



Nevada State Board of Pharmacy
985 Damonte Ranch Suite 206, Reno, NV 89521
(775) 850-1440 (800)-364-2081 Fax (775) 850-1444

To: Pharmacy Manager
FROM: Nevada State Board of Pharmacy Inspector
SUBJECT: Self-Assessment Inspection Process

The Board of Pharmacy'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. An inspection evaluation form must be obtained from the NVBOP 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. 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 conduct a review of your operation. Observations, along with your findings, will assure understanding and compliance with Nevada law.

Please attach your inspection notice that you received in the mail to your completed self-assessment inspection form.

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

Completed inspection form along with prior year inspection form

Work Place Assessment Form

Non-Sterile Compounding inspection form if applicable

Sterile Compounding inspection form if applicable

Completed DEA-222 and/or E-222 (CSOS) electronic forms since last inspection

Most recent biennial controlled substance audit

In-service training records (CE) for all pharmacy technicians

Daily activity log for pharmacy technicians in training

Daily work log (legible full name)



Pharmacy Facility:

Citation	Question	Yes	No	N/A
NAC 639.469	Is there adequate space for storage, including shelves, refrigerators, narcotic cabinets/safes, and counter areas to avoid crowding?	Yes	No	N/A
NAC 639.525	2' X 3' clear work area for each pharmacist and technician on duty and a minimum of free floor space behind the prescription counter that is not less than 8 feet in length and 4 feet in width.	Yes	No	N/A
NAC 639.469	Is there a clean and sanitary sink with hot and cold running water available in the pharmacy for all personnel to use?	Yes	No	N/A
NAC 639.530	Is each staff member's attire clean and sanitary?	Yes	No	N/A
NAC 639.530	Are the floors/counters/other areas free of debris?	Yes	No	N/A
NAC 639.469	Is the pharmacy clean and arranged in an orderly manner?	Yes	No	N/A
NAC 639.510 NRS 639.282	Is the temperature in the pharmacy compatible with drug storage requirements? USP recommends 68-77 F or 20-25 C with short excursions allowed from 59-86 F.	Yes	No	N/A
NAC 639.527	Is the temperature in the refrigerator(s) appropriate for the medications stored? 36-46 F or 2-8 C	Yes	No	N/A
	How often is the temperature logged?	_____		
NAC 639.527 NAC 639.510	Is the temperature in the freezer(s) appropriate for the medications stored? (in accordance with manufacturer's requirements)	Yes	No	N/A
	How often is the temperature logged?	_____		
NAC 639.527	Have there been any issues with the refrigerator(s) or freezer(s) being out of temperature range?	Yes	No	N/A
NAC 639.527	If yes, have available for review the documentation of the results of the audit by the pharmacist of the safety or disposition of the medications.			
NAC 639.525	Are the refrigerator(s) and freezer(s) alarms on and checked periodically?	Yes	No	N/A



Pharmacy Facility:

Citation	Question			
NAC 639.708	Are the facilities sufficient to allow for patient confidentiality to be maintained during counseling?	Yes	No	N/A
NAC 639.542	Do all employees wear an identification badge that clearly identifies the person by their name and job position?	Yes	No	N/A
NRS 639.150	Are current licenses and registrations displayed?	Yes	No	N/A
NAC 639.756	For prescription readers: Is there a visible sign posted in the pharmacy informing patient about the availability of prescription readers?	Yes	No	N/A
NAC 639.756	For prescription readers: Upon request, the patient or patient's caregiver is provided a prescription reader or given directions or advice on the manner in which to obtain a prescription reader?	Yes	No	N/A
NAC 639.756	For prescription readers: Is written notice or verbal notice of the availability of a prescription reader given to the patient or caregiver of the patient to whom a drug is dispensed?	Yes	No	N/A

Equipment:

Citation	Question			
NAC 639.751	Does each computer terminal require the staff member to login with a password, biometric, or other electronic means of identification?	Yes	No	N/A
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?	Yes	No	N/A
NAC 639.751	How often are passwords changed?	_____		
NAC 639.751	Does the terminal automatically log out a staff member or does the staff member have to manually logout?	Automatic	Manual	
NRS 454.130	Is a poison control center telephone number posted in the pharmacy?	Yes	No	N/A



Equipment:

Citation	Question			
NAC 639.503	Are current Nevada pharmacy regulations and references available?	Yes	No	N/A
NAC 639.469 NAC 639.525	Does all equipment such as the phone, fax, computer, printer, electronic signature devices, and copy machine work properly?	Yes	No	N/A

