



2023
PHARMACY PRESCRIPTION KIOSK (PPK)
SELF-INSPECTION FORM – UPDATE 7/2023

ATTENTION: PHARMACIST-IN-CHARGE (PIC)

This Self-Inspection Form has been updated to reflect rule changes that were adopted at the December 2022, February 2023, April 2023, and June 2023 Board Meetings. Completion of this version (v. 7.2023) is only required with a PIC change.

Per OAR 855-019-0300: Duties of a Pharmacist-in-Charge

(4) The PIC must perform the following the duties and responsibilities:

(b) The new PIC must complete an inspection on the PIC Annual Self-Inspection Form, within 15 days of becoming PIC

(5) The PIC is responsible for ensuring that the following activities are correctly completed:

(c) Conducting an annual self-inspection of the pharmacy using the annual Self-Inspection Form provided by the board, by July 1 each year. The completed self-inspection forms must be signed and dated by the PIC and maintained for three years from the date of completion.*

***Please note this rule becomes effective 8/1/2023.** Required completion of the PPK Self-Inspection Form by July 1 starts in 2024. The Self-Inspection Form due by July 1, 2024 will be released in May of 2024 (v. 5.2024), allowing PICs to complete this form by the annual deadline.

The primary objective of this form and your self-inspection is to provide an opportunity to identify and correct areas of non-compliance with state and federal law. (Note: Neither the self-inspection nor a Board inspection evaluates compliance with all laws and rules of the practice of pharmacy.) The inspection form also serves as a necessary document used by Board Compliance Officers during an inspection to evaluate a pharmacy's level of compliance.

Following completion of the self-inspection form, please review it with staff pharmacists, technicians, and interns, correct any deficiencies noted, sign and date the form and file it in a readily retrievable manner. **DO NOT SEND** the form to the Board office. You are responsible for ensuring the completed form is available at the time of inspection.

Board inspections are not scheduled; therefore it is common for the PIC to be absent or unavailable at the time of the inspection. 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 (a binder is recommended) increases compliance and may improve the efficiency of the inspection.

Email all Compliance-related questions to: pharmacy.compliance@bop.oregon.gov.

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

The Board offers a PIC training course. Check the Board website for more information.

Following an inspection, the Compliance Officer may provide a list of observations in the inspection report. An observation is any potential regulatory violations found during the routine inspection.

The Inspection Report will be emailed to the PIC's work email address in 2 to 4 weeks. Please review the report. If observations are documented on the report, you will be provided with further instructions. Retain a copy of the inspection report for 3 years.

**2023
PHARMACY PRESCRIPTION KIOSK (PPK)
SELF-INSPECTION FORM**

All PIC's must complete and sign this inspection form and have it available for inspection within 15 days of becoming PIC and by 7/1/2024 (as required by OAR 855-019-0300).

Date PIC Inspection was performed:

PIC Name & License #:

PIC work e-mail:

Pharmacy Prescription Kiosk (PPK) Name:

PPK Retail Outlet Registration #:

Address:

City: State: Zip Code:

PPK Affiliated Pharmacy Name:

PPK Affiliated Pharmacy Retail Outlet Registration #:

PPK Affiliated Pharmacy DEA #: Exp:

Address:

City: State: Zip Code:

Telephone #: Fax #:

Please list where the following items are located inside the PPK Affiliated Pharmacy. Be as specific as possible as there can be many filing cabinets and binders. (Records are required to be kept at the PPK Affiliated Pharmacy per OAR 855-141-0550(2))

PIC Self Inspection Reports (Last 3 years):

RPH Counseling Records:

Board notification of drug loss or suspected theft:

Policies and Procedures

Continuous Quality Improvement Plan:

Current written Drug Outlet Policy Procedures:

Written document designating who is authorized to access the PPK:

In person physical inspection of PPK by pharmacist (Every 28 days):

Training Documents

PPK training program on proper use of PPK:

Cold Drug Storage Records

Policies and Procedures:

Temperature logs:

Quarterly validation records:

