



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Pharmacy

TITLE-SERIES: 15-15

RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: Regulations Governing Pharmay Permits

CITE STATUTORY AUTHORITY: 30-5-7

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) 4252

Section one Passed On 3/6/2020 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

April 9, 2020

This rule shall terminate and have no further force or effect from the following date:

April 09, 2030

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Ryan L Hatfield -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

TITLE 15
LEGISLATIVE RULE
WEST VIRGINIA BOARD OF PHARMACY

SERIES 15
REGULATIONS GOVERNING PHARMACY PERMITS

§15-15-1. General.

- 1.1. Scope. -- Licensure and regulations governing pharmacy permits.
- 1.2. Authority -- W. Va. Code §§ 30-5-7.
- 1.3. Filing date -- April 9, 2020
- 1.4. Effective date -- April 9, 2020
- 1.5. Sunset Date -- This rule shall terminate and have no further force or effect upon April 9, 2030.

§15-15-2. Registration.

2.1. A pharmacy shall obtain a registration from the Board and comply fully with W. Va. Code § 30-5-22 before it may lawfully conduct a pharmacy.

2.2. A pharmacy shall obtain a registration biennially. Not more than one registration may be issued in any one name in more than one location. Every registered pharmacy shall be under the direct charge of a pharmacist, designated the Pharmacist-in-charge, and shall operate in compliance with the state and federal laws and rules and regulations.

2.2.1. The application for a new registration shall be completed on a form prescribed and furnished by the Board

2.2.2. Each pharmacy shall make a separate application and a separate registration shall be issued for each pharmacy.

2.2.3. A pharmacy shall have applicable current references readily available according to practice setting as required by this rule.

2.2.4. An initial application for a pharmacy registration shall be accompanied by a fee of \$150.00.

2.2.5. A pharmacy compounding compounded sterile preparations shall also apply for a compounding permit as required by this rule.

§15-15-3. Issuance of Permit.

3.1. The Board shall issue a registration to conduct a pharmacy to the applicant after a satisfactory inspection of the facility.

3.2. The registration is not transferrable. It is issued on the joint application of the owner and the

pharmacist-in-charge, on the sworn statement that it will be conducted in accordance with the provisions of the federal and state laws, rules and regulations.

3.3. A registration shall be posted in a visibly conspicuous place.

§15-15-4. Renewal of registration.

4.1. The biennial renewal of a registration takes place on the first day of July of each year. The fee for the biennial renewal is \$150.00. Registrations expire on the thirtieth day of June of each calendar year. Renewal applications shall be completed and submitted to the Board office by the fifteenth day of June to allow time for processing. Pharmacies shall have a grace period for renewal until July 31 of the year in which the permit expires; however, renewal applications received in the Board office after June 30 of the year in which the registration expires shall require the payment of a late fee in the amount of \$150.00 in addition to the application fee of \$150.00, for a total amount of \$300.00.

4.2. If a pharmacy does not make application for renewal by the first day of August each year, to renew an expired registration the Board shall re-inspect the pharmacy and the permittee shall pay the required renewal fee and late fee totaling \$300.00 for the registration, and \$300.00 for the re-inspection, for a total amount of \$600.00.

§15-15-5. Surrender of registration.

5.1. When a pharmacist-in-charge changes at a pharmacy, both the pharmacist-in-charge and pharmacy must notify the Board in writing within fourteen (14) days. The original permit should be copied and the change in pharmacist-in-charge written on the original and copy of the permit. The copy of the modified permit shall be posted in the pharmacy. The original modified permit should be surrendered to the Board along with a ten-dollar (\$10.00) fee for the new registration reflecting the new pharmacist-in-charge. Upon receipt of the notification, the Board shall provide for the new registration to the pharmacy. An Interim pharmacist-in-charge may be designated for a period not to exceed sixty (60) days. If an interim pharmacist-in-charge is designated who is not the permanent pharmacist-in-charge, the fee shall not be charged, and a new permit shall not be issued until a permanent pharmacist-in-charge is designated.

5.2. A pharmacy that moves to a new address or a different location within the current building shall apply for a new registration and submit the appropriate fees. The Board shall inspect the facility before a new registration may be issued.

5.3. When a pharmacy changes ownership the registration expires, and a new registration shall be obtained from the Board.

§15-15-6. Security.

6.1. A board approved operating plan shall be implemented if a pharmacy is to be operated for a period less than regular business hours of the entire store or institution.

6.2. A device for the detection of breaking and/or entering shall be installed in each prescription department in each pharmacy. The installation and the device shall be based on accepted burglar alarm industry standards, and are subject to the following conditions:

6.2.1. The device shall be maintained in functioning order and shall have an auxiliary source of power;

6.2.2. Deactivation of the alarm system for the prescription department shall be restricted to the pharmacists working at the pharmacy, and the system shall be activated whenever a pharmacist is not on duty. The pharmacy registration holder may deactivate the system for security or surveillance purposes as long as the reason for the deactivation, the person deactivating the system, and time and date of deactivation are documented and readily retrievable to the Board; and

6.2.3. This subsection does not apply to pharmacies which are open and staffed by pharmacists twenty four (24) hours a day;

6.3. The door keys and alarm activation and de-activation codes to the prescription areas are subject to the following:

6.3.1. Only licensed pharmacists may possess any keys to the prescription area;

6.3.2. During times that an institutional pharmacy may be unattended by a pharmacist, arrangements shall be made in advance by the pharmacist-in-charge for provision of drugs to the medical staff and other authorized personnel and shall ensure that:

6.3.2.a. drugs are properly labels;

6.3.2.b. only prepackaged drugs are available, in amounts sufficient for immediate therapeutic requirements;

6.3.2.c. whenever access to the cabinet occurs, written practitioner's orders and proof-of-use are provided;

6.3.2.d. all drugs in the cabinet are inventoried no less than once per week;

6.3.2.e. a complete audit of all activity concerning the cabinet is conducted no less than once per month; and

6.3.2.f. written policies and procedures are established to implement the patient care provisions of this subdivision.

6.3.3. Whenever any drug is not available from floor supplies or night cabinets, and the drug is required to immediately treat a life-threatening situation of a patient, the drug may be obtained from the pharmacy by a supervisory nurse in accordance with the requirements of this subdivision. The pharmacist-in-charge shall, in conjunction with the appropriate committee of the institution, designate in writing one supervisory nurse in any given eight hour shift who is responsible for obtaining drugs from the pharmacy during any emergency situation. Removal of any drug from the pharmacy by an authorized nurse shall be recorded on a suitable form showing the patient's name, and location within the institution, the name of the drug, its strength and amount, and date and time, and the signature of the nurse. The form shall be left with the container from which the drug was removed and the supervisory nurse shall contact the pharmacist "on call";

6.4. In the absence of a pharmacist, a sign with a minimum of four (4) inch letters shall be prominently displayed stating: "Pharmacy Closed. No Pharmacist On Duty", and the pharmacist shall secure the pharmacy by implementing any barriers and security devices prior to leaving the pharmacy;

6.5. Except as provided in Title 15, Series 14, for central prescription filling, completed prescription orders shall be bagged and kept in the pharmacy and cannot be removed from the pharmacy unless the

pharmacist is present and the removal is for the immediate delivery to the patient, the patient's authorized designee picking up the prescription for the patient, or person delivering the prescription to the patient at his or her residence or other place designated by the patient or the patient's authorized designee. If the patient or the patient's designee is unknown to the pharmacist then his or her identity shall be established by photo identification card;

6.6. Dispensing does not occur until the drug is actually picked up by or delivered to the patient or patient's representative. Completed prescriptions must be picked up at or delivered from the same pharmacy at which they were prepared, except that this subsection does not apply to a mail order pharmacy licensed by the Board, a central fill pharmacy licensed by the Board, or to transfers of prescription drugs by a retail pharmacy to alleviate a temporary shortage; and

6.7. Emergency facilities to provide pharmaceutical services during emergency conditions or natural disasters may be approved by the Board for a period not to exceed 180 days.

§15-15-7. Professional Work Environment

7.1. No pharmacist may work more than 12 hours within a 24 hour period without at least 8 hours off duty in that 24 hours, except in a case of emergency when a pharmacist calls off work, the pharmacist on duty may work more than 12 hours in order to keep the pharmacy open. The pharmacists would have to document and date an amount of time worked beyond the 12 hour limit along with the reason for the extended hours of work and make it available to the Board.

7.2. Any pharmacy dispensing more than 15 prescriptions per hour on average during a day shall have a registered pharmacy technician assisting the pharmacist. The pharmacist-in-charge shall determine the work schedule for pharmacy technicians based upon prior dispensing records. The pharmacist shall ensure adequate staffing levels based on prior dispensing records and patient care tasks.

7.3. The pharmacist on duty or the pharmacy registrant shall notify the pharmacist-in-charge via telephone, e-mail, or text message whenever a prescription error, loss of drugs, or a violation of any statute or rule occurs and the pharmacist-in-charge is not present.

§15-15-8. Notification.

8.1. The violation of any of these rules shall be considered cause for disciplinary action.

8.2. An employer who employs a licensed pharmacist shall notify the Board within fourteen (14) days, in writing, of any discharge or termination of the licensed pharmacist or change of the status of the pharmacist-in-charge.

8.3. A person who employs a licensed pharmacist shall, within three business days from the time of discovery, notify the Board, in writing, of any violations of board rules or laws by the licensed pharmacist.