

PERMITTED PHYSICIAN INSPECTION REPORT

DEPARTMENT OF HEALTH PROFESSIONS
9960 MAYLAND DRIVE, SUITE 300
HENRICO, VIRGINIA 23233
www.dhp.virginia.gov

PERMITTED PHYSICIAN	PHARMACY PERMIT NO. 0205	EXPIRATION DATE
STREET ADDRESS ZIP	CITY	STATE
HOURS OF OPERATION	TELEPHONE NO.	FAX NO.
INSPECTION TYPE: <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE OF LOCATION <input type="checkbox"/> REMODEL <input type="checkbox"/> ROUTINE <input type="checkbox"/> OTHER - DESCRIBE		

C indicates in compliance with law or regulation		NC indicates not in compliance with law or regulation		C	NC
54.1-3430	Display of Permit				
	Permit displayed in a conspicuous place				
110-20-150	Physical Standards (Does not apply if licensed prior to 8/25/04 unless dispensing area is remodeled or relocated)				
	Prescription department is at least 240 square feet.				
	Access to stock room, rest room and other areas is not through the prescription department.				
	Pharmacy constructed of permanent and secure materials.				
	Area is well lighted, ventilated and at proper storage temperature.				
	Counter work space is used only for compounding and dispensing and necessary record keeping.				
	Sink with hot and cold running water.				
	Refrigeration for storage of drugs requiring cold temperature with a monitoring thermometer within prescription department. Refrigerator: Between 36°F & 46°F (2°C & 8°C) Freezer: Between -4°F & 14°F (-20°C & -10°C) Refrigerator: _____ Freezer: _____				
110-20-160	Sanitary Conditions				
	Pharmacy is clean, sanitary and in good repair & order.				
	Adequate trash disposal facilities and receptacles.				
110-20-180	Safeguards against diversion of drugs				
	Sound, microwave, photoelectric, ultrasonic or other generally acceptable and suitable device.				
	Fully protects the prescription department and capable of detecting breaking by any means when activated.				
	Access restricted to permitted physicians working at the pharmacy.				
	Monitored in accordance with accepted industry standards, maintained in operating order, have an auxiliary source of power				
	Capable of sending an alarm signal to the monitoring entity when breached if the communication line is not operational. Describe & note how verified:				
	<input type="checkbox"/> Check if security system was tested at time of inspection. Security system monitored by:				
	Test verified by:				
110-20-190	Enclosures				
	Enclosure protects the prescription drugs from unauthorized entry and pilferage at all times whether or not a permitted physician is on duty.				
	Capable of being locked and alarmed at all times when a permitted physician is not on duty.				
	Keys or other means of entry into a locked prescription department and the alarm access code shall be restricted to permitted physician practicing at the pharmacy and authorized by the PIC				
110-20-200	Storage				
	Prescriptions awaiting delivery. Prescriptions prepared for delivery to the patient may be placed in a secured area outside of the prescription department, not accessible to the public, where access to the prescriptions is restricted to individuals designated by the permitted physician.				
	Dispersion of Schedule II drugs. Schedule II drugs shall either be dispersed with other schedules of drugs or shall be maintained within a securely locked cabinet, drawer, or safe. The cabinet, drawer, or safe may remain unlocked during hours that the prescription department is open and a permitted physician is on duty.				
	Controlled paraphernalia and Schedule VI medical devices shall not be placed in an area completely removed from the prescription department whereby patrons will have free access to such items or where the permitted physician cannot exercise reasonable supervision and control.				
	Any drug which has exceeded the expiration date, or is otherwise adulterated or misbranded, shall not be dispensed or sold; it shall be separated from the stock used for dispensing. Expired prescription drugs shall be maintained in a designated area within the prescription department until proper disposal.				