Drug storage monitoring plan:

Emergency action plan:

General Requirements

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	1	Is the PPK located in Oregon and registered with the board?	OAR 855-141-0010(1)
<input type="checkbox"/>	<input type="checkbox"/>	2	Does the PPK have an Oregon registered Affiliated Pharmacy and an Oregon licensed PIC?	OAR 855-141-0010(3) OAR 855-141-0030(2) and (3) OAR 855-141-0050(1)
<input type="checkbox"/>	<input type="checkbox"/>	3	Is the PPK's registration displayed at both the PPK and the PPK Affiliated Pharmacy?	OAR 855-141-0010(10)
<input type="checkbox"/>	<input type="checkbox"/>	4	Does the PPK store controlled substances? Note: PPK may not store controlled substances	OAR 855-141-0010(2) OAR 855-141-0225
<input type="checkbox"/>	<input type="checkbox"/>	5	Is the PPK aware that a change of location, ownership, or closure of the PPK or Affiliated Pharmacy requires submission of a new application? Note: A PPK must not operate until a certificate of registration has been issued by the board.	OAR 855-141-0010 OAR 855-141-0015 OAR 855-141-0020
<input type="checkbox"/>	<input type="checkbox"/>	6	Is the PPK aware that the board must be notified by the PPK Affiliated Pharmacy a minimum of 15 days prior to discontinuing operations?	OAR 855-141-0145
	<input type="checkbox"/>	7	Have all Pharmacists, Interns, Certified Oregon Pharmacy Technicians (COPT) and Pharmacy Technicians (PT) completed a training program on the proper use of the PPK?	OAR 855-141-0050(2)
<input type="checkbox"/>	<input type="checkbox"/>	8	Are only prescription, non-prescription drugs, devices, and related supplies <u>from the PPK Affiliated Pharmacy</u> placed in the PPK?	OAR 855-141-0120

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	9	Does the PPK Affiliated Pharmacy ensure each prescription is correctly dispensed by the PPK in accordance with the prescribing practitioner's authorization?	OAR 855-141-0345(1)
<input type="checkbox"/>	<input type="checkbox"/>	10	Does the PPK and PPK Affiliated Pharmacy ensure the PPK dispenses prescriptions accurately and to the correct party?	OAR 855-141-0345(2)
<input type="checkbox"/>	<input type="checkbox"/>	11	Does the PPK and PPK Affiliated Pharmacy ensure disasters, accidents and emergencies which may affect the strength, purity or labeling of drugs or devices are reported to the board immediately?	OAR 855-141-0130(1)
<input type="checkbox"/>	<input type="checkbox"/>	12	Does the PPK and PPK Affiliated Pharmacy ensure that confirmed significant drug loss or any loss related to suspected drug theft is reported to the board within one business day?	OAR 855-141-0130(2)
<input type="checkbox"/>	<input type="checkbox"/>	13	Does the PPK and PPK Affiliated Pharmacy ensure the PPK is kept clean?	OAR 855-141-0150
<input type="checkbox"/>	<input type="checkbox"/>	14	Are the PPK Affiliated Pharmacy and PIC aware they are responsible for all operations and enforcing all policies and procedures of the PPK?	OAR 855-141-0200(1)
<input type="checkbox"/>	<input type="checkbox"/>	15	Is the PPK less than 120 miles from PPK Affiliated Pharmacy?	OAR 855-141-0200(3)
<input type="checkbox"/>	<input type="checkbox"/>	16	<p>Does the PPK and the PPK Affiliated Pharmacy comply with the following?</p> <ul style="list-style-type: none"> • Have the same owner; or have a written contract that specifies: <ul style="list-style-type: none"> ○ The services to be provided by each licensee and registrant; ○ The responsibilities of each licensee and registrant; and ○ The accountabilities of each licensee and registrant; • Ensure each prescription and non-prescription drug, device, and related supplies are dispensed in compliance with OAR 855-019, OAR 855-025, OAR 855-031, OAR 855-041, and OAR 855-141; • Ensure that the PPK Affiliated Pharmacy prevents duplicate dispensing of a prescription; • Comply with all applicable federal and state laws and rules; • Ensure that there is a PIC who is responsible for all operations and enforcing all policies and procedures of the PPK; • Designate in writing the pharmacists, Interns, COPT, and PT authorized to access the PPK; • Utilize complete chain of custody tracking; • Train the Oregon licensed Pharmacists, Interns, COPT, PT in the operation of the PPK and document the training; • Develop, implement, and enforce a continuous quality improvement program for dispensing services from a PPK designed to objectively and systematically: <ul style="list-style-type: none"> ○ Monitor, evaluate, document the quality and appropriateness of patient care; ○ Improve patient care; and ○ Identify, resolve, and establish the root cause of dispensing and DUR errors and prevent their reoccurrence; 	OAR 855-141-0200(4)

Yes	No		Rule Reference
		<ul style="list-style-type: none"> • Provide a telephone number that a patient, patient's agent, or prescriber may use to contact the Oregon licensed Pharmacist from the PPK Affiliated Pharmacy; and • Develop, implement, and enforce a process for an in person physical inspection of the PPK by an Oregon licensed Pharmacist at least once every 28 days or more frequently as deemed necessary by the Oregon licensed PIC of the PPK Affiliated Pharmacy. The inspection must utilize the PPK self-inspection form, be documented, and records retained. 	

Minimum Equipment, Policy and Procedures and Records

Yes	No		Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	17 Does each PPK have appropriate equipment and supplies as required by Oregon Revised Statutes, Oregon Administrative Rules, United States Code, Code of Federal Regulations, and standards adopted by reference (e.g. USP) based on services offered by the PPK outlet?	OAR 855-141-0155(1)
<input type="checkbox"/>	<input type="checkbox"/>	18 Are Drug Outlet Policies & Procedures compliant with Oregon laws and rules, reflect the current practice at the outlet, and do they address the following? <ul style="list-style-type: none"> • Security • Operation, testing, and maintenance of the telepharmacy system and the PPK • Sanitations and cleaning • Storage of drugs • Stocking and destocking • Dispensing • Preventing duplicate dispensing • Pharmacist supervision, direction, and control of licensed personnel and of accessing of the PPK • Documenting the identity, function, location, date and time of licensees engaging in telepharmacy and licensed personnel accessing the PPK • Utilization of Pharmacist (i.e. Counseling) • Drug and/or device procurement • Receiving of drugs and/or devices; • Delivery of drugs and/or devices; • Recordkeeping • Patient confidentiality • On-site inspection by a Pharmacist • Continuous quality improvements • Plan for discontinuing and recovering services if PPK disruption occurs • Training: initial and ongoing • Interpretation, translation, and prescription reader services Date reviewed with PPK Affiliated Pharmacy staff: * Note this must be completed every 12 months	OAR 855-141-0500

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	19	<p>Does the PPK contain all required signage in a location that is easily seen by the public, including but not limited to:</p> <ul style="list-style-type: none"> • Stating "The (insert name of PPK Affiliated Pharmacy) may be able to substitute a less expensive drug which is therapeutically equivalent to the one prescribed by your doctor unless you do not approve." The printing on this sign must be in block letters not less than one inch in height; • Providing notification in each of the languages required in OAR 855-141-0410 of the right to free, competent oral interpretation and translation services, including translated prescription labels, for patients who are of limited English proficiency, in compliance with federal and state regulations if the pharmacy dispenses prescriptions for a patient's self-administration; • Stating "This location is a Pharmacy Prescription Kiosk, supervised by an Oregon licensed Pharmacist from (insert name of PPK Affiliated Pharmacy, address, and telephone number)." The printing on the sign must be in block letters not less than one inch in height; and • Providing notification of accurate hours of operation at the PPK <p>Note: As an alternative to posting the required signage, PPK's that utilize an electronic video monitor that requires patient acknowledgement prior to retrieving medication from the PPK, may display the information required above in an electronic format via the video monitor.</p>	OAR 855-141-0155(1)(c)
<input type="checkbox"/>	<input type="checkbox"/>	20	Are all required records for the PPK maintained by the PPK Affiliated Pharmacy?	OAR 855-141-0550(2)
<input type="checkbox"/>	<input type="checkbox"/>	21	<p>Does the PPK Affiliated Pharmacy retain the following records for the PPK?</p> <ul style="list-style-type: none"> • Date, time, and identification of each individual and activity or function performed on the PPK; • Pharmacist physical inspection of the PPK every 28 days; • Telepharmacy system testing; • Licensee training on the proper use of the PPK; • Still image capture and store and forward images must be retained according to OAR 855-141-0550(1); • Data and surveillance system data must be retained for 6 months; and • Any errors or irregularities identified by the quality improvement program. 	OAR 855-141-0550(3)
<input type="checkbox"/>	<input type="checkbox"/>	22	<p>Does the PPK Affiliated Pharmacy retain the following dispensing records for the PPK?</p> <ul style="list-style-type: none"> • Physical location of the PPK; • Identification of the patient or patient's agent retrieving the prescription, non-prescription drugs, and supplies; • A digital image of the individual to whom the prescription was dispensed. • Date and time of transaction; • Each prescription number, patient name, prescriber name, drug name, strength, dosage form and quantity; 	OAR 855-141-0550(4)

Yes	No			Rule Reference
			<ul style="list-style-type: none"> Each non-prescription drug and supply name, UPC or NDC number, and quantity; and When required, name of pharmacist or Intern who provided counseling to the patient or patient's agent, documentation that the counseling was performed or that the Pharmacist or Intern accepted the patient or patient's agent request not to be counseled. 	
<input type="checkbox"/>	<input type="checkbox"/>	23	<p>Does the PPK Affiliated Pharmacy retain the following for stocking and destocking records for the PPK?:</p> <ul style="list-style-type: none"> Date and time; Each prescription number, patient name, prescriber name, drug name, strength, dosage form and quantity; Each non-prescription drug and supply name, UPC or NDC number, and quantity; Name and Oregon license number of the person stocking or destocking prescription, non-prescription drugs, and supplies from the system; and Identity of the Pharmacist who verifies that the system has been accurately stocked or destocked. 	OAR 855-141-0550(5)

Technology

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	24	Does the PPK and the PPK Affiliated Pharmacy utilize a shared telepharmacy system and have appropriate technology or interface to allow access to information required to dispense prescription and non-prescription drugs, devices, and related supplies and counsel the patient or patient's agent?	OAR 855-141-0205(1)
<input type="checkbox"/>	<input type="checkbox"/>	25	Does the PPK and the PPK Affiliated Pharmacy utilize barcode, radio-frequency identification or quick response code technology for stocking, destocking, and dispensing at the PPK?	OAR 855-141-0205(2)
<input type="checkbox"/>	<input type="checkbox"/>	26	<p>Does the PPK and the PPK Affiliated Pharmacy test the telepharmacy system and PPK and verify the unit is operable and functioning in all aspects in accordance with minimum acceptable system or unit design specifications before dispensing prescription and non-prescription drugs, devices, and related supplies and after an upgrade or change is made to the system?</p> <p>Note: The PPK Affiliated Pharmacy must make the results of such testing available to the board upon request</p>	OAR 855-141-0205(3)
<input type="checkbox"/>	<input type="checkbox"/>	27	<p>Has the PPK and the PPK Affiliated Pharmacy developed, implemented a plan for routine maintenance of the telepharmacy system and PPK?</p> <p>Are the PPK and the PPK Affiliated Pharmacy enforcing this plan?</p>	OAR 855-141-0205(4)
<input type="checkbox"/>	<input type="checkbox"/>	28	Has the PPK and the PPK Affiliated Pharmacy developed, implemented a plan for responding to and recovering from an interruption of service where the PPK is not fully operational and functioning?	OAR 855-141-0205(5)

