



NEW MEXICO BOARD OF PHARMACY
 New Mexico Regulation and Licensing Department
 5500 San Antonio Dr, NE ▪ Suite C ▪ Albuquerque, New Mexico 87109
 (505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102
www.RLD.state.nm.us/pharmacy

HOSPITAL PHARMACY INSPECTION

FACILITY NAME: _____ DATE: _____

ADDRESS: _____

CITY, ZIP CODE: _____

PHARMACIST-IN-CHARGE: _____ LICENSE NUMBER: _____

PERSONNEL

PHARMACIST	LIC. NO.	EXP. DATE	POSTED

TECHNICIAN	REG. NO.	EXP. DATE	POSTED	CERTIFICATION CURRENT?

INTERN	REG. NO.	EXP. DATE	POSTED

LICENSES, REGISTRATIONS

PHARMACY LICENSE: _____ EXP. DATE: _____
 NM C.S. REGISTRATION: _____ EXP. DATE: _____
 DEA REGISTRATION: _____ EXP. DATE: _____
 STATE OPERATORS LICENSE: _____ LIC. BEDS: _____ EXP. DATE: _____

FACILITY

	YES	NO	N/A
1. THE PHARMACY HAS THE REQUIRED FLOOR SPACE. 16.19.7.9	_____	_____	_____
2. THE PHARMACY HAS THE NECESSARY EQUIPMENT. 16.19.7.9	_____	_____	_____
3. THE PHARMACY HAS LOCKED STORAGE FOR ALL SCHEDULE II DRUGS. 16.19.7.11	_____	_____	_____
4. THE PHARMACY UTILIZING A CONSULTANT OR PART TIME RPh HAS LOCKED STORAGE FOR ALL CONTROLLED SUBSTANCES IN THE PHARMACY. 16.19.20.51	_____	_____	_____
	YES	NO	N/A
5. CLINICS AND EMERGENCY DEPARTMENTS WITHIN THE HOSPITAL COMPLY WITH BOARD OF PHARMACY REGULATIONS, PARTS 4 AND 10.	_____	_____	_____
6. PHARMACY SERVICE UNITS HAVE AT LEAST 100 SQUARE FEET FLOOR SPACE. 16.19.7.10	_____	_____	_____
7. PHARMACY SERVICE UNITS HAVE LOCKED STORAGE FOR ALL CONTROLLED SUBSTANCES. 16.19.7.10	_____	_____	_____

RECORDS		YES	NO	N/A
8.	A MEDICATION PROFILE FOR ALL PATIENTS IS MAINTAINED. 16.19.7.11	___	___	___
9.	FLOOR STOCK DISTRIBUTION CONTAINS THE REQUIRED INFORMATION. 16.19.7.11	___	___	___
10.	EMERGENCY DEPARTMENT DISPENSING RECORD CONTAINS THE REQUIRED INFORMATION. 16.19.7.11	___	___	___
11.	RECEIPT, ADMINISTRATION, DISTRIBUTION AND DISPOSAL RECORDS FOR ALL DRUGS KEPT 3 YEARS. 61-11-8; 26-1-12.A(2).F	___	___	___
12.	THE ANNUAL CONTROLLED SUBSTANCE INVENTORY IS COMPLETE 16.19.20.20	___	___	___
13.	DEA FORM 222 IS COMPLETED AND KEPT ON FILE FOR 3 YEARS. CFR 1305; 30-31-16D	___	___	___
14.	SCHEDULE II SUBSTANCES ARE LISTED ON A PERPETUAL INVENTORY. 16.19.7.11	___	___	___
15.	DISTRIBUTION RECORDS ARE COMPLETE. 16.19.7.11	___	___	___
16.	SCHEDULE II RECORDS ARE FILED SEPARATELY FROM OTHER RECORDS. 16.19.7.11	___	___	___
17.	SCHEDULE III-IV PRESCRIPTIONS ARE FILED SEPARATELY OR READILY RETRIEVABLE. 16.19.7.11	___	___	___
18.	INITIAL TECHNICIAN TRAINING RECORDS ARE ON FILE IN THE PHARMACY FOR NON-CERTIFIED TECHNICIANS	___	___	___
19.	TRANSACTION AND DELIVERY RECORDS FOR AUTOMATED PHARMACY SYSTEMS CONTAIN THE REQUIRED INFORMATION AND ARE AVAILABLE. 16.19.7.11	___	___	___
20.	AUTOMATED PHARMACY SYSTEMS DOWN TIME LOG IS MAINTAINED. 16.19.7.11 (M)(4)	___	___	___

POLICIES AND PROCEDURES

21.	A POLICY AND PROCEDURE MANUAL WAS PREPARED BY THE PHARMACIST IN CHARGE (PIC) AND IS READILY AVAILABLE. 16.19.7.8	___	___	___
22.	POLICY AND PROCEDURE MANUAL IS REVIEWED ANNUALLY 16.19.7.8	___	___	___

PHARMACIST RESPONSIBILITIES

23.	THE PHARMACY HAS A PHARMACIST IN CHARGE (PIC). 16.19.7.8	___	___	___
24.	FOR HOSPITALS UTILIZING PART TIME PHARMACIST SERVICES, THE PHARMACIST VISITS THE HOSPITAL PHARMACY NOT LESS THAN EVERY 72 HOURS. 16.19.7.8	___	___	___
25.	A PHARMACIST REVIEWS EMERGENCY DRUG WITHDRAWAL FROM THE PHARMACY AT LEAST EVERY 72 HOURS. 16.19.7.8	___	___	___
26.	THE PHARMACY REMAINS CLOSED AND LOCKED WHEN THE PHARMACIST IS NOT IN THE HOSPITAL. 16.19.7.9	___	___	___
27.	A PHARMACIST IS ON CALL DURING ALL TIMES THE PHARMACY IS CLOSED. 16.19.7.9	___	___	___
28.	A PHARMACIST VERIFIES ACCURACY OF AUTOMATED DRUG DISTRIBUTION SYSTEM FILLING AND REFILLING, WHICH VERIFICATION MAY OCCUR BY ELECTRONIC PROCESSING MEANS AS TECHNOLOGY ALLOWS 16.19.7.11 (M) (8)	___	___	___
29.	THE PIC HAS DEVELOPED AND IMPLEMENTED A QA PROGRAM THAT MONITORS TOTAL SYSTEM PERFORMANCE OF THE AUTOMATED DRUG DISTRIBUTION SYSTEM 16.19.7.11 (M) (5)	___	___	___
30.	WHEN THE PHARMACY IS CLOSED, A PHARMACIST REVIEWS ALL NEW MEDICATION ORDERS AND PERFORMS A DUR WITHIN 24 HOURS. 11.3	___	___	___
31.	DURING HOURS OF OPERATION, A PHARMACIST REVIEWS ALL NEW MEDICATION ORDERS (EXCEPT THOSE FOR EMERGENCY USE) PRIOR TO DELIVERY OF THE MEDICATION TO THE PATIENT. 16.19.7.11	___	___	___
32.	DOCUMENTATION OF MONTHLY DRUG STORAGE AREA INSPECTION IS KEPT. 16.19.7.11	___	___	___
33.	EMERGENCY DEPARTMENT DISPENSING LOGS AND LABELS COMPLY WITH REQUIREMENTS 16.19.7.11 (L)	___	___	___

COMMENTS

PHARMACIST IN CHARGE

DATE

INSPECTED BY