UTAH DEPARTMENT OF COMMERCE
Division of Professional Licensing

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LICENSED DISPENSING PRACTICE (LDP)

# INSPECTION

☐ Opening ☐ Random

## INFORMATION

LDP Name: _____ Date: _____

License Number: _____ Exp. Date: _____

FEIN Number (Tax ID): _____

LDP Email: _____

Phone Number: _____

Toll Free Number: _____

Affiliated Websites: _____

Hours: _____

Address: _____

City: _____ State: _____ Zip: _____

Responsible Dispensing Practitioner (RDP): _____

RDP License Number: _____ Exp. Date: _____

## INSPECTION

| | YES | NO | |
|---|---|---|---|
| 1 | ☐ | ☐ | A dispensing practitioner may dispense a drug at a licensed dispensing practice if the drug is: packaged in a fixed quantity per package by: 58-88-202 (1)(a) |

- ☐ The drug manufacturer
- ☐ A pharmaceutical wholesaler or distributor
- ☐ A pharmacy licensed under Chapter 17b, Pharmacy Practice Act

| | | | |
|---|---|---|---|
| 2 | ☐ | ☐ | A dispensing practitioner may dispense a drug at a licensed dispensing practice if the drug is: dispensed: 58-88-202 (1)(b,c,d) |

- ☐ At a licensed dispensing practice at which the dispensing practitioner regularly practices; and under a prescription issued by the dispensing practitioner to the dispensing practitioner's patient
- ☐ For a condition that is not expected to last longer than 30 days
- ☐ For a condition for which the patient has been evaluated by the dispensing practitioner on the same day on which the dispensing practitioner dispenses the drug.

## INSPECTION

| | YES | NO | |
|---|---|---|---|
| 3 | ☐ | ☐ | The Practice does not dispense a controlled substance as defined in Section 58-37-2 or gabapentin. 58-88-202(2) |
| 4 | ☐ | ☐ | When a dispensing practitioner dispenses a drug to the patient under this part, a dispensing practitioner **shall**: disclose to the patient verbally and in writing that the patient is not required to fill the prescription through the licensed dispensing practice and that the patient has a right to fill the prescription through a pharmacy. 58-88-202(4) |
| 5 | ☐ | ☐ | As defined by the division by rule, a licensed dispensing practice shall report in writing to the division: theft of a drug, immediately after the licensed dispensing practice is aware that theft has occurred. 58-88-203(4) |
| 6 | ☐ | ☐ | The RDP has established policies for procurement, storage, distribution, and disposal of the drugs and devices dispensed from the LDP, and implemented an ongoing quality assurance program that monitors performance of the LDP, as evidenced by written policies and procedures. R156-88a-203a(2)(c)(h) |
| 7 | ☐ | ☐ | Immediately update the email address with the Division if an LDP's email address changes. R156-88a-203c(1) |
| 8 | ☐ | ☐ | An LDP shall notify the Division of each designated RDP or termination of designation of an RDP, by completing and submitting to the Division the RDP form provided by the Division, within 45 days of designation or termination of designation. R156-88a-203c(3) |
| 9 | ☐ | ☐ | An LDP shall conduct a self-audit on a form provided by the Division, in the following time period: at least 90 days before the end of each renewal cycle, and shall maintain each self-audit form for two years from the date of the self-audit. R156-88a-204(6)(7) |
| 10 | ☐ | ☐ | An LDP shall store and maintain drugs and devices to be dispensed as follows: in a sanitary and controlled environment in accordance with federal and state laws, rules, and regulations applicable to licensing dispensing practice. In a secure, locked area under the control of the RDP, with access limited to the LDPs, RDPs, and dispensing practitioners and the individuals under their supervision. R156-88a-205(2) |
| 11 | ☐ | ☐ | LDP shall label dispensed drugs in accordance with federal and state laws, rules, and regulations applicable to LDP, and include the following: R156-88a-205(3) |
| 12 | ☐ | ☐ | Personnel shall remove out-of-date legend drugs from the inventory at regular intervals and in correlation to the beyond use date imprinted on the label. R156-88a-205(4) |

- ☐ Facility name, address, and phone number
- ☐ Patient's name
- ☐ Prescriber's name
- ☐ Medication name and strength;
- ☐ Date dispensed
- ☐ Directions for use and cautionary statements
- ☐ Beyond use date

**13** ☐ ☐ General requirements for inventory of an LDP shall include the following: R156-88a-205(4)

- ☐ The RDP shall be responsible for taking required inventories, but may delegate performance of an inventory to one or more persons
- ☐ Inventory records shall be maintained for five years and be available for inspection upon request, either in hard copy or electronic format
- ☐ Inventory records shall be filed separately from all other records
- ☐ Inventory may be taken either as the opening of the business or the close of business on the inventory date
- ☐ The individual taking the inventory and the RDP shall indicate the time the inventory was taken, and shall sign and date the inventory with the date the inventory was taken
- ☐ The signature of the RDP and the date of the inventory shall be documented within 72 hours or three business days of the completed initial, annual, change of ownership, or closing inventory

**14** ☐ ☐ A dispensing practitioner shall provide counseling to each patient receiving a dispensed drug or device as follows: counseling shall be offered orally in person, unless the patient or patient's agent is not at the LDP or a specific communication barrier prohibits oral communication; counseling may be provided electronically. R156-88-205(5)

**15** ☐ ☐ Unlicensed LDP personnel who are supervised by a dispensing practitioner may assist in dispensing tasks not requiring professional licensure, such as: R156-88a-205(8)

- ☐ Stock ordering and restocking
- ☐ Cashiering
- ☐ Billing
- ☐ Filing
- ☐ Housekeeping
- ☐ Delivering a pre-filled prescription to a patient

**16** ☐ ☐ An LDP that employs the United States Postal Service, other common carrier, or LDP personnel to deliver a filled prescription to a patient shall: R156-88a-205(9)

- ☐ Use adequate storage or shipping containers and shipping processes to ensure drug stability and potency and appropriate storage temperatures throughout delivery, with packaging material and devices recommended by the manufacturer or the United States Pharmacopeia Chapter 1079
- ☐ Use shipping containers sealed in a manner to detect evidence of opening or tampering Have policies and procedures to ensure accountability, safe delivery, and compliance with temperature requirements, including the following: when drugs do not arrive on time or there is evidence that the integrity of a drug was compromised during shipment; and providing for the replacement of drugs
- ☐ Provide information to the patient indicating what the patient should do if the integrity of the packaging or drug was compromised during shipment

**COMMENTS**

☐ By checking this box it is indicated that the undersigned Division Investigator has reviewed the above inspection report and comments made with the undersigned "Responsible Party."

Signature of Responsible Party: Date:

Name of Responsible Party (Print):

Signature of Division Investigator: Date:

Name of Division Investigator (Print):

Revised 5/2023