Yes	No			Rule Reference
			Are the PPK and the PPK Affiliated Pharmacy enforcing this plan?	
<input type="checkbox"/>	<input type="checkbox"/>	29	Does the PPK and the PPK Affiliated Pharmacy, for verification of prescriptions, use still image capture or store and forward with a camera that is of sufficient quality and resolution so that the Pharmacist from the PPK Affiliated Pharmacy can visually identify each: <ul style="list-style-type: none"> • Source container including manufacturer, name, strength, lot, and expiration; • Dispensed product including the imprint and physical characteristics if applicable; • Completed prescription container including the label 	OAR 855-141-0205(6)
<input type="checkbox"/>	<input type="checkbox"/>	30	Does the PPK and the PPK Affiliated Pharmacy utilize barcode, radio-frequency identification, or quick response code technology to record information in OAR 855-141-0205(6) if available	OAR 855-141-0205(7)

Security

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	31	Is the PPK Affiliated Pharmacy, the PPK, PIC of the PPK Affiliated Pharmacy and each Oregon licensed Pharmacist supervising the PPK aware they are each responsible for the security of the PPK including provisions for adequate safeguards against loss, theft or diversion of prescription and non-prescription drugs, devices, and related supplies, and records for such drugs, devices, and related supplies?	OAR 855-141-0100(1)
<input type="checkbox"/>	<input type="checkbox"/>	32	Is the PPK placed in a secure indoor location that is climate controlled and protected from the elements and securely fastened to a permanent structure?	OAR 855-141-0100(2)(a)(b)
<input type="checkbox"/>	<input type="checkbox"/>	33	Does the PPK utilize an alarm system that sends real-time notification to a Pharmacist if unauthorized access occurs? Note: Per OAR 855-006-0005(2), an "Alarm system" means a device or series of devices, which emit or transmit an audible or remote visual or electronic alarm signal, which is intended to summon a response.	OAR 855-141-0100(7)(a)
<input type="checkbox"/>	<input type="checkbox"/>	34	Does the PPK utilize an electronic entry system that is controlled by a Pharmacist and records the following: <ul style="list-style-type: none"> • ID of Pharmacist authorizing access and securing the PPK • ID of Pharmacist, Intern, or technicians accessing and securing the PPK and • Date and time of each activity? 	OAR 855-141-0100(7)(b)(A)(B)
<input type="checkbox"/>	<input type="checkbox"/>	35	Does the PPK have a surveillance system that utilizes continuously accessible and recorded video between the PPK Affiliated Pharmacy? Is the camera view clear and provides a view of the entire PPK including access points?	OAR 855-141-0100(7)(c)

Yes	No			Rule Reference
			Note: Per OAR 855-006-0005(51), a "Surveillance system" means a system of video cameras, monitors, recorders, and other equipment used for surveillance	
<input type="checkbox"/>	<input type="checkbox"/>	36	Is the PPK only accessed when authorized by Pharmacist in real-time?	OAR 855-141-0100(5)
<input type="checkbox"/>	<input type="checkbox"/>	37	Are Interns, COPTs and PTs only accessing the PPK when authorized in real-time by the Pharmacist supervising them?	OAR 855-141-0100(5)
<input type="checkbox"/>	<input type="checkbox"/>	38	Are all unlicensed personnel (e.g., machine repair) only able to access the PPK when escorted and continually observed by a licensee who is authorized by the Pharmacist who supervising and authorized access to the PPK in real-time?	OAR 855-141-0100(6)
<input type="checkbox"/>	<input type="checkbox"/>	39	Is the PPK secured to prevent access during the following? <ul style="list-style-type: none"> • When there is no Pharmacist supervising and authorizing access in real-time • There are no licensed personnel being supervised by a Pharmacist at the PPK • Any component of the PPK is not functioning 	OAR 855-141-0100(3)
<input type="checkbox"/>	<input type="checkbox"/>	40	Is there a record with the name and Oregon license number for each person permitted to access the PPK?	OAR 855-141-0100(4)

