



Oregon

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2009

**PHARMACIST-IN-CHARGE
RETAIL DRUG OUTLET FOR HOME DIALYSIS SUPPLIES
SELF-INSPECTION REPORT**

ATTENTION: PHARMACIST-IN-CHARGE

Oregon Administrative Rule 855-041-0365(3) states the pharmacist-in-charge must perform an annual inspection of the outlet on a form provided by the Board, and must provide a copy of this inspection to the Board upon request. Accompanying this letter is the form you need to complete to document your annual inspection. Failure to complete this report by February 1st/within 15 days of becoming PIC (as required by OAR 855-019-0300) may result in disciplinary action.

Following your self-inspection and completion of the report, please review it with your staff and file it so that it will be accessible to Board Inspectors upon inspection. The most common reason for issuing a Deficiency Notice is either not having or not being able to readily retrieve required documents and records. Because Board inspections are unscheduled, it is common for the PIC to be absent or unavailable. For this reason, you are asked to provide a list of the locations of required documents. Having all required documents and records maintained in a well-organized and readily retrievable manner dramatically reduces the chance that you will receive a Deficiency Notice.

The primary objective of this report, and your self-inspection, is to provide an opportunity to **identify** and **correct** areas of non-compliance with Oregon Board of Pharmacy rules. (Note: Neither the self-inspection nor a Board inspection evaluates your complete compliance with all rules.) The inspection report serves as a necessary document used by Board inspectors during an inspection to evaluate an outlet's level of compliance.

When a Board inspector discovers an area of non-compliance they may issue either a **Deficiency Notice** or a **Notice of Non-Compliance**. Both require a written response from the consultant pharmacist. Identifying and correcting an area of non-compliance **prior to a Board inspection** may eliminate the receipt of a Deficiency Notice/Notice of Non-compliance for that item. Do not assume that you are in compliance with any statement; take the time to personally verify that compliance exists. A situation of non-compliance that "is the way it has been for years" is the current consultant pharmacist's responsibility to immediately correct to avoid the possibility of a Deficiency Notice and/or disciplinary action. The Board understands that regulations may sometimes appear confusing and open to different interpretations. If you have any questions, please **fax** your questions, attention inspectors, prior to an inspection to 971-673-0002.

By answering the questions and referencing the appropriate rules provided, you can determine whether you are compliant with the rules. If you have corrected any deficiencies, please write corrected and the date of correction by the appropriate question.

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SELF-INSPECTION REPORT

Date: _____

Lic. No.: _____

Telephone: _____

Hours: _____

Pharmacy Name: _____

Address: _____

City, Zip _____

YES NO

1. Does the pharmacist-in-charge review the drug outlet operation at least weekly?
2. Does the pharmacist-in-charge perform a monthly quality assurance audit of the pharmacy operation?
3. Does the pharmacy have at least two current reference books that are specific and relevant to dialysis therapy?
What are the titles and year of publication of these reference books?

4. Does the pharmacy have a current copy of the Oregon Board of Pharmacy's laws and rules, and a minimum of three years of the Oregon Board of Pharmacy quarterly newsletters?
5. Are dialysis supplies and solutions only delivered pursuant to current prescription orders?
6. Are prescription records kept for a minimum of three years?
7. Are patient records secured and locked?
8. In the event of an emergency that requires the access of patient records when a pharmacist is not present, is the entry or access documented?
Where is it documented? _____
9. Does a pharmacist review all patient profiles?
How is this review documented? _____
10. Does the outlet supply toll free telephone access for patients and health care providers to a pharmacist? Toll free telephone number: _____
11. Does the outlet maintain a policies and procedures manual that contains a quality assurance program with which to monitor the qualifications, training and performance of personnel?
Where is this manual kept? _____
12. Does the pharmacist prepare and maintain monthly reports of the activities performed?
Where is this report kept? _____

Signature of the Pharmacist-in-Charge _____ Lic. No.: _____

Date _____

Inspector Signature: _____

Date: _____ Deficiency Notice: _____