

## NEVADA STATE BOARD OF PHARMACY

985 Damonte Ranch Parkway, Suite 206 - Reno, NV 89521 - (775) 850-1440

### **Retail Pharmacy Inspection: Instruction Sheet and Form**

(Revised 9/2024)

The NVBOP's established self-assessment inspection process provides management the 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.

**Please have the self-assessment form completed and available for review by the first day of the month listed on your inspection notice. An inspector will review the form with you and inspect your facility during the month listed on your inspection notice.**

**To minimize the disruption to your facility during the inspection process please have the following available:**

1. Completed inspection form along with prior year inspection form
2. Non-Sterile Compounding inspection form (if applicable)
3. Sterile Compounding inspection form (if applicable)
4. Completed DEA 222 and/or E-222 (CSOS) electronic forms since last inspection
5. Most recent biennial controlled substance audit
6. In-service training records (CE) for all pharmacy technicians
7. Daily activity log for pharmacy technicians in training
8. Daily work log (legible full name)
9. Hazardous Compounding inspection form (if applicable)

Pharmacy Information	
Date Completed:	
Pharmacy Name:	
Pharmacy License #:	
Pharmacy DEA #:	
Pharmacy Address:	
Pharmacy Telephone #:	
Pharmacy Fax #:	
Pharmacy Email:	
Managing Pharmacist Name:	
Managing Pharmacist start date:	

List all pharmacy personnel (staff pharmacist(s), intern(s), pharmacy technician(s) and technicians in training) – (Make copies of this page if additional space is needed)			
#	Name (First, Last)	License Number	Position
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Security				
Citation	Question	Yes	No	NA
HIPAA NAC 639.941	Does any person other than authorized pharmacy staff have access to the pharmacy computer system? If yes, please explain below: _____			
HIPAA NAC 639.941	Does any person other than authorized pharmacy staff have access to any protected patient information? If yes, please explain below: _____			
NAC 639.520	Is the pharmacy secured to prevent unauthorized access? (Only a Nevada licensed pharmacist may have a key, keypad code, or other means of access into the pharmacy)			
NAC 639.520	Are all pharmacy entry doors secured by a deadbolt or electronic lock?			
NAC 639.520	Is the pharmacy separated from the public area by a barrier that is at least 5ft in height?			
NAC 639.520	Can the pharmacy be closed from the remainder of the store to allow for different hours of operation?			
NAC 639.520	Name of alarm system monitoring company: _____			

Equipment				
Citation	Question	Yes	No	NA
NAC 639.751	Does each computer terminal require the staff member to login with a password, biometric, or other electronic means of identification?			
NAC 639.751	Does the computer require the entry of a password, biometric, or other electronic means of identification each time there is a new data entry or a change made to data?  How often are passwords changed? _____  Does the terminal automatically log out a staff member or does the staff member have to manually logout? _____			
NRS 454.130	Is a poison control center telephone number posted in the pharmacy?			
NAC 639.503	Are current Nevada pharmacy regulations and references available?			
NAC 639.469 NAC 639.525	Does all equipment such as the phone, fax, computer, printer, electronic signature devices, and copy machine work properly?			

Prescription Labeling				
Citation	Question	Yes	No	NA
NRS 639.2801	Do labels bear all information required?			
NAC 639.030	Does the computer only issue labels with a date that is the most recent date on which the prescription was filled?			
NRS 639.2801	Expiration/discard date on the label appears as: <input type="checkbox"/> Default <input type="checkbox"/> Order Entry <input type="checkbox"/> Handwritten			
NRS 639.2801	Is the expiration/discard date on the patient label AND electronic record system updated if the manufacturer's expiration date used to fill a prescription is less than 1 year?			

**General guidelines related to receipt of prescriptions:**

Transmission of prescriptions by facsimile machine – Written prescriptions and faxed prescriptions, regardless of method of receipt via standalone fax, by a computerized fax queue or other fax method, require the handwritten signature of the prescribing practitioner. A prescription received via fax or written is not a legal prescription without a handwritten signature. A pharmacist must validate that a prescription received by fax in a computer fax queue has a handwritten signature and not an electronically signed or stamped signature.

A practitioner may sign a paper prescription in the same manner as he or she would sign a check or legal document. Where an oral order is not permitted, paper prescriptions shall be written with ink or indelible pencil, typewriter, or printed on a computer printer and shall be manually signed by the practitioner. A computer-generated prescription that is printed out or faxed by the practitioner must be manually signed.

Electronic transmission of prescription – The electronic signature must be digitally signed with at least all the information required under part 1306, Prescriptions, of 21 CFR. A prescription that is digitally signed with a practitioner's private key may be transmitted to a pharmacy without the digital signature.

Stocks of Drugs				
Citation	Question	Yes	No	NA
NRS 585.410 NRS 585.460 NAC 639.476	Are all pharmaceutical stock bottles properly labeled including pre-packed drugs (Name of product, manufacturer, expiration date, lot number)			
NAC 639.593	Are you purchasing for sale or dispensing to your patients from only Nevada licensed manufacturer of pharmaceutical products or a Nevada licensed wholesaler? List of wholesalers/manufacturers utilized by pharmacy: _____ _____			
NRS 639.268	Are you purchasing any products from outsourcing facilities?			

