountability, safe delivery, and compliance with temperature requirements. The policies and procedures shall address when drugs do not arrive at their destination in a timely manner or when there is evidence that the integrity of a drug was compromised during shipment. In these instances, the pharmacy shall make provisions for the replacement of the drug.

Provide for an electronic, telephonic, or written communication mechanism for a pharmacy to offer counseling to the patient as defined in section 58-17b-613; and provide documentation of such counseling.

Provide information to the patient indicating what the patient should do if the integrity of the package or drug was compromised during shipment. [UAC R156-17b-608(1-5)]

- 33   Each drug dispensed from the pharmacy does have a label securely affixed to the container indicating the required minimum information, including: [UCA 58-17b-602 (5) (a-h)]
- |  |  |
|--|--|
| <input type="checkbox"/> name, address, & phone number of pharmacy | <input type="checkbox"/> serial number of prescription               |
| <input type="checkbox"/> filling date or last dispensing date      | <input type="checkbox"/> name of the patient or animal owner/species |
| <input type="checkbox"/> name of the prescriber                    | <input type="checkbox"/> directions for use & cautionary statements  |
| <input type="checkbox"/> trade, generic or chemical name           | <input type="checkbox"/> amount dispensed & strength of dosage form  |
| <input type="checkbox"/> beyond use date                           |  |
- (Unless Otherwise Indicated by Prescriber)
- 34   Unless otherwise requested, child-resistant containers are used for dispensing medications to patients. [UCA 58-1-502(6) & 16 CFR 1700.14]
- 35   Controlled substances are not accepted back for destruction unless allowed for by state and federal law. [UAC R156-37-606 (1-2) & 21 CFR 1307.21]
- 36   The registered pharmacy only processes electronically signed prescriptions for controlled substances under the following conditions: the pharmacy uses a pharmacy application that meets all the applicable requirements; the prescription is otherwise in conformity with the requirements of the Code of Federal Regulations; and Certification Authority (CA) has been obtained. The electronic prescription must be transmitted from the practitioner to the pharmacy in its electronic form and at no time may the prescription be converted to another form (*i.e. facsimile*) for transmission. [CFR, Title 21, Chapter 11, Section 1311, UAC R156-17b-613 (1)]
- 37   Prescription files, including refill information, is maintained for a minimum of five years and should be immediately retrievable in written or electronic format. [UAC R156-17b-612 (4)]
- 38   Prescription records may be maintained electronically so long as the original of each prescription, including telephone prescriptions, is maintained in a physical file and contains all of the information required by federal and state law; and an automated data processing system is used for the storage and immediate retrieval of refill information for prescription orders.  
[UAC R156-37-602 (4) (a-b)]
- 39   All records relating to Schedule II controlled substances received, purchased, administered or dispensed by the practitioner shall be maintained separately from all other records of the pharmacy or practice. Records shall be maintained by the licensee for a period of five years.  
[UAC R156-37-602(3, 5)]
- 40   All records relating to Schedule III, IV, V controlled substances received, purchased, administered or dispensed by the practitioner shall be maintained separately from all other records of the pharmacy or practice. Records shall be maintained by the licensee for a period of five years.  
[UAC R156-37-602(3, 6)]
- 41   Requirement for annual controlled substances inventory shall be within 12 months following the inventory date of each year and may be taken within four days of the specified inventory date and shall include all stocks including out-of-date drugs and drugs in automated pharmacy systems.  
[UAC R156-17b-605 (4)]

- 42   General Requirements for inventory of a pharmacy shall include: [UAC R156-17b-605 (2)(a)(b)(c)(e)(f)(j)]
- the PIC shall be responsible for taking all required inventories, but may delegate the performance of the inventory to another person or persons;
  - the inventory records shall be maintained for a period of five years and be readily available for inspection
  - the inventory records shall be filed separately from all other records
  - the inventory may be taken either as the opening of the business or the close of business on the inventory date;
  - the person taking the inventory and the PIC shall indicate the time the inventory was taken and shall sign and date the inventory with the date the inventory was taken. The signature of the PIC and the date of the inventory shall be documented within 72 hours or three working days of the completed initial, annual, change of ownership and closing inventory.
  - if the pharmacy maintains a perpetual inventory of any of the drugs required to be inventories, the perpetual inventory shall be reconciled on the date of the inventory.
- 43   All pharmacies shall maintain a perpetual inventory of all Schedule II controlled substances. [UAC R156-17b-605(7)]
- 44   The pharmacy does reconcile its controlled substance inventory to account for shortages of controlled substances. [UAC R156-17b-603 (3) (k) & R156-37-502(5)]
- 45   Any facility who experiences a shortage or theft of controlled substances will immediately notify law enforcement and file the appropriate forms with the Drug Enforcement Administration, with a copy to the Division directed to the attention of the Investigation Bureau of the Division. [UAC R156-37-602 (2)]
- 46   Pharmacists or other responsible individuals do verify that the suppliers' invoices of controlled substances, listed on the invoices were actually received by clearly recording their initials and the actual date of receipt of the controlled substances. [UAC R156-17b-614a (12)]
- 47   The facility does maintain a record of suppliers' credit memos for controlled substances. [UAC R156-17b-614a (13)]
- 48   The facility does maintain a copy 3 of DEA order form (form 222) which has been properly dated, initialed, and filed and all copies of each unaccepted or defective order form and any attached statements or other documents. [UAC R156-17b-614a(10)]
- 49   The Division shall implement on a statewide basis, including non-resident pharmacies as defined in Section 58-17b-102, the following two options for a pharmacist to submit information: real-time submission of the information required to be submitted under this part of the controlled substance database; and 24-hour dail or next business day, whichever is later, batch submission of the information required to be submitted under this part to the controlled substance database. [UCA 58-37f-203(1)(a)(i,ii)]
- 50   The PIC will for each controlled substance dispensed by a pharmacist under the PIC's supervision...submit to the division ...positive identification of the individual receiving the prescription, including the type of identification and any identifying numbers on the identification. [UCA 58-37f-203 (3) (e)]
- 51   The pharmacy maintains emergency kits in nursing homes, long-term care facilities, or other entities (such as hospice, EMT's, ambulances)? If the answer is "yes", note name(s) of facilities or entities.
- 52   The pharmacy maintains automated prescription dispensing devices outside the pharmacy such as Pyxis in a nursing home? If the answer is "yes", note type and location.
- 53   The pharmacy utilizes an Automated Pharmacy System? If the answer is "yes" to this question, a automation questionnaire must be completed. [UAC R156-17b-620]

54   The facility is engaged in simple, medium or complex compounding activities as defined by USP 35 Chapter 795. If you answer "yes" to this question, a compounding questionnaire must be completed. [(UAC R156-17b-614a (3))]

55   The facility is engaged in low, medium, or high risk *sterile* compounding as defined by USP 35 Chapter 797. If you answer "yes" to this question, a compounding questionnaire must be completed. [UAC R156-17b-614a (3)]

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**COMMENTS**

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By checking this box it is indicated that the undersigned Division Investigator has reviewed the above inspection report and comments made with the undersigned "Responsible Party."

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Responsible Party (Print): \_\_\_\_\_

Signature of Division Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Division Investigator (Print): \_\_\_\_\_

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