Outlet Supervision

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	41	Are prescription and non-prescription drugs, devices, and related supplies only dispensed when a Pharmacist is available for patient consultation and the PPK is fully operational?	OAR 855-141-0210(1)
<input type="checkbox"/>	<input type="checkbox"/>	42	Is the stocking and destocking of prescription and non-prescription drugs, devices, and related supplies completed under the supervision, direction, and control of a Pharmacist?	OAR 855-141-0210(2)
<input type="checkbox"/>	<input type="checkbox"/>	43	Is a Pharmacist verifying and documenting the following? <ul style="list-style-type: none"> • All prescription and non-prescription drugs, devices, and related supplies were correctly stocked into the PPK • All prescription and non-prescription drugs, devices, and related supplies destocked from the PPK were returned to the PPK Affiliated Pharmacy • Proper storage conditions were maintained during transfer from PPK Affiliated Pharmacy to PPK per OAR 855-141-0125; and • Records are maintained per OAR 855-141-0550 	OAR 855-141-0210(3)
<input type="checkbox"/>	<input type="checkbox"/>	44	Does the PPK and its PPK Affiliated Pharmacy ensure drugs and devices destocked from a PPK satisfy the requirements of the regulations before returning to stock at the PPK Affiliated Pharmacy?	OAR 855-141-0210(4)

Pharmacist

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	45	Is the pharmacist aware they are required to control each aspect of the practice of pharmacy?	OAR 855-019-0200(4)(b)
<input type="checkbox"/>	<input type="checkbox"/>	46	<p>Is the pharmacy aware that only a Pharmacist may practice pharmacy as defined in ORS 689.005, to include the provision of patient care services? Activities that require reasonable professional judgment of a Pharmacist include but are not limited to:</p> <ul style="list-style-type: none"> • Drug Utilization Review; • Counseling; • Drug Regimen Review; • Medication Therapy Management; • Collaborative Drug Therapy Management or other post-diagnostic disease state management, pursuant to a valid agreement; • Practice pursuant to State Drug Therapy Management Protocols; • Prescribing a drug or device, as authorized by statute; • Ordering, interpreting and monitoring of a laboratory test; • Oral receipt or transfer of a prescription; and • Verification of the work performed by those under their supervision 	OAR 855-019-0200(3)
<input type="checkbox"/>	<input type="checkbox"/>	47	<p>Does the PPK and its PPK Affiliated Pharmacy ensure that a prescription drug or device is not released from the PPK until the Pharmacist or Intern has:</p> <ul style="list-style-type: none"> • Provided counseling when required under OAR 855-019-0230 or when requested by the patient or patient's agent; and • Documented the interaction? 	OAR 855-141-0215
<input type="checkbox"/>	<input type="checkbox"/>	48	Does the PIC verify that policies and procedures are followed to ensure that prescriptions are correctly dispensed?	OAR 855-041-1105 OAR 855-141-0300 OAR 855-019-0210(1)
<input type="checkbox"/>	<input type="checkbox"/>	49	When pharmacists or interns receive a telephone prescription, are they documenting their name, the date and the name of the person transmitting the prescription?	OAR 855-019-0210 OAR 855-041-1105
<input type="checkbox"/>	<input type="checkbox"/>	50	<p>Is the work performed by Pharmacy Technicians and Certified Oregon Pharmacy Technicians assisting the Pharmacist in the practice of pharmacy verified by a Pharmacist?</p> <p>Pharmacist Verification must be documented, available and consistent with the standard of practice.</p>	OAR 855-025-0025(4) OAR 855-019-0200
<input type="checkbox"/>	<input type="checkbox"/>	51	<p>Is a pharmacist ensuring each prescription is labeled and dispensed with a correct expiration date?</p> <p>Note: Expiration dates on prescriptions must not exceed:</p> <ul style="list-style-type: none"> • That on the manufacturer's container if dispensed in the manufacturer's container; or • The earliest date of either: <ul style="list-style-type: none"> ○ The manufacturer's expiration date; or 	OAR 855-141-0400(9) OAR 855-019-0210

