

PHARMACY INTERNAL CONTROL QUESTIONNAIRE

LOCATION:

PHARMACY REGULATORY

Objective: Determine if Pharmacy procedures are in compliance with State Board, DEA and the HP Pharmacy Administration policies.

Questions	Yes	No	N/A	Comments
1. Are the State Board and DEA regulations reviewed for compliance periodically? If so, how often and by whom?				
2. Is a qualified pharmacist present in the clinic at all times?				
3. Is preparing and dispensing medications restricted to or reviewed by a qualified pharmacist prior to dispensing?				
4. Is the metric system in use for all medications?				
5. Does the pharmacist or his qualified designee perform and document the inspection of all drugs at the care units? How often?				
6. Does the pharmacy have a current Drug Enforcement Administration license? If so, obtain a copy.				
7. Does the Pharmacy have a current license by the State Board? If so, obtain a copy.				
8. Are prepackaged medications stored in and distributed from the Pharmacy under the supervision of the P.I.C.				
9. Is the admixture of parenteral products (Intravenous drugs) the responsibility of a qualified pharmacist?				

10. Is a suitable area provided within the clinic for manipulation of parenteral products or other products?				
11. Is a laminar airflow hood always used when working with parenteral medications?				
12. Does the clinic have a means of communicating new product information to the nursing and medical staff?				

Inventories (Cont'd)

Questions	Yes	No	N/A	Comments
13. Does the pharmacy department routinely monitor drug regimens for potential drug interactions, interferences or incompatibilities?				
14. Does a pharmacist review the prescriber's original order or a direct copy of the order before the initial does of medication is dispensed?				
15. Does the clinic sell poisons? If so, are all sales of poisons recorded in the poison's register?				
16. When required, can the signature and Drug Enforcement Administration number of all practitioners authorized to use the pharmacy be identified?				
17. Are controlled substances, distributed or received from another clinic, appropriately documented?				
18. Is controlled substance, which are not separately maintained, adequately secured to obstruct their theft or diversion?				
19. Are inventory records and prescriptions for all Schedule II drugs maintained separately?				
20. Are inventory records for all Schedule III - V drugs either separately maintained or in such a form that they are readily retrievable.				
21. Is controlled substance inventory taken on all stock biannually?				
22. Are controlled substance purchase order forms maintained separately for all other records?				
23. Are controlled substance purchase order forms left available for inspection for two (2) years?				

24. Are controlled substance prescriptions only filled when issued by an individual authorized to prescribe controlled substances?

--	--	--	--

Inventories (Cont'd)

Questions	Yes	No	N/A	Comments
25. Are all prescriptions for controlled substances dated as of, and signed on, the day when issued and have the full name and address of the patient, and the name, address and registration number of the practitioner.				
26. Are prescriptions for controlled substances only filled by a pharmacist?				
27. Is refilling of a prescription for a schedule II controlled substance prohibited?				
28. Is the refilling of a prescription for a schedule II controlled substance prohibited?				
29. Is partial filling of a prescription for a schedule II - V controlled substance permissible when the full quantity is not available?				
30. Do pharmacists only dispense schedule III - V controlled substances pursuant to a written prescription or an oral prescription which is put in writing containing all the necessary information except the signature of the prescribing practice?				
31. Is the refilling of a prescription of Schedule III - V controlled substances limited to six months after the issue date of the prescription and no more than five (5) times?				
31. Are all packages dispensed containing Schedule II - V controlled substances appropriately labeled?				
32. Are disposal of controlled substances appropriately documented and reported to the DEA?				
33. Are documents with sensitive patient information destroyed in manure so that information is not accessible to an unauthorized person?				

Discussed with : _____

Date: _____

Conclusion: