

**HOSPITAL PHARMACY
SELF-ASSESSMENT FORM**

INSTRUCTIONS

Each facility preparing parenteral and/or other sterile pharmaceuticals must complete this assessment. The pharmacist-in-charge is responsible for the report and must sign it. The completed report must be available for review by the New Mexico Board of Pharmacy during facility inspections. Regulation cites appear at the beginning of each section. Please review any of these regulations prior to answering if you are unsure of a statement on this assessment report. Comments about specific statements can be recorded on the last page of this report. Please record the statement number with your comment.

FACILITY NAME: _____ DATE: _____

ADDRESS: _____

CITY, ZIP CODE: _____

PHARMACIST-IN-CHARGE: _____ LICENSE NUMBER: _____

PHONE: _____ FAX: _____ E-MAIL: _____

PERSONNEL (Attach separate page if necessary)

PHARMACIST (License number and expiration date)

TECHNICIAN (Registration number and expiration date – if certified, certification number; if not certified, date of registration with BOP)

INTERN (Registration number and expiration date)

LICENSES, REGISTRATIONS

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

FACILITY (16.19.7.9 NMAC)	YES	NO	N/A
1. Does pharmacy personnel prepare sterile pharmaceuticals? (If the answer to this question is "yes", you must complete the sterile products self-assessment form)			
2. Has the pharmacist-in-charge completed the most current version of the Institute of Safe Medication Practices (ISMP) Hospital self-assessment? http://ismp.org/selfassessments/hospitals.asp			
3. For the purpose of withdrawing limited doses of a drug for administration in emergencies when the pharmacy is closed, does hospital staff have access to the pharmacy?			
4. For the purpose of withdrawing limited doses of a drug for administration in emergencies when the pharmacy is closed, is only one designate licensed nurse per shift allowed access to the pharmacy?			
FACILITY – CONTINUED (16.19.7.9 NMAC)	YES	NO	N/A
5. Does a pharmacist conduct a drug regimen review pursuant to a new medication order within 24 hours of the new order?			

6. Is a pharmacist "on call" during all absences from the facility?			
7. Are technicians allowed in the pharmacy when a pharmacist is not in the facility?			
8. If technicians are allowed in the pharmacy when a pharmacist is not in the facility, is more than one technician allowed?			
9. If technicians are allowed in the pharmacy when a pharmacist is not in the facility, do the technicians only perform clerical tasks?			
10. If technicians are allowed in the pharmacy when a pharmacist is not in the facility, is a written log maintained of technician activities while alone in the pharmacy?			
DRUG DISTRIBUTION AND CONTROL (16.19.7.11 NMAC)	YES	NO	N/A
11. Does the medication profile for a patient include the name, strength, quantity, and dosage form of the drug distributed?			
2. Does the medication profile for a patient include the date and amount of unwanted/unused drug returned to the pharmacy stock?			
13. Do floor stock dangerous drug distribution records include the name, strength, dosage form, and quantity of the drug distributed?			
14. Do floor stock dangerous drug distribution records include the date and quantity of unwanted/unused drug returned to the pharmacy stock?			
15. Does the pharmacist-in-charge control the access to automated devices that contain dangerous drugs?			
16. Does the pharmacist-in-charge maintain a current list of all persons that have access to automated pharmacy systems and the limits of that access?			
17. Does the pharmacist-in-charge review the list of persons that have access to automated pharmacy systems at least quarterly?			
18. Is there a procedure that orders for a drug are reviewed and approved by a pharmacist before the drug may be withdrawn from the automated dispensing device?			
DRUG INFORMATION (16.19.7.12 NMAC)	YES	NO	N/A
1. Does the pharmacist-in-charge provide in-service education to the facility staff?			
2. Does the pharmacist-in-charge provide document in-service education to the facility staff?			
3. Does the pharmacy have access to a current edition of a drug interactions text?			
4. Does the pharmacy have access to a current edition of an injectable drug text?			
5. Does the pharmacy have access to a current edition of a general drug information text?			
6. Does the pharmacy have access to current NMBOP laws and regulations?			
7. Is the telephone number on the Poison and Drug Information Center posted in all areas where medications are stored?			
ASSURING RATIONAL DRUG THERAPY (16.19.7.13 NMAC)	YES	NO	N/A
1. Does the pharmacy have a procedure for the review and reporting of significant adverse drug reactions and medication errors?			
2. Are significant adverse drug reactions and medication errors reported to the prescribing practitioner?			
3. Are significant adverse drug reactions and medication errors reported to the appropriate hospital quality assurance committee?			
CONTROLLED SUBSTANCES (16.19.20 NMAC)	YES	NO	N/A
1. Does an individual licensed practitioner (e.g., intern, resident, staff physician, mid-level practitioner) who is an agent or employee of the hospital order controlled substances for administration to patients of the facility, under the controlled substance (DEA) registration of the hospital?			
2. If you answered the above question "yes", is there a current list maintained of practitioners given such authorization and includes the practitioner's full name, date of birth, professional classification and license number, and home and business addresses and phone numbers? If a list is available, attach the list with your pharmacy application.			
3. Are all suspected diversions, in-transit losses or any other unexplained loss of a controlled substance reported to the Board of Pharmacy within five (5) days of becoming aware of that loss?			
4. If any person knows or suspects that a licensee is impaired, does that person report any relevant information either to the Impaired Pharmacist Program or to the Board of Pharmacy?			
SUPPORT PERSONNEL AND PHARMACY TECHNICIANS (16.19.22 NMAC)	YES	NO	N/A
1. Does the ratio of pharmacy technicians to pharmacists on duty exceed 4-1?			
PHARMACIES (16.19.6 NMAC)	YES	NO	N/A
1. Does the hospital pharmacy dispense medications by prescriptions?			
2. If the hospital pharmacy does dispense medications by prescriptions, is the pharmacy also licensed by the NMBOP as a retail pharmacy?			

I certify under penalty of perjury that all questions on this form have been answered truthfully. If you would like to make any written comments about any of the content on this form, please add them on a separate sheet of paper and attach to this form.

Pharmacist-In-Charge (Print name)

Signature

Date