Yes	No			Rule Reference
			<ul style="list-style-type: none"> ○ One year from the date the drug was repackaged and dispensed. <p>Any drug expiring before the expected length of time for the course of therapy must not be dispensed.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	52	Are all dispensed prescription medication, other than those in unit dose or unit of use packaging, labeled with their physical description, including any identification code that may appear on tablets and capsules?	OAR 855-141-0400(2)
<input type="checkbox"/>	<input type="checkbox"/>	53	Is a pharmacist or intern orally counseling on new and refill prescriptions requiring counseling and including information necessary to promote the safe use of the medication?	OAR 855-019-0230(1)(a) OAR 855-019-0230(2)
		54	How is a new prescription identified as requiring counseling?	OAR 855-019-0230
		55	<p>How does a pharmacist identify a prescription refill as requiring counseling?</p> <p>Note: Using their professional judgment, only a pharmacist can determine if a prescription renewal requires counseling.</p>	OAR 855-019-0230
<input type="checkbox"/>	<input type="checkbox"/>	56	<p>A PPK and its PPK Affiliated Pharmacy must ensure that a prescription drug or device is not released from the PPK until the Pharmacist or Intern has:</p> <p>(1) Provided counseling when required under OAR 855-019-0230 or when requested by the patient or patient's agent; and</p> <p>(2) Documented the interaction.</p>	OAR 855-141-0215
<input type="checkbox"/>	<input type="checkbox"/>	57	<p>Does a pharmacist only accept the return of a drug or device when all of the following conditions are met?:</p> <ul style="list-style-type: none"> • the drug or device has been dispensed from the PPK in error, was defective, adulterated, misbranded, dispensed beyond their expiration date, or subject to a recall only • The Pharmacist approves the return; • The drugs or devices are accepted for destruction or disposal; and • The Pharmacist verifies the destruction or disposal. 	OAR 855-141-0455

Drug Storage

Yes	No		Rule Reference	
<input type="checkbox"/>	<input type="checkbox"/>	58	Does the PPK have appropriate equipment to maintain the proper storage of drugs (e.g., cold drug storage monitoring, ambient temperature monitoring)?	OAR 855-141-0155(1)(b)
<input type="checkbox"/>	<input type="checkbox"/>	59	Does the PPK maintain proper storage of all drugs, including but not limited to the following? <ul style="list-style-type: none"> • Are drugs stored according to manufactures published or USP guidelines? • Are drugs stored in appropriate conditions of temperature, light, humidity, sanitation, ventilation, and space? • Are drugs maintained in appropriate storage conditions during transfers between facilities and to patients? • Are outdated, adulterated, misbranded or suspect drug quarantined? 	OAR 855-141-0125(1)
<input type="checkbox"/>	<input type="checkbox"/>	60	Does the PPK's drug refrigeration system ensure that the products are stored between 2 to 8 °C (35.6 to 46.4°F) and frozen products between -25 to -10 °C (-13 to 14 °F); or as specified by the manufacturer?	OAR 855-141-0125(2)
<input type="checkbox"/>	<input type="checkbox"/>	61	Does the PPK drug refrigeration system utilize a centrally placed, accurate and calibrated thermometer?	OAR 855-141-0125(2)(B)
<input type="checkbox"/>	<input type="checkbox"/>	62	Is the PPK drug refrigeration system temperature measured continuously and documented either manually twice daily to include minimum, maximum and current temperatures; or with an automated system capable of creating a producible history of temperature reading?	OAR 855-141-0125(2)(D)
<input type="checkbox"/>	<input type="checkbox"/>	63	Does the PPK and its Affiliated Pharmacy adhere to the following monitoring plan? <ul style="list-style-type: none"> • Documentation of training of all personnel • Maintain manufacturer recommended calibration of thermometers • Maintain of records of temperature logs for a minimum of three years; • Document each excursion in detail of excursion detail, including, but not limited to, <ul style="list-style-type: none"> ○ Event date and name of persons(s) involved in excursion responses; ○ Documentation of action(s) taken, including decision to quarantine product for destruction, or determination by a Pharmacist that it is safe for continued use. ○ This documentation must include details of the information source; • A written emergency action plan; • Routine preventative maintenance and evaluation of refrigeration equipment and monitoring equipment; and • Documentation and review of temperature recordings at least once every 28 days by the Pharmacist at the time of in person physical inspection 	OAR 855-141-0125(2)(b)

