



**State of Utah
Department of Commerce**

Division of Occupational and Professional Licensing

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**CLASS B
Branch**

INSPECTION

New Opening Regular

INFORMATION

Parent Pharmacy Name: _____ Date: _____

Parent Pharmacy License Number: _____ Expiration Date: _____

Parent Pharmacy Controlled Substance License
Number: _____ Expiration Date: _____

Parent Pharmacy DEA Registration
Number: _____ Expiration Date: _____

Parent Pharmacy Email: _____ Parent FEIN Number _____

Parent Pharmacy Telephone: _____ Parent Pharmacy Fax: _____

Parent Pharmacy Street Address: _____

City: _____ State: _____ Zip: _____

Branch Pharmacy Name: _____

Facility Location Description: _____

Branch Pharmacy License Number: _____ Expiration Date: _____

Branch Pharmacy Controlled Substance License
Number: _____ Expiration Date: _____

Branch Pharmacy DEA Registration
Number: _____ Expiration Date: _____

Branch Pharmacy
Email: _____ Branch FEIN Number _____

Branch Pharmacy Telephone: _____ Branch Pharmacy Fax: _____

Branch Pharmacy Hours (Monday-
Friday): _____ (Saturday): _____ (Sunday): _____

Branch Pharmacy Street Address: _____

City: _____ State: _____ Zip: _____

Supervising Pharmacist: _____ Phone Number: _____

Supervising Pharmacist License
Number: _____ Expiration Date: _____

PERSONNEL

List ALL individuals authorized to access the pharmacy and dispense medication (attach a separate sheet, if necessary):

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

Name: _____ License Number: _____ Expiration Date: _____

INSPECTION

In respect to the relationship with the parent pharmacy and prescription drugs stored at and dispensed from the branch pharmacy, answer the following questions.

- | | Yes | No | | | | | |
|--|--|--------------------------|--|--|--|--|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | The facility shall maintain a current list of licensed employees involved in the practice of the 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. The list may be maintained in paper or electronic form. [UAC R156-17b-614a (5)] | | | | |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Notification has been provided to the Division in regards to the unique email address used for self-audits or pharmacy alerts. The pharmacy will notify the division of any change in the email address within seven days of the change. [UAC R156-17b-603 (2) and (3) (i)-(ii)] | | | | |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | The specific formulary to be stocked indicating with respect to each prescription drug, the name, the dosage strength, and dosage units in which the drug will be prepackaged has been provided to the Division and the Board. [UAC R156-17b-614b (4) (d)] | | | | |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | The protocols under which the branch pharmacy operates and its relationship with the parent pharmacy include the following: [UAC R156-17b-614b (4) (f)] <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> the conditions under which prescription drugs are stored, used and accounted for;</td> <td><input type="checkbox"/> a description of how records are kept with respect to formulary, changes in formulary, record of drugs sent by the parent pharmacy, record of drugs received by the branch pharmacy, record of drugs dispensed, periodic inventories, and any other record contributing to an effective audit trail with respect to prescription drugs provided to the branch pharmacy.</td> </tr> <tr> <td><input type="checkbox"/> the method by which the drugs are transported from the parent pharmacy to the branch pharmacy and accounted for by the branch pharmacy and;</td> <td></td> </tr> </table> | <input type="checkbox"/> the conditions under which prescription drugs are stored, used and accounted for; | <input type="checkbox"/> a description of how records are kept with respect to formulary, changes in formulary, record of drugs sent by the parent pharmacy, record of drugs received by the branch pharmacy, record of drugs dispensed, periodic inventories, and any other record contributing to an effective audit trail with respect to prescription drugs provided to the branch pharmacy. | <input type="checkbox"/> the method by which the drugs are transported from the parent pharmacy to the branch pharmacy and accounted for by the branch pharmacy and; | |
| <input type="checkbox"/> the conditions under which prescription drugs are stored, used and accounted for; | <input type="checkbox"/> a description of how records are kept with respect to formulary, changes in formulary, record of drugs sent by the parent pharmacy, record of drugs received by the branch pharmacy, record of drugs dispensed, periodic inventories, and any other record contributing to an effective audit trail with respect to prescription drugs provided to the branch pharmacy. | | | | | | |
| <input type="checkbox"/> the method by which the drugs are transported from the parent pharmacy to the branch pharmacy and accounted for by the branch pharmacy and; | | | | | | | |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | The parent pharmacy will/does notify the Division in writing and receive approval for any changes. [UCA R156-17b-614b (3)] | | | | |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | The parent pharmacy is in compliance with standard pharmacy inspection requirements. [UCA R156-17b-614a] | | | | |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Prescription drugs supplied to the branch pharmacy by the parent pharmacy will be/are pre-packaged and have a label affixed to the container by a licensed pharmacist at the parent pharmacy. The affixed label contains | | | | |

all information required by law on a prescription label except the date dispensed, identifying information concerning the patient, specific dosage instructions and identification of the dispensing person. Excepted information is added to the label by an authorized branch pharmacy dispensing person at the time the prescription drug is dispensed.

[UCA 58-17b-602]

- 8. The branch pharmacy will be/is equipped to permit the orderly storage of prescription drugs and devices in a manner to permit clear identification, separation and easy retrieval of products and an environment necessary to maintain the integrity of the product inventory. [UAC R156-17b-614a (1) (c)]
- 9. All out of date legend drugs and controlled substances shall be removed from the inventory at regular intervals and in correlation to the beyond use date imprinted on the label. [UAC R156-17b-605(1)]
- 10. The branch pharmacy will be/is enclosed and secured in such a way as to bar entry to the public or any non-pharmacy personnel when the pharmacy is closed. [UAC R156-17b-614 (7)]
- 11. The branch pharmacy will/has installed a security system or taken measures to prevent the theft or loss of controlled substances. [UAC R156-17b-614a (1) (f)]
- 12. Prescription files, including refill information, will be/are maintained for a minimum of five years and shall be immediately retrievable in written or electronic format, and in any circumstances will be kept in compliance with all federal and state laws. [UAC R156-17b-612 (4)]
- 13. The facility does have current and retrievable editions of the following reference publications in print or electronic format and readily available and retrievable to facility personnel:
 - UCA 58-1 (DOPL Licensing Act) UAC R156-1 (General Rules of DOPL)
 - UCA 58-17b (Pharmacy Practice Act) UAC R156-17b(Pharmacy Practice Act Rules)
 - UCA 58-37 (Controlled Substance Act) UAC R156-37(Controlled Substance Act Rules)
 - UCA 58-37f (Controlled Substance Database Act) UAC R156-37f (Controlled Substance Database Act Rule)
 - Code of Federal Regulations FDA Approved Drug Product(Orange Book)
 - General Drug References [UAC R156-17b-614a (4)(a-k)]
- 14. The facility is well lighted, ventilated, clean and sanitary. [UAC R156-17b-614a (1) (a)]
- 15. The temperature of the pharmacy is maintained within a range compatible with the proper storage of the drugs. [UAC R156-17b-614a (2)]
- 16. The temperature of the refrigerator and freezer is maintained within a range compatible with the proper storage of drugs requiring refrigeration or freezing. The pharmacy shall keep a daily written or electronic log of the temperature of the refrigerator or freezer on days of operation. The pharmacy shall retain the log for three years. [UAC R156-17b-614a (2)]
- 17. If transferring a drug from a manufacturer's or distributor's original container to another container, the dispensing area, shall have a sink with hot and cold culinary water separate and apart from restroom facilities. [UAC R156-17b-614a (1) (b)]
- 18. Unless otherwise requested, child-resistant containers are used for dispensing medications to patients. [UCA 58-1-502(6) & 16 CFR 1700.14]

- 19. The facility does maintain a record of suppliers' credit memos for controlled substances. [UAC R156-17b-614a (13)]
- 20. All pharmacies shall maintain a perpetual inventory of all Schedule II controlled substances. [UAC R156-17b-605(7)]
- 21. The pharmacy does reconcile its controlled substance inventory to account for shortages of controlled substances. [UAC R156-17b-603 (3) (k) & R156-37-502(5)]
- 22. Any facility who experiences a shortage or theft of controlled substances will immediately notify law enforcement and file the appropriate forms with the Drug Enforcement Administration, with a copy to the Division directed to the attention of the Investigation Bureau of the Division. [UAC R156-37-602 (2)]
- 23. The Division shall implement on a statewide basis, including non-resident pharmacies as defined in Section 58-17b-102, the following two options for a pharmacist to submit information: real-time submission of the information required to be submitted under this part of the controlled substance database; and 24-hour daily or next business day, whichever is later, batch submission of the information required to be submitted under this part to the controlled substance database. [UCA 58-37F-203(1)(a)(i, ii)]
- 24. If dispensing controlled substances, the facility is equipped with a security system to permit detection of entry at all times when the facility is closed, and provide notice or unauthorized entry to an individual, and be equipped with a lock on any entrances to the facility where drugs are stored. [UAC R156-17b-614a (1)(f)(i-ii) (g)]
- 25. If the pharmacy does not store drugs in a locked cabinet and has a drop/false ceiling, the pharmacy's perimeter walls shall extend to the hard deck, or other measures shall be taken to prevent unauthorized entry into the pharmacy.
- 26. Positive identification of the individual receiving the prescription shall be submitted to the division under the supervision of the Pharmacist-in-charge of the drug outlet where a controlled substance is dispensed, including the type of identification and any identifying numbers on the identification. [UCA 58-37F-203 (3)(e)]
- 27. The branch pharmacy is aware and agrees that the facility will immediately cease to practice should the relationship between the branch pharmacy and parent pharmacy be terminated. [UAC R156-17b-614b]

COMMENTS

(Use an additional sheet if necessary.)

| | | |
|--|-------------------------------|---------------------------------------|
| | Responsible Individual: _____ | Date of Signature: ____ / ____ / ____ |
| | Division Investigator: _____ | Date of Signature: ____ / ____ / ____ |