110-20-210	Disposal of Drugs		
	Unwanted drugs are disposed of in accordance with 18VAC110-20-210.		
110-20-240	Drug inventory and records		
	Inventories and records of Schedule II drugs maintained separately from all other records.		
	Inventories and records of Schedule III through V drugs maintained separately or with records of Schedule VI drugs.		
	All executed order forms, prescriptions, and inventories of Schedule II through V drugs shall be maintained at the same address as the stock of drugs to which the records pertain. If authorized by DEA, other records pertaining to Schedule II through V drugs, such as invoices, may be maintained in an off-site database or in secured storage. All records in off-site storage shall be retrieved and made available for inspection or audit within 48 hours of a request by the board or an authorized agent.		
	Invoices or other records showing receipts of Schedule VI drugs shall be maintained, but may be stored in an electronic database or record as an electronic image that provides an exact, clearly legible, image of the document or in secured storage either on or off site. All records in off-site storage or database shall be retrieved and made available for inspection or audit within 48 hours of a request by the board or an authorized agent.		
	A hard copy prescription shall be placed on file for every initial prescription dispensed and be maintained for two years from the date of last refill. All prescriptions shall be filed chronologically by date of initial dispensing.		
	Prescriptions for Schedule II drugs shall be maintained in a separate prescription file.		
	Prescriptions for Schedule III through V drugs shall be maintained either in a separate prescription file for drugs listed in Schedules III, IV, and V only or in such form that they are readily retrievable from the other prescriptions of the pharmacy.		
110-20-240	All records required by this section shall be filed chronologically and maintained for a period of not less than two years from the date of transaction.		
110-20-240 54.1-3404	Required inventories of Schedule II through V drugs		
	Biennial inventory taken – Date taken:		
	Inventory signed		
	Inventory dated		
	Inventory taken at <input type="checkbox"/> opening or <input type="checkbox"/> closing of business		
54.1-3408	Receipt of Schedule II through V drugs dated with the actual date of receipt		
110-20-250	Automated data processing records		
	A hard copy prescription shall be placed on file. In lieu of a hard copy file for Schedule VI prescriptions, an electronic image of a prescription may be maintained in an electronic database provided it preserves and provides an exact image of the prescription which is clearly legible and made available within 48 hours of a request by a person authorized by law to have access to prescription information.		
	If the pharmacy system's automated data processing system fields are automatically populated by an electronic transmission, the automated record shall constitute the prescription and a hard copy or electronic image is not required.		
	Storing electronic images of prescriptions for Schedule II-V controlled substances instead of the hard copy shall only be authorized if such storage is allowed by federal law.		
	Any computerized system shall provide retrieval (via computer monitor display or printout) of original prescription information for those prescriptions which are currently authorized for dispensing.		
	Any computerized system shall also provide retrieval via computer monitor display or printout of the dispensing history for prescriptions dispensed during the past two years.		
	Documentation of computer information: Daily printout of data, bound log book or separate file verified, dated and signed by permitted physician.		
	Any computerized system shall have the capability of producing a printout of any dispensing data which the user pharmacy is responsible for maintaining under the Drug Control Act (§54.1-3400 et seq. of the Code of Virginia) and such printout shall be provided within 48 hours of a request of an authorized agent.		
110-20-255	Any other record used to record the date of dispensing or the identity of the pharmacist dispensing shall be maintained for a period of two years on premises. A pharmacy using such an alternative record shall maintain a current policy and procedure manual documenting the procedures for using the record, how the record is integrated into the total dispensing record system, and how the data included in the record shall be interpreted.		
110-20-290	Schedule II prescriptions include		
	A prescription for a Schedule II drug shall be dispensed in good faith but in no case shall it be dispensed more than six months after the date on which the prescription was issued.		
	A prescription for a Schedule II drug shall not be refilled except as authorized under the conditions for partial dispensing as set forth in 18VAC110-20-310.		
54.1-3408	Schedule II prescription includes:		
	Date of issue		
	Patient's name and address		
	Drug name, strength and quantity		
	Prescriber's name, address and telephone number.		
	Prescriber's DEA Number		
	Prescriber's signature		
	Emergency Schedule II prescription		
	Quantity limited to amount adequate to treat patient during the emergency period		
	Reduced to writing		
	Written prescription received from prescriber within 7 days of filling		

110-20-320	Schedule III through VI prescriptions include		
	A prescription for a drug listed in Schedule III, IV, or V shall not be dispensed or refilled more than six months after the date on which such prescription was issued, and no such prescription authorized to be filled may be refilled more than five times.		
110-20-320	A prescription for a Schedule VI drug or device shall not be dispensed or refilled more than one year after the date on which it was issued, unless the prescriber specifically authorizes dispensing or refilling for a longer period of time not to exceed two years.		
54.1-3408	Date of issue		
	Patient's name and address		
	Drug name, strength and quantity		
	Prescriber's name, address and telephone number		
	Schedule III – V: Prescriber's DEA Number		
	Prescriber's signature		
	Schedule III through V prescriptions maintained in a separate file or in such form that they are readily retrievable from other prescriptions.		
	Refills dated and initialed by Permitted Physician on back of prescription or recorded in an automated data processing system meeting requirements of 110-20-250.		
54.1-3410	Labeling of Prescriptions		
	Label contains the following:		
	Serial number		
	Date of initial filling		
	Name and address of Permitted Physician		
	Name of patient		
	Name of prescriber		
	Directions for use		
10-20-330	Drug name and strength		
	Number or dosage units dispensed.		
	The generic name for any drug product possessing a single active ingredient.		
	The generic name followed by the words "generic for" followed by the brand name drug prescribed if a generic drug is dispensed when the prescription is written for a brand name drug		
110-20-270	Certification of completed prescription		
	After the prescription has been prepared and prior to the delivery of the order, the permitted physician inspects the prescription product to verify its accuracy in all respects, and place his initials on the record of dispensing as a certification of the accuracy of, and the responsibility for, the entire transaction. Such record showing verification of accuracy shall be maintained on a pharmacy record for the required time period of two years, unless otherwise specified in regulation		
110-20-350	Packing standards for dispensed prescriptions		
	Each drug dispensed to a person in a household shall be dispensed in special packaging except when otherwise directed in a prescription by a practitioner, when otherwise requested by the purchaser, or when such drug is exempted.		
110-20-355	Repackaging of Drugs		
	Repackaged drug record contains		
	Name of drug		
	Strength of drug		
	Quantity repackaged		
	Date repackaged		
	Initials of supervising permitted Physician		
	Manufacturer's or distributor's name		
	Lot or control number		
	Expiration date		
	Maintained for one year		
	Repackaged drug label contains		
	Manufacturer's or distributor's name		
	Drug name and strength		
	Lot or control number		
	Appropriate expiration date		

Comments:

This facility has been inspected by an inspector of the Department of Health Professions. The results of the inspection have been noted. I acknowledge that the noted conditions have been deemed by the inspector as not being in compliance and have been explained to me and that I have received a copy of the inspection report.

Inspector _____ Date _____

Permitted Physician _____ Date _____