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	64	Does the PPK Affiliated Pharmacy quarantine drugs from the PPK that are outdated, damaged, deteriorated, misbranded, adulterated, or suspect and physically separate them from other drugs until they are destroyed or returned to their supplier?	OAR 855-141-0125

Dispensing

Yes	No			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	65	<p>Do all prescriptions labels contain the following information:</p> <ul style="list-style-type: none"> • Name and address of the PPK. • Date; • Identifying number; • Name of patient; • Name of drug, strength, and quantity dispensed; when a generic name is used, the label must also contain the identifier of the manufacturer or distributor; • Directions for use by the patient; • Name of practitioner; • Such other and further accessory cautionary information as required for patient safety; • An expiration date after which the patient should not use the drug or medicine. Expiration dates on prescriptions must be the same as that on the original container or one year from the date the drug was originally dispensed and placed in the new container, whichever date is earlier. Any drug expiring before the expected length of time for course of therapy must not be dispensed. • Any dispensed prescription medication, other than those in unit dose or unit of use packaging, must be labeled with its physical description, including any identification code that may appear on tablets and capsules; and • Name, address and telephone number of the PPK Affiliated Pharmacy. 	OAR 855-141-0400
<input type="checkbox"/>	<input type="checkbox"/>	66	<p>Are prescription labels available, if requested by the prescriber, patient or patient's agent, in the required 14 languages?</p> <p>What is the outlet's process to ensure that LEP labels are available at the time of request?</p> <p>Note: The prescription must bear a label in both English and the language requested.</p>	OAR 855-141-0410 ORS 689.564
		67	How does the pharmacy notify each person to whom a prescription drug is dispensed that a prescription reader is available to the person upon request?	OAR 855-141-0405 ORS 689.561

Yes	No		Rule Reference
			How does the pharmacy make prescription readers available for visually impaired patients at the time of their request?

Prohibited Practices

Yes	No		Rule Reference	
<input type="checkbox"/>	<input type="checkbox"/>	68	Do non-licensed personnel or technicians ask questions of a patient or patient's agent which screen and/or limit interaction with a Pharmacist?	OAR 855-141-0600(1)
<input type="checkbox"/>	<input type="checkbox"/>	69	Does the PPK utilize a person to dispense or deliver a prescription and non-prescription drugs, devices, and related supplies directly to the patient?	OAR 855-141-0600(2)
<input type="checkbox"/>	<input type="checkbox"/>	70	Are drugs that require further manipulation prior to administration or dispensing (e.g., reconstitution, compounding, vaccines) placed in the PPK?	OAR 855-141-0600(3)
<input type="checkbox"/>	<input type="checkbox"/>	71	Are controlled substances stored or dispensed in/from a PPK?	OAR 855-141-0600(4)
<input type="checkbox"/>	<input type="checkbox"/>	72	Are licensees or registrants of the board, who access or interact with the PPK, allowed to disclose patient information to a third party without the consent of the patient except as provided in (2) of this rule?	OAR 855-141-0602(1)
<input type="checkbox"/>	<input type="checkbox"/>	73	Are licensees or registrants of the board, who access or interact with the PPK, allowed to access patient information other than for the purpose of patient care?	OAR 855-141-0602(2)

I hereby certify that I have verified this outlet is in compliance with all laws and rules, have read and verified that written policies and procedures reflect current practices, have documented training of staff and the answers marked on this form are true and correct.

Signature of PIC:

Printed Name of PIC:

PIC License #:

Date: