



# New Mexico Regulation and Licensing Department Board of Pharmacy

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## HOSPITAL PHARMACY PRELIMINARY INSPECTION

FACILITY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS CITY/STATE, ZIP CODE: \_\_\_\_\_  
 PHARMACIST-IN-CHARGE: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

**LICENSES, REGISTRATIONS (if applicable)**

PHARMACY LICENSE: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
 NM C.S. REGISTRATION: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
 DEA REGISTRATION: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

	YES	NO	N/A
1. THE PHARMACY HAS THE REQUIRED FLOOR SPACE (16.19.7.9 NMAC) a) NUMBER OF BEDS: _____ b) PHARMACY SQUARE FOOTAGE: _____			
2. THE PHARMACY HAS THE FOLLOWING (16.19.7.9 NMAC): a) ADEQUATE SECURITY b) REFRIGERATOR AND THERMOMETER c) FREEZER AND THERMOMETER d) ROOM THERMOMETER e) SINK WITH HOT AND COLD RUNNING WATER f) CONTROLLED SUBSTANCE LOCKED STORAGE AREA (16.19.20.50 NMAC; 16.19.20.51 NMAC)			
3. THE PHARMACY HAS THE NECESSARY EQUIPMENT FOR SAFE AND APPROPRIATE DRUG STORAGE (16.19.7.9 NMAC)			
4. THE PHARMACY HAS APPROPRIATE SPACE AND EQUIPMENT FOR DRUG PACKAGING AND REPACKAGING (16.19.7.9 NMAC)			
5. THE PHARMACY HAS APPROPRIATE SPACE AND EQUIPMENT FOR NON-STERILE DRUG COMPOUNDING (16.19.7.9 NMAC)			
6. THE PHARMACY HAS APPROPRIATE SPACE AND EQUIPMENT FOR NON-STERILE HAZARDOUS DRUG COMPOUNDING (16.19.7.9 NMAC)			
7. CLINICS AND EMERGENCY DEPARTMENTS WITHIN THE HOSPITAL COMPLY WITH PHARMACY RULES PART 4 AND 10 (16.19.7.15 NMAC)			
8. EMERGENCY DEPARTMENT THAT DISPENSES MEDICATIONS COMPLIES WITH REQUIRED LABELING AND RECORDKEEPING (16.19.7.11 NMAC)			
9. THE PHARMACY HAS A PHARMACIST-IN-CHARGE. (16.19.7.8 A NMAC)			
10. THE PHARMACY HAS A PHARMACIST-IN-CHARGE WHO IS PART- TIME (16.19.7.8 A NMAC)			
11. A PHARMACIST IS ON CALL DURING ALL TIMES THE PHARMACY IS CLOSED. (16.19.7.9 C NMAC)			
12. FOR HOSPITALS UTILIZING PART-TIME PHARMACIST SERVICES, THE PHARMACIST VISITS THE HOSPITAL PHARMACY NOT LESS THAN EVERY 72 HOURS. (16.19.7.8 A NMAC)			
13. THE PHARMACY DOES NOT ALLOW ANYONE OTHER THAN THE PHARMACIST OR PHARMACY PERSONNEL INTO THE PHARMACY WHEN THE PHARMACY IS CLOSED (EXCEPT ONE DESIGNATED LICENSED NURSE PER SHIFT MAY REMOVE DRUGS) (16.19.7.9 NMAC)			
14. STERILE COMPOUNDING WILL OCCUR (INCLUDE PHARMACY SERVICE UNITS IF APPLICABLE)			
15. STERILE HAZARDOUS DRUG COMPOUNDING WILL OCCUR (INCLUDE PHARMACY SERVICE UNITS IF APPLICABLE)			
16. PHARMACY SERVICE UNITS HAVE AT LEAST 100 SQUARE FEET OF FLOOR SPACE. (PROVIDE DIMENSIONS AND SPACE) (16.19.7.10 NMAC)			
17. PHARMACY SERVICE UNITS HAVE LOCKED STORAGE FOR ALL CONTROLLED SUBSTANCES. (16.19.7.10 B NMAC)			
18. RECEIPT, ADMINISTRATION, DISTRIBUTION AND DISPOSAL RECORDS FOR ALL DRUGS KEPT AT LEAST 3 YEARS (61-11-8 NMSA; 26-1-16 F NMSA)			
19. POLICY MANUAL PREPARED BY PHARMACIST-IN-CHARGE IS READILY AVAILABLE AND INCLUDES (16.19.7.8 D NMAC): a) WRITTEN JOB DESCRIPTIONS b) SECURITY c) EMERGENCY PHARMACY ACCESS i. FOR THE PURPOSE OF WITHDRAWING LIMITED DOSES OF A DRUG FOR ADMINISTRATION IN EMERGENCIES WHEN THE PHARMACY IS CLOSED, AND THE DRUGS ARE NOT AVAILABLE IN FLOOR OR EMERGENCY DRUG SUPPLIES, ONLY ONE DESIGNATE LICENSED NURSE PER SHIFT MAY BE ALLOWED ACCESS TO REMOVE THE DRUGS FROM THE PHARMACY d) ON-CALL PHARMACISTS e) MEDICATION ORDER REVIEW i. DURING HOURS OF OPERATION, PRIOR TO DELIVERY OF MED TO PATIENT (EXCEPT IN EMERGENCIES) ii. WHEN THE PHARMACY IS CLOSED, WITHIN 24 HOURS iii. PRIOR TO DRUG WITHDRAWAL FROM AN AUTOMATED DRUG DISTRIBUTION SYSTEM f) PATIENT MEDICATION PROFILES i. NAME, STRENGTH, QUANTITY, AND DOSAGE FORM OF THE DRUG DISTRIBUTED ii. INCLUDES DATE AND AMOUNT OF UNWANTED/UNUSED DRUG RETURNED TO THE PHARMACY STOCK g) CURRENT FLOOR STOCK DRUG LISTS ARE IN THE MANUAL			

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h) FLOOR STOCK DISTRIBUTION SYSTEM AND RECORDS			
i) CONTROLLED SUBSTANCES DISTRIBUTION SYSTEM AND RECORDS			
j) EMERGENCY DEPARTMENT DISPENSING			
k) AUTOMATED PHARMACY SYSTEMS PROCEDURES TO ENSURE SAFETY, ACCURACY, SECURITY AND PATIENT CONFIDENTIALITY, ARE IN PLACE AND APPROVED BY APPROPRIATE HOSPITAL COMMITTEE			
l) SECURITY/ACCESS TO AUTOMATED DRUG DISTRIBUTION DEVICE			
m) PHARMACY SERVICE UNITS			
n) STERILE DRUG COMPOUNDING AND HAZARDOUS DRUG COMPOUNDING			
o) IN-HOUSE CLINIC			
p) REPACKAGING			
q) NON-STERILE COMPOUNDING			
r) RECORDKEEPING			
s) REVIEW AND REPORTING OF SIGNIFICANT ADVERSE DRUG REACTIONS AND MEDICATION ERRORS. REPORTED TO PRESCRIBING PRACTITIONER AND HOSPITAL QUALITY ASSURANCE COMMITTEE			
20. THE PHARMACY HAS AN AUTOMATED PHARMACY SYSTEM (16.19.7.11 M NMAC)			
21. PHARMACIST-IN-CHARGE CONTROLS ACCESS TO AUTOMATED DEVICES THAT CONTAIN DANGEROUS DRUGS (16.19.7.11 M (2) NMAC)			
22. PHARMACIST-IN-CHARGE REVIEWS QUARTERLY AND MAINTAINS A CURRENT LIST OF ALL PERSONS THAT HAVE ACCESS TO AUTOMATED PHARMACY SYSTEMS AND REMOVES ACCESS FOR THOSE NO LONGER EMPLOYED AT THE FACILITY (16.19.7.11 M (2) NMAC)			
23. PHARMACIST-IN-CHARGE DEVELOPED AND IMPLEMENTED A QUALITY ASSURANCE PROGRAM FOR AUTOMATED DRUG DISTRIBUTION SYSTEM (16.19.7.11 M (5) NMAC)			
24. TRANSACTION AND DELIVERY RECORDS FOR AUTOMATED PHARMACY SYSTEMS CONTAIN THE REQUIRED INFORMATION AND ARE AVAILABLE. (16.19.7.11 M NMAC)			
25. THE HOSPITAL STORES MEDICATIONS OUTSIDE OF THE AUTOMATED PHARMACY SYSTEM (16.19.7.11 J NMAC)			
26. THE HOSPITAL HAS FLOOR STOCK DISTRIBUTION RECORDS INCLUDE (16.19.7.11 E NMAC):			
a) NAME, STRENGTH, DOSAGE FORM AND QUANTITY			
b) DATE AND QUANTITY OF UNWANTED/UNUSED DRUG RETURNED TO THE PHARMACY STOCK			
27. DOCUMENTATION OF DRUG STORAGE AREA MONTHLY INSPECTION IS KEPT (16.19.7.11 H NMAC)			
28. CURRENT REFERENCES (16.19.7.12 B NMAC):			
a) DRUG INTERACTIONS TEXT			
b) INJECTABLE DRUG TEXT			
c) GENERAL DRUG INFORMATION			
d) SPECIALTY TEXT (IF NEEDED)			
e) ACCESS TO NM PHARMACY STATUTES AND RULES			
f) USP-NF (IF APPLICABLE)			
29. THE TELEPHONE NUMBER TO THE POISON AND DRUG INFORMATION IS POSTED IN ALL AREAS WHERE MEDICATIONS ARE STORED (16.19.7.12 C NMAC)			
30. A PHARMACIST REVIEWS EMERGENCY DRUG WITHDRAWAL FROM THE PHARMACY AT LEAST EVERY 72 HOURS. (16.19.7.9 B NMAC)			
31. THE PHARMACY REMAINS CLOSED AND LOCKED WHEN THE PHARMACIST IS NOT IN THE HOSPITAL. (16.19.7.9 A NMAC)			
32. ONLY ONE CERTIFIED PHARMACY TECHNICIAN MAY BE ALLOWED IN THE PHARMACY WHEN THE PHARMACIST IS NOT IN THE FACILITY ONLY TO PERFORM CLERICAL DUTIES AND A WRITTEN LOG MAINTAINED OF TECHNICIAN ACTIVITIES WHILE ALONE IN THE PHARMACY (16.19.7.9 H NMAC)			
33. PHARMACIST-IN-CHARGE PROVIDES AND DOCUMENTS IN-SERVICE EDUCATION TO THE FACILITY STAFF (16.19.7.12 A NMAC)			
34. CURRENT LIST SUBMITTED TO BOARD OF PHARMACY OF LICENSED PRACTITIONERS (E.G., INTERN, RESIDENT, STAFF PHYSICIAN, MID-LEVEL PRACTITIONER) WHO ARE AGENTS OR EMPLOYEES OF THE HOSPITAL THAT MAY ORDER CONTROLLED SUBSTANCES UNDER THE DEA REGISTRATION OF THE HOSPITAL (16.19.20.8 NMAC)			
35. ANY SIGNIFICANT LOSSES OF CONTROLLED SUBSTANCES ARE REPORTED TO THE DEA WITHIN 24 HOURS AND 5 DAYS TO THE BOARD OF PHARMACY (16.19.20.36 NMAC)			
36. MEDICATIONS DISPENSED FROM HOSPITAL PHARMACY UPON PATIENT DISCHARGE (16.19.7.17 NMAC)			

**COMMENTS**

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Pharmacist (printed name, signature, title)

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INSPECTED BY

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DATE