



**State of Utah**  
**Department of Commerce**  
**Division of Occupational and Professional Licensing**

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Dispensing Medical  
Practitioner Clinic  
Pharmacy

**INSPECTION**

Opening/ Random

**INFORMATION**

Pharmacy Name: \_\_\_\_\_ Date: \_\_\_\_\_

License Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

C.S. License Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

DEA Registration: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Pharmacy FEIN Number: \_\_\_\_\_

Pharmacy Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Pharmacy Toll Free Number: \_\_\_\_\_

Pharmacy Email: \_\_\_\_\_ Affiliated Website: \_\_\_\_\_

Pharmacy Hours: M:  T:  W:  Th:  F:  Sa:  Su:

Pharmacy Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dispensing Medical Practitioner in Charge (DMPIC): \_\_\_\_\_

DMPIC License Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

**List of all Licensed Personnel**

Name: \_\_\_\_\_ License #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

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## Inspection

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- |    | YES                      | NO                       | N/A                      |  |
|----|--------------------------|--------------------------|--------------------------|--|
| 1  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The facility dispenses medications in compliance with the facilities scope of practice in the following categories:<br><input type="checkbox"/> Cosmetic drugs<br><input type="checkbox"/> Cancer drug treatment<br><input type="checkbox"/> Employer sponsored clinic   |
| 2  | <input type="checkbox"/> | <input type="checkbox"/> |                          | The facility shall maintain a current list of licensed employees involved in the practice of 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 for inspection by the Division and may be maintained in paper or electronic form. [UAC R156-17b-614a(5)]  |
| 3  | <input type="checkbox"/> | <input type="checkbox"/> |                          | Notification has been provided to the Division in regards to the designated email address used in self audits or alerts for the pharmacy.<br>[UAC R156-17b-603(2) and (3)(t)(i-ii)]  |
| 4  | <input type="checkbox"/> | <input type="checkbox"/> |                          | Notification has been provided to the Division in regards to the assignment of the DMPIC or PIC at the above stated pharmacy. [UAC R156-17b-603(3)(s)]   |
| 5  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If the facility uses DMP designees, the facility uses a formal or on-the-job dispensing training program which covers topics to the extent that the topics are relevant to the DMP practice. Documentation demonstrating successful completion of the training program shall include the following information. [UAC R156-17b-622(1)(a-l) and (2)(a-d)]<br><input type="checkbox"/> Name of the individual trained<br><input type="checkbox"/> Name of the individual or entity that provided training<br><input type="checkbox"/> List of topics covered during the training program<br><input type="checkbox"/> Training completion date |
| 9  | <input type="checkbox"/> | <input type="checkbox"/> |                          | The DMPIC or PIC assures that no pharmacy operates with a ratio of pharmacist or DMP to other pharmacy personnel circumstances that result in, or reasonably would be expected to result in, an unreasonable risk of harm to public health, safety, and welfare.<br>[UAC R156-17b-603(3)(r)]   |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> |                          | All individuals employed in a pharmacy facility having any contact with the public or patients receiving services from the pharmacy facility shall wear on their person a clearly visible and readable identification showing the individual's name and position.<br>[UCA 58-17b-603(1)]   |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> |                          | When communicating by any means, written, verbal, or electronic, pharmacy personnel must identify themselves as to licensure classification. [UAC R156-17b-603(2)]   |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The facility or parent company shall maintain a record for not less than 5 years of the initials or identification codes that identify each dispensing pharmacist or DMP by name. The initials or identification code shall be unique to ensure that each pharmacist or DMP can be identified; therefore identical initials or identification codes shall not be used.<br>[UAC R156-17b-614a(9)]   |

- |    | YES                      | NO                       | N/A                      |   |
|----|--------------------------|--------------------------|--------------------------|---|
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The facility does have current and retrievable editions of the following reference publications in print or electronic format and readily available to facility personnel: [UAC R156-17b-614a(4)(a-k)]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> UCA 58-1 (DOPL Licensing Act)</li> <li><input type="checkbox"/> UAC R156-1 (General Rules of DOPL)</li> <li><input type="checkbox"/> UCA 58-17b (Pharmacy Practice Act)</li> <li><input type="checkbox"/> UAC R156-17b (Pharmacy Practice Act Rules)</li> <li><input type="checkbox"/> UCA 58-37 (Controlled Substance Act)</li> <li><input type="checkbox"/> UAC R156-37 (Controlled Substance Act Rules)</li> <li><input type="checkbox"/> UCA 58-37f (Controlled Substance Database Act)</li> <li><input type="checkbox"/> UAC R156-37f (Controlled Substance Database Act Rules)</li> <li><input type="checkbox"/> Code of Federal Regulations</li> <li><input type="checkbox"/> FDA Approved Drug Product (Orange Book)</li> <li><input type="checkbox"/> General Drug References</li> </ul> |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The facility is well lighted, ventilated, clean and sanitary. [UAC R156-17b-614a(1)(a)]   |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The facility if transferring a drug from a manufacturer's or distributor's original container to another container, the dispensing area, if any, shall have a sink with hot and cold culinary water separate and apart from any restroom facilities. This does not apply to clean rooms where sterile products are prepared. Clean room should not have sinks or floor drains that expose the area to an open sewer. All required equipment shall be clean and in good operating condition. [UAC R156-17b-614a(1)(b)]   |
| 16 | <input type="checkbox"/> | <input type="checkbox"/> |                          | 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)]   |
| 17 | <input type="checkbox"/> | <input type="checkbox"/> |                          | 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 the facility. [UAC R156-17b-614(1)(d)]   |
| 18 | <input type="checkbox"/> | <input type="checkbox"/> |                          | 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)]   |
| 19 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The facility is stocked with 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)]   |
| 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The facility if dispensing controlled substances, be 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(f)(i-ii)(g)]  |

- |    | YES                      | NO                       | N/A                      |   |
|----|--------------------------|--------------------------|--------------------------|---|
| 21 | <input type="checkbox"/> | <input type="checkbox"/> |                          | A pharmacy shall not dispense a prescription drug or device to a patient unless a pharmacist or DMP is physically present and immediately available in the facility. [UAC R156-17b-614a(7)]   |
| 22 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Only a licensed Utah pharmacist, DMP or authorized pharmacy personnel shall have access to the pharmacy when the pharmacy is closed. [UAC R156-17b-614a(8)]   |
| 23 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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)]  |
| 24 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The temperature of the pharmacy shall be maintained within a range compatible with proper storage of drugs. [UAC R156-17b-614a(2)]  |
| 25 | <input type="checkbox"/> | <input type="checkbox"/> |                          | If the refrigerator or freezer is necessary to properly store drugs at the pharmacy. The temperature of the refrigerator or freezer shall be 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 each log entry for at least three years. [UAC R156-17b-614a(2)]   |
| 26 | <input type="checkbox"/> | <input type="checkbox"/> |                          | A dispensing medical practitioner shall inform the patient: [UCA 58-17b-803(4)(a)(i-iv)]<br><input type="checkbox"/> That the drug dispensed by the practitioner may be obtained from a pharmacy unaffiliated with the practitioner.<br><input type="checkbox"/> The directions for appropriate use of the dispensed drug.<br><input type="checkbox"/> The potential side effects to the use of the dispensed drug.<br><input type="checkbox"/> How to contact the dispensing medical practitioner if the patient has questions or concerns regarding the drug. |
| 28 | <input type="checkbox"/> | <input type="checkbox"/> |                          | Facilities shall have a counseling area to allow for confidential patient counseling, where applicable. [UAC R156-17b-614a(6)]  |
| 29 | <input type="checkbox"/> | <input type="checkbox"/> |                          | A pharmacy facility shall orally offer to counsel but shall not be required to counsel a patient or patient's agent when the patient or patient's agent refuses such counseling. [UAC R156-17b-610(2)]  |
| 30 | <input type="checkbox"/> | <input type="checkbox"/> |                          | Only a pharmacist, pharmacy intern, or DMP may orally provide counseling to a patient or patient's agent and answer questions concerning prescription drugs. [UAC R156-17b-610(5)]  |
| 31 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The offer to counsel shall be documented and said documentation shall be available to the Division. These records shall be maintained for a period of five years and be available for inspection within 7-10 business days. [UAC R156-17b-610(4)]   |
| 32 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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)]  |



- |    | YES                      | NO                       | N/A                      |  |
|----|--------------------------|--------------------------|--------------------------|--|
| 41 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Requirement for annual controlled substance inventory shall be within 12 month 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>General requirements for inventory of a pharmacy shall include:<br/>[UAC R156-17b-605(2)(a)(b)( c )(e)(f)(i)]</p> <p><input type="checkbox"/> The PIC or DMPIC shall be responsible for taking all required inventories, but may delegate the performance of the inventory to another person or persons</p> <p><input type="checkbox"/> The inventory records shall be maintained for a period of five years and be readily available for inspection</p> <p><input type="checkbox"/> The inventory records shall be filed separately from all other records</p> <p><input type="checkbox"/> The inventory may be taken either as the opening of the business or the close of the business on the inventory date</p> |
| 43 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any licensee who experiences any shortage of theft of controlled substances shall immediately file the appropriate forms (DEA form 106) with the Drug Enforcement Administration, with a copy to the Division directed to the attention of the Investigations bureau. They shall also report the incident to the local law enforcement agency. [UAC R156-37-602(2)]  |
| 44 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A pharmacist, DMP or other responsible individual shall verify that controlled substances are listed on the suppliers' invoices and were actually received by clearly recording their initials and the actual date of receipt of the controlled substances. [UAC R156-17b-614a(12)]  |
| 45 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The pharmacy facility shall maintain a record of suppliers' credit memos for controlled substances. [UAC R156-17b-614a(13)]  |
| 46 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The pharmacy facility shall maintain hard copy reports of surrender or destruction of controlled substances and legend drugs submitted to appropriate state or federal agencies. [UAC R156-17b-614a(15)]   |
| 47 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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)]   |
| 48 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The PIC or DMPIC will for each controlled substance dispensed... submit to the Division... positive identification of the individual receiving the prescription, including the type of identification and any indentifying numbers on the identification. [UCA 58-37f-203(2)(e)]   |
| 49 | <input type="checkbox"/> | <input type="checkbox"/> |                          | The facility is engaged in simple, medium, or complex compounding activities as defined by USP 35 Chapter795. If you answer "yes" to this question, a compounding questionnaire must be completed. [UAC R156-17b-614a(3)]  |

YES NO N/A

50

The facility is engaged in simple, 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)]

51

The facility utilizes an Automated Pharmacy System. If you answer "yes" to this question, an automated pharmacy system questionnaire must be completed. [UAC R156-17b-620]

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**Comments**

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<input type="checkbox"/>	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): _____	
Revised 1/2016	