The Board of Pharmacy appreciates your cooperation during this inspection. The goal of an inspection is to safeguard the health and safety of consumers. This is also an important educational opportunity for inspectors to provide guidance and answer your questions about pharmacy laws and regulations. After the inspection is complete, we welcome feedback about your experience and any comments about the inspector and the inspection process.
WHAT YOU CAN EXPECT

AN INSPECTOR WILL:
- Identify himself/herself with a board-issued badge and provide a business card.
- Be professional and courteous.
- Provide a receipt for any records taken into possession.
- Review and leave a copy of the inspection report with the pharmacist on duty and/or pharmacist-in-charge.
- Provide information and answer questions about pharmacy laws and regulations.

WHAT IS EXPECTED OF YOU

PHARMACY STAFF WILL:
- Provide access to the inspector during regular business hours.
- Provide access to review all stocks of dangerous drugs and devices.
- Provide access to review all records of manufacture, sale, acquisition, receipt, shipment and disposition.
- Allow the inspector to secure samples or specimens.

DOCUMENTS FOR INSPECTION

Pharmacies are required to have certain documents readily available for inspectors to review. Hard and electronic copies of records must be available during business hours.

DOCUMENTS TO HAVE AVAILABLE INCLUDE:
- Past inspection reports.
- Pharmacy self-assessments.
- Copies of staff licenses.
- Master list of pharmacist and technician initials.
- DEA 222 forms.
- Power of attorney to execute DEA 222 forms.
- DEA biennial inventory.
- Drug take-back records.
- Wholesaler invoices.
- Records of drug returns.
- Records of destruction.
- Off-site records waiver.
- Pedigrees for drugs purchased.
- Inventory reconciliation reports.
- Controlled substances refill reports.
- Policies:
  - Quality assurance reports.
  - QA for medication errors.
  - Theft and impaired licensees.
  - Pharmacy technician job description.
  - Pharmacist absence for meals.
  - After hours deliveries.
  - Interpretive services.
  - Repackaging previously dispensed drugs.
  - Automated Drug Delivery Systems.
  - Common electronic files to prevent unauthorized release of patient information.
- Protocols:
  - Refusing to dispense on ethical, moral, religious grounds.
  - Immunizations.
  - Emergency contraception.
  - Nicotine replacement.
  - Advanced practice pharmacist.
  - Procedures performed pursuant to BPC section 4052.2.

ADDITIONAL ITEMS

THE INSPECTOR ALSO WILL CHECK:
- DEA registration.
- Drug expiration dates.
- Drug take-back receptacles.
- Hot/cold running water (separate from restroom).
- Confidential waste disposal.
- Interpretive services poster.
- Notice to consumers poster.
- Restroom location.
- Patient consultation.
- Posted pharmacy license and renewal.
- Out-of-state licenses.
- Prescription labeling.
- Prescription records.
- Quarantine area for expired and recalled drugs.
- Refrigerator/freezer temperature.
- Security features.
- Staffing ratio.
- Transmission of CURES data.
- Wearing identification or name tag printed in at least 18-point type.
- Possession of keys to the pharmacy.