

Proposed Checklist of Pharmacist-in-Charge Responsibilities By: Daisy Hoehn and Tyrell Turner, 2021 PharmD Candidates

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This checklist is created to highlight the responsibilities of a pharmacist-in-charge (PIC) according to Utah Code 58-17b and Utah Admin. Code R156-17b. This form can be used as a tool to aid the pharmacy in preparation for a Division inspection as well as maintain standard operating procedures for a Class A and B pharmacy in accordance with the state and federal regulations. Below is the summary of duties and responsibilities of a PIC. ****This summary only contains a subset of the responsibilities and is subject to change. Please refer to the current Utah Code 58-17b and Utah Admin. Code R156-17b to ensure compliance.**

Daily
<input type="checkbox"/> Report Control Substance data (either in real time or batch file reporting) to the database. Submission from point of sale. 58-37f-203 (1)
<input type="checkbox"/> If no controlled substance required to be reported has been dispensed since the previous submission of data - PIC shall submit a zero report to the division. 58-37f-203(6)
<input type="checkbox"/> Oversee the operation of the pharmacy and remote dispensing pharmacy in conformance with all laws and rules pertinent to the practice of pharmacy and the distribution of drugs, durable medical equipment, and medical supplies including: 58-17b-602 and 58-17b-603 <ul style="list-style-type: none"><input type="checkbox"/> Ensuring drugs are packaged, prepared, compounded, labeled, and dispensed safely and accurately as prescribed.<input type="checkbox"/> Assure that pharmacy personnel deliver drugs to the patient or patient's agent safely and accurately as prescribed.<input type="checkbox"/> Assure that a reasonable effort is made to obtain, record, and maintain patient medication records.<input type="checkbox"/> Education and training of pharmacy personnel<input type="checkbox"/> Establish policies for procurement of prescription drugs, devices, and other products dispensed from the pharmacy<input type="checkbox"/> Disposal and distribution of drugs from the pharmacy<input type="checkbox"/> Storage of all materials, including drugs, chemicals, and biologicals<input type="checkbox"/> Bulk compounding of drugs<input type="checkbox"/> Maintenance of records of all transactions of the pharmacy<input type="checkbox"/> Establish and maintain effective controls against theft or diversion of prescription drugs and records<input type="checkbox"/> Implement ongoing quality assurance to monitor performance of automated pharmacy system<input type="checkbox"/> Assure appropriate licensure of all pharmacy personnel
<input type="checkbox"/> Oversee maintenance of a perpetual inventory of all Scheduled II controlled substances that shall be reconciled according to facility policy.

Monthly:

- Ensure reporting of administered vaccines are reported to Utah State Immunization Information System (USIIS) electronic registry within 1 week of administration.
- All out of date legend drugs and controlled substances shall be removed from the inventory at regular intervals

Annually:

- Renewal of waiver or certification of controlled substance license even if not dispensing controlled substance and does not anticipate doing so in the immediate future.
- Obtain renewal of vaccine administration protocol from licensed provider.
- Responsible for annual controlled substance inventory that include all stocks including out-of-date drugs and drugs in automated pharmacy systems.
- Obtain and post proper licenses for the pharmacy and pharmacy personnel in the facility.

Miscellaneous:

- Provide a written designation authorizing access to the pharmacy technician or pharmacy intern on behalf of a licensed pharmacist employed by the pharmacy.
- Maintain records of disposal of controlled substances and be made available on request to the Division or its agents for inspection for a period of 5 years. R156-37-606
- The PIC must see that a secure email address must be established by the PIC, RDPIC, or DMPIC and responsible party for the pharmacy to be used for self-audits or pharmacy alerts initiated by the Division. Must notify DLB within seven days of any change to email address.
- 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
<input type="checkbox"/> Notify the Division within 30 days of any change in PIC
<input type="checkbox"/> Ensure technician-in-training programs meet the requirements established by the Division
<input type="checkbox"/> Ensure that pharmacist to non-pharmacist personnel ratio in the pharmacy is appropriate
<input type="checkbox"/> Ensure all individuals with public or patient contact are wearing identification that clearly states name and position and individuals clearly state name and position when communicating.
<input type="checkbox"/> Maintain a record of unique initials or identification codes of every dispensing pharmacist for no less than 5 years
<input type="checkbox"/> Readily available and current editions of reference publications: <ul style="list-style-type: none"> <input type="checkbox"/> DOPL Licensing Act <input type="checkbox"/> General Rules of DOPL <input type="checkbox"/> Pharmacy Practice Act and Act Rules <input type="checkbox"/> Controlled Substance Act and Act Rules <input type="checkbox"/> Controlled Substance Database Act Rule <input type="checkbox"/> Code of Federal Regulations <input type="checkbox"/> Orange Book <input type="checkbox"/> General Drug References
<input type="checkbox"/> The facility is well lighted, ventilated, clean and sanitary
<input type="checkbox"/> The facility is equipped to permit the orderly storage of product inventory and necessary environment to maintain the integrity of the product inventory
<input type="checkbox"/> The facility is equipped to permit practice within the standards and ethics of the profession
<input type="checkbox"/> 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
<input type="checkbox"/> The facility is equipped with a security system or some measure 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
<input type="checkbox"/> Only a licensed Utah pharmacist or authorized pharmacy personnel does have access to the pharmacy when the pharmacy is closed
<input type="checkbox"/> The temperature of the pharmacy is maintained within a range compatible with the proper storage of the drugs.
<input type="checkbox"/> The temperature of the refrigerators and freezers are maintained within a range

<p>compatible with the proper storage of drugs requiring refrigeration or freezing. A log of temperatures must be recorded daily and retained for three years</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain records and are readily available for the following according to The Code of Federal Regulations (CFR) and Division of Occupational and Professional Licensing (DOPL). R156-37-602 <ul style="list-style-type: none"> <input type="checkbox"/> Disposal of controlled substances <input type="checkbox"/> Purchase, distribution, dispensing, prescribing, and administration of controlled substances (separated by CII, CIII-CV, and non-controlled) <input type="checkbox"/> Perpetual records of all vaccines administered.
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure facility does have a counseling area to allow for confidential patient counseling
<ul style="list-style-type: none"> <input type="checkbox"/> Offer to counsel on prescriptions, document that counseling was offered, and make said documentation available to the Division for a period of five years.
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure pharmacists, pharmacy interns, and pharmacy technicians employed by the pharmacy have received required training in accordance with Utah Admin Code R156-17b-309 and R156-17b-621 of the Pharmacy Practice Act Rules are authorized to administer vaccines
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the pharmacy uses United States Postal Service, common carrier, or supportive personnel to deliver prescriptions by shipping. Ship all prescriptions according to manufacturers recommendations or US Pharmacopeia Chapter 1079
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure each drug dispensed from the pharmacy does have a label securely affixed to the container indicating the required minimum information
<ul style="list-style-type: none"> <input type="checkbox"/> Ensures the route for electronic prescriptions meets applicable requirements and is maintained in electronic form and at no time converted to another form for transmission (i.e facsimile).
<ul style="list-style-type: none"> <input type="checkbox"/> Prescription files, including refill information, is maintained for a minimum of five years and should be immediately retrievable in written or electronic format.
<ul style="list-style-type: none"> <input type="checkbox"/> 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 for a period of five years
<ul style="list-style-type: none"> <input type="checkbox"/> 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 for a period of five years
<ul style="list-style-type: none"> <input type="checkbox"/> Assume responsibility for all required inventories, but may delegate the performance of the inventory to another pharmacy personnel
<ul style="list-style-type: none"> <input type="checkbox"/> Ensures shortages or theft of controlled substances are reported to law enforcement and the DEA with the proper forms
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure pharmacy maintains a perpetual inventory on all schedule II controlled substances and reconciles all controlled substance to account for shortages

Ensures the facility maintains a supplier invoices and credit memos for controlled substances

Ensure facility maintains copy 3 of DEA order form 222

Ensure that facilities utilizing Automated Pharmacy Systems are compliant with R156-17b-620

Ensure that facilities engaging in simple, medium, or complex compounding as defined by USP 35 Chapter 795 are compliant with R156-17b-614a (3)

Ensure that facilities engaging in low, medium, or high risk sterile compounding as defined by USP 35 Chapter 797 are compliant with R156-17b-614a (3)