

STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
BOARD OF PHARMACY

7 Eagle Square
Concord, NH 03301
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www.oplc.nh.gov/pharmacy



TO: Pharmacist-In-Charge

RE: Preparation for Your Upcoming Pharmacy Inspection

This pre-inspection notice is to advise you that Board of Pharmacy Compliance Inspectors will be inspecting your pharmacy sometime over the next few weeks. This notice is to provide you notice of the **items that must be readily available to Board Inspectors at the start of your inspection:**

1. A printed list of the pharmacy department's hours of operation;
2. The average daily & weekly volume of prescriptions processed at the pharmacy;
3. The email address of the PIC;
4. A list of all pharmacists employed at the pharmacy, along with their NH license #;
5. A list of all *certified* pharmacy technicians employed at the pharmacy, along with their NH registration #;
6. A list of all *registered* pharmacy technicians employed at the pharmacy, along with their NH registration #;
7. A list of all registered pharmacy interns employed at the pharmacy, along with their NH registration #;
8. Provide the pharmacy technician data entry training performed in the last 12 months;
9. Date of the most recent alarm test;
10. Policy for dispensing Narcan/naloxone;
11. Copy of pharmacy's break policy;
12. Sign used for pharmacist breaks;
13. Break counseling log book;
14. Drug recall file;
15. Documentation of patient counseling;
16. Protocol for vaccines; and
17. Evidence of up-to-date pharmacist CPR certification.

Thank you in advance for having these items available to us so your inspection will cause as little disruption to your pharmacy operations as possible.

Board of Pharmacy Compliance Department