Records				
Citation	Question	Yes	No	NA
NAC 639.245	Are all records of pharmacy personnel on duty each day maintained in a written record and available for prior 2 years? Do you keep a manual or electronic daily work log for technicians? _____ Do you keep a manual or electronic daily work log for pharmacists? _____  Note: If electronic, the record must be able to be printed for the last 2 years. The record must clearly identify the job description performed that day for each staff member.			
NAC 639.510	Are all records of the acquisition, storage, and disposition of drugs accurate and complete?			
NRS 454.286 NAC 639.708	Does the pharmacy maintain invoices, records, or returns, work schedules, refill logs,			
NAC 639.245	Counseling logs, inventories, and other required records for 2 years?			
NRS 639.236 NRS 453.431	Are schedule II controlled substance prescriptions filed separately from all other prescriptions?			
	The inspector may review a random sample of schedule II controlled substance prescriptions and verify that they are tendered within 14 days from the date of issue.			
NAC 639.712	Are all telephoned prescriptions dated and initialed and documented with the name of the person who called in the prescription when transcribed to paper?			
21 CFR 1305	Does the pharmacy participate in the Controlled Substance ordering System (CSOS)?			
21 CFR 1305	Does the pharmacy print a copy of the completed CSOS form and attach it to the invoice from wholesalers?			

NRS 453.251 21 CFR 1305.13 NAC 639.487	Are Schedule II order forms (DEA-222 or CSOS) properly completed? (Dated and initialed by pharmacist, quantity and date received entered)			
21 CFR 1304.04	Are Schedule II order forms and invoices maintained separately from other records?			
21 CFR 1304.04	Are Schedule III-V invoices maintained separately from other records?			
NAC 639.523 NAC 639.487	Are all invoices signed by a pharmacist upon delivery to acknowledge the drugs listed on the invoice were physically received by the pharmacy?			
NRS 453.246 NAC 453.475	Enter the date of the most recent biennial controlled substance inventory: _____			
21 CFR 1304.11	Is the documentation of the biennial inventory complete? (Signed, dated, and time inventory completed listed on form)			
NRS 453.246	Is the perpetual inventory updated immediately at the time of dispensing and/or receipt of the controlled substance(s)?			
NAC 639.926	Are you complying with the current reporting requirements of the Controlled Substance Task Force (PMP)?			
NAC 453.440	Do all controlled substance prescriptions contain the additional elements as required by law?			
NAC 453.440	Are ICD-10 diagnosis codes for the disease being treated with the controlled substance listed on the written/electronic prescription?			
NAC 453.440	Is the patient's date of birth on each controlled substance prescription?			
NAC 453.440	Is the days supply of the medication as indicated and determined by the practitioner on each controlled substance prescription?			
NAC 453.440	Is the practitioner's DEA number on each controlled substance prescription?			
NAC 453.475	If there was a change in managing pharmacist since the last inspection, was the controlled substance inventory for the change in pharmacy manager completed?  Date inventory was taken (must be completed within 48 hours and signed by current and prior pharmacy manager if possible): _____			
NAC 639.740	Are non-child resistant cap requests documented and maintained electronically or manually?			

Pharmacy Technicians and Technicians in Training				
Citation	Question	Yes	No	NA
NAC 639.254	<p>In-Service training records (CE) and daily activity logs must be available on-site for review by the inspector. Technicians are required to complete 1 hour of Nevada law CE each renewal period.</p> <p>Does the pharmacy manager maintain documentation on site of at least 12 hours of in-service training that is required of each technician for registration renewal?</p> <p>Note: Technician in-service hours are audited every other year in the year following renewal of technician registrations. Make sure technician in-service hours are current, organized, and available for review. File old in-service records and law credits in a separate location and only have the most current records available for review. Current PTCB or Institute for Certification of Pharmacy Technicians certification is accepted for the 11 hours of required general in-service hours</p>			
NAC 639.240	<p>Does the pharmacy manager maintain for each technician in training a daily record?</p> <p>Note: Technician in training daily activity logs are reviewed annually. The log should contain the trainees full name, date, hours worked, activities performed, and signature of the supervising pharmacist.</p>			
NAC 639.247	Written documentation of completion of the orientation and training that demonstrates competency is available for review?			
NAC 639.250	Does the pharmacy use a maximum of 3:1 technicians and technicians in training (in any combination) per each pharmacist working?			
NRS 639.160	Are all licensed personnel's home and work address correct with the board? (The licensee and pharmacy must notify the board within 10 days of a change of work or home address)			
	Are pharmacy technicians providing immunizations at your location?			
NAC 639.2973	Does the pharmacy manager maintain 1 hour of initial training related to vaccines by an approved organization for all immunizing technicians?			
NAC 639.2974	Does the pharmacy manager maintain 1 hour of annual training related to vaccines (completed on or before October 31st each year) by an approved organization for all immunizing technicians?			
NAC 639.2974	Do pharmacists who administer immunizations or an intern pharmacist acting under the direct and immediate supervision of a pharmacist who administers immunizations complete at least 2 hours of continuing education in a course or courses that address the life cycle of diseases or drugs and administration of immunizations prior to October 31 <sup>st</sup> of each year?"			

Patient Counseling				
Citation	Question	Yes	No	NA
NAC 639.707	Does the pharmacy maintain documentation of acceptance or refusal of counseling on all new prescriptions?			
NAC 639.707	Does the pharmacist document counseling immediately on completion of counseling?			

Miscellaneous				
Citation	Question	Yes	No	NA
NAC 639.708 (3)	Does the pharmacy routinely deliver prescriptions outside the local area?			
NAC 639.245 (4)(a) NAC 639.700 (4)	Do pharmacists or pharmacy interns receive clarifications on prescriptions from prescribers? (It is not within a pharmacy technician's scope of practice to complete this task)			

Notes

Your location will be inspected by an agent of the Nevada Board of Pharmacy. Any noted unsatisfactory conditions that require action will be sent to the email you indicate below. **All unsatisfactory conditions must be corrected within the time frames stated to ensure compliance with laws and regulations governing your business. Please attach a copy of any documentation and corrective action you have taken to this inspection form for future review on inspection.**

Date:	
Pharmacist Printed Name:	
Pharmacist Signature:	
Email address for correspondence:	