Patient Counseling:

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

Stock of Drugs:

Citation	Question			
NAC 639.510 NRS 585.410 NRS 585.460 NAC 639.476	Is the representative stock of drugs available for the practice site?	Yes	No	N/A
NAC 639.510 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)	Yes	No	N/A
NAC 639.757	Are you purchasing for sale or dispensing to your patients from only Nevada licensed manufacturer of pharmaceutical products or a Nevada licensed wholesaler?	Yes	No	N/A

List of wholesalers/manufacturers utilized by pharmacy: _____



Prescription Labeling:

Citation	Question	Yes	No	N/A
NRS 639.2801	Do labels bear all information required?	Yes	No	N/A
NAC 639.030	Does the computer only issue labels with a date that is the most recent date on which the prescription was filled?	Yes	No	N/A
	Expiration/discard date on the label appears as: (circle)	default	order entry	handwritten

Records:

Citation	Question	Yes	No	N/A
NAC 639.245	Are all records of pharmacy personnel on duty each day maintained in a written record and available for prior 2 years?	Yes	No	N/A
	Do you keep a manual or electronic daily work log for technicians? (circle)	Electronic	Manual	
	Do you keep a manual or electronic daily work log for pharmacists? (circle)	Electronic	Manual	
	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?	Yes	No	N/A
NRS 454.286 NAC 639.245	Does the pharmacy maintain invoices, records or returns, work schedules, refill logs, counseling logs, inventories, and other required records for 2 years?	Yes	No	N/A
NRS 639.236 NRS 453.431	Are schedule II controlled substance prescriptions filed separately from all other prescriptions?	Yes	No	N/A
	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.			



Records:

Citation	Question	Yes	No	N/A
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?	Yes	No	N/A
	Legibly write your pharmacy's DEA number _____			
21 CFR 1305	Does the pharmacy participate in the Controlled Substance ordering System (CSOS)?	Yes	No	N/A
	Does the pharmacy print a copy of the completed CSOS form and attach it to the invoice from wholesalers?	Yes	No	N/A
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)	Yes	No	N/A
21 CFR 1304.04	Are Schedule II order forms and invoices maintained separately from other records?	Yes	No	N/A
21 CFR 1304.04	Are Schedule III-V invoices maintained separately from other records?	Yes	No	N/A
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?	Yes	No	N/A
NRS 453.246	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)	Yes	No	N/A
NAC 639.485 NRS 453.246	Is the perpetual inventory updated immediately at the time of dispensing and/or receipt of the controlled substance(s)?	Yes	No	N/A
NAC 639.926	Are you complying with the current reporting requirements of the Controlled Substance Task Force (PMP)?	Yes	No	N/A
	Do all controlled substance prescriptions contain the additional elements as required by AB474?	Yes	No	N/A
	Are ICD-10 diagnosis codes for the disease being treated with the controlled substance listed on the written prescription?	Yes	No	N/A
	Patient's date of birth?	Yes	No	N/A



Records:

Citation	Question			
	The days supply of the medication as indicated and determined by the practitioner?	Yes	No	N/A
	The practitioner's DEA number	Yes	No	N/A
	Pharmacy Manager Start Date (If changed since last inspection)	_____		
NAC 453.475	Was the Controlled Substance inventory for the change in pharmacy Manager completed?	Yes	No	N/A
	Date inventory was taken (must be completed within 48 hours and signed by current and prior pharmacy manager if possible)	_____		
NAC 639.740	How are non-child resistant cap requests documented and maintained? (circle)	Electronic	Manual	

Security:

Citation	Question			
HIPAA NAC 639.941	Does any person other than authorized pharmacy staff have access to the pharmacy computer system? If yes, please explain below:	Yes	No	N/A

HIPAA NAC 639.941	Does any person other than authorized pharmacy staff have access to any protected patient information? If yes, please explain below:	Yes	No	N/A

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)	Yes	No	N/A
NAC 639.520	Is the door secured by a deadbolt or electronic lock?	Yes	No	N/A
NAC 639.520	Can the pharmacy be closed from the remainder of the store to allow for different hours of operation?	Yes	No	N/A
NAC 639.520	Name of alarm system monitoring company	_____		



Miscellaneous:

Citation	Question	Yes	No	N/A
NAC 639.708 (3)	Does the pharmacy routinely deliver prescriptions outside the local area? If yes please list the toll-free number provided to patient	_____	_____	_____
	Does the pharmacy have an internet website? If yes, list address	_____	_____	_____
NRS 639.0865	Does the pharmacy dispense prescription medications via the internet?	Yes	No	N/A
NAC 639.426	If yes, is the pharmacy VIPPS certified or received certification from the NVBOP?	Yes	No	N/A

Pharmacy Technicians and Technicians in Training:

Citation	Question	Yes	No	N/A
	In-Service training records (CE) and technicians in training daily activity logs must be available on-site for review by the inspector. Technicians and technicians in training are required to complete 1 hour of Nevada law CE each renewal period.			
NAC 639.254	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?	Yes	No	N/A
	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.			
NAC 639.240	Does the pharmacy manager maintain for each technician in training a daily record?	Yes	No	N/A
	Note: Technician in training daily activity logs are reviewed annually. The log must contain the trainees full name, date, hours worked, activities performed, and signature of the supervising pharmacist. Trainees are required to have 1 hour of Nevada law in addition to their daily log for each registration period. Trainees do not have to complete in-service (CE) hours until licensed as a technician.			
NAC 639.247	Written documentation of completion of the orientation and training that demonstrates competency is available for review?	Yes	No	N/A



Pharmacy Technicians and Technicians in Training:

Citation	Question			
NAC 639.250	Does the pharmacy use a maximum of 3:1 technicians and technicians in training (in any combination) per each pharmacist working?	Yes	No	N/A
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)	Yes	No	N/A

Immunizations:

Citation	Question			
	Do your pharmacists administer immunizations?	Yes	No	N/A
	Note: If this is a new pharmacy or you begin to administer vaccines, send an e-mail to j.dodge@pharmacy.nv.gov stating you do provide immunizations and identify your store and contact email information. In May of each year you will be contacted to provide data on immunizations administered.			
	Temperature logs as required by the CDC are available for review?	Yes	No	N/A
	Will the immunization data be reported individually or centrally?	Central	Individual	
	Required reporting of vaccinations administered by pharmacists to Nevada WebIZ. If your pharmacists do administer immunizations you are required to register and record the immunizations in WebIZ.			
	Effective January 28,2010, all ACIP recommended vaccinations administered to children and adults must be recorded in WebIZ. The law requires entry for all vaccines, regardless of age or payment method.			
	Individuals may opt-out of reporting to WebIZ by completing the participation form and the provider must mail or fax the form to the WebIZ program.			
	WebIZ phone number: 877-689-3249			
NRS 439.265	Are you reporting to WebIZ as required by Nevada Revised Statute?	Yes	No	N/A



ISMP General Guidelines:

Use more than one patient identifier when medications are picked up (i.e. name, address, phone number, date of birth, other).

Open the medication bottle and show the medication to the patient on all refill or new prescriptions that the pharmacist counsels on.

Arrange drug products that have similar or confusing manufacturer labeling, packaging, and/or drug names (that look or sound alike) to be clearly separated on shelves or have warnings.

Use a system to separate patient orders and keep multiple filled prescriptions for a patient together.

Write out all prescription information avoiding the use of error prone abbreviations on all phoned in scripts and notations in the computer.

Repeat back “echo” information to the practitioner or practitioner’s agent.

Say and repeat back numbers as digits “five zero milligrams rather than 50 milligrams.”

General guidelines related to receipt of prescriptions:

Transmission of prescriptions be 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 of 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.



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Controlled Substance Audit Report (If applicable)

Drug Name	Manual count at time of audit	Balance on hand from software system or manual record at time of audit	Discrepancy



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If you are required to provide any documentation to the inspector via fax or e-mail please attach a copy of the documents to this inspection form for future review on inspection.

Please fax required documents to 1-702-486-7903 for Las Vegas inspectors

Please fax required documents to 1-775-850-1444 for Reno inspectors

Your location has been inspected by an agent of the Nevada Board of Pharmacy. Any noted unsatisfactory conditions that require action are listed above and they must be corrected within the time frames stated to ensure compliance with laws and regulations governing your business.

I acknowledge that any noted unsatisfactory conditions have been explained to me and that I have received a copy of this inspection report.

Pharmacy: _____

Pharmacist signature: _____

Pharmacist printed name: _____

Date: _____

NVBOP Inspector signature: _____

NVBOP Inspector printed name: _____

Date: _____

Additional Comments: