



Nevada State Board of Pharmacy
431 W. Plumb Lane Reno, Nevada 89509
(775) 850-1440 (800)-364-2081 Fax (775) 850-1444

FROM: Nevada State Board of Pharmacy Inspector

SUBJECT: Self-Assessment Inspection Process

The Board of Pharmacy's established self-assessment inspection process provides management opportunity to review the standards by which the board inspects your operation. The process recognizes you as the responsible person to implement and review policies and procedures necessary to provide a quality standard of pharmaceutical services. An inspection evaluation form must be obtained from the website to self assess compliance with Nevada pharmacy law. An inspector will review the form with you and inspect your facility during ***the month listed on your Inspection Notice.***

The procedure involves the following:

1. At the ***minimum***, print and fill out the self-assessment inspection form found on the website under your designated license type. We cannot evaluate or help you if we don't know what you don't know. Retain the form and have it **readily available** in a packet so **if you are not present** when an inspector arrives, your staff can have it available.
2. An inspector will conduct a review of your operation. Observations, along with your findings, will assure understanding and compliance with Nevada law.

Failure to fill out the inspection report suggests either you are not concerned with knowing the law or complying with it.

This plan has been established as a cooperative approach to annual inspections. We would appreciate any input you may have on this joint review procedure.



CONSULTANT (the inspection notice letter must be attached to this completed form) (circle yes compliant and no for not compliant. You may make comments as needed)

Current pharmacist consultant contract verified? NAC 639.4996 NAC 639.466 Yes No _____

Pharmacist consultant current registration available? NAC 639.4992 Yes No _____

OPERATIONS

Pharmacy policies and procedures established? NAC 639.477 Yes No _____

What was the date of the last review of Pharmacy Policies and Procedures? _____

Pharmacy reference materials available for staff? NAC 639.472 Yes No _____
 (list item & edition/year and indicate electronic or printed)

	Yes	No	Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed
_____			Electronic	Printed

MEDICATIONS

Medication storage areas clean and sanitary? NAC 639.469 Yes No _____

Medications stored with proper security? NAC 639.470 Yes No _____

Controlled substances stored in locked storage area?
 CFR 1301.75 NAC 639.469 6.NAC 639.470 Yes No _____

Schedule II controlled substances stored in a double locked storage area? NAC 449.9905 Yes No _____

Refrigerated medications stored in a separate refrigerator?
 NAC 639.469 Yes No _____

Daily refrigerator temperature record maintained? NAC 639.469 Yes No _____

Multi-dose vials dated with the date of original entry? USP 797 Yes No _____



RECORDS [21 CFR 1304 Records and Reports, NAC 639.482-490, NRS 453.246]

Is a perpetual inventory maintained of all scheduled drugs?
NAC 639.4996

Yes No _____

Are the following records maintained properly and for a period of
 2 years? 21 CFR 1304.04(a), NAC 639.482

US Official Order Form-Schedule II (DEA Form 222)

21 CFR Part 1305, NAC 639.487, NRS 453.251

Proper security of un-negotiated forms?

Yes No _____

Are forms properly executed? 21 CFR 1305.12

Yes No _____

Does the facility participate in the Controlled Substance
 Ordering System (CSOS)? 21CFR1305.21-29

Yes No _____

Invoices of controlled substances purchased: 21 CFR 1304.04(f)

Schedule II invoices filed separately? 21 CFR 1304.04(f)(1), NAC
 639.489 (1)

Yes No _____

Schedule III-V invoices filed separately? 21 CFR 1304.04(f)(2),
 NAC 639.489 (2)

Yes No _____

Has there been a discrepancy of 5% or more in quantities of
 controlled substances in possession versus the amount that should
 be in possession SINCE THE LAST INSPECTION? (if Yes was
 a report filed within 5 days to the Board per [NAC 639.4998 4.
 (b)]) Note You must have filed a DEA 106 form also.

Yes No _____

Was a Report of Theft/Loss of Controlled Substances completed
 and submitted to the DEA/Board of Pharmacy/Dept. of Public
 Safety for **any** loss of controlled substances? 21 CFR 1301.76(B), NRS
 453.568, NAC 639.487

Yes No _____

Were all losses reported within 10 days? NRS 453.568

Yes No _____

Records of controlled substances from inventory.

NAC 639.486

The record is maintained by:<circle>

Handwritten paper log Electronic log

If electronic, (list system supplier below)

Does the controlled substance record contain the
 following:

