



California State Board of Pharmacy
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Business, Consumer Services and Housing Agency
 Department of Consumer Affairs
 Gavin Newsom, Governor



AUTOMATED DRUG DELIVERY SYSTEM SELF-ASSESSMENT

Business and Professions Code (BPC) section 4427.7(a) requires that the pharmacy holding an automated drug delivery system (ADDS) license complete an annual self-assessment, performed pursuant to section 1715.1 of Title 16 of the California Code of Regulations, evaluating the pharmacy’s compliance with pharmacy law relating to the use of the ADDS. The assessment shall be performed **before July 1 of every odd-numbered year** by the pharmacist-in-charge of each pharmacy under BPC sections 4029 (Hospital Pharmacy) or 4037 (Pharmacy). The pharmacist-in-charge (PIC) must also complete a self-assessment within 30 days whenever; (1) a new automated drug delivery system permit has been issued, (2) there is a change in the pharmacist-in-charge and becomes the new pharmacist-in-charge of an automated drug delivery system, or (3) there is a change in the licensed location of an automated drug delivery system to a new address. The primary purpose of the self-assessment is to promote compliance through self-examination and education. All information regarding operation, maintenance, compliance, error, omissions, or complaints pertaining to the ADDS shall be included in this Self-Assessment.

All references to Business and Professions Code (BPC) are to Division 2, Chapter 9; California Code of Regulations (CCR) are to Title 16; and Code of Federal Regulations (21 CFR) to Title 21 unless otherwise noted.

The self-assessment must be completed, the signed original readily available and retained in the pharmacy for three (3) years after performed.

Please mark the appropriate box for each item. If “NO”, enter an explanation and timeframe when the deficiency will be completed on the “CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE” lines at the end of the section. If more space is needed, you may add additional sheets.

Pharmacy Name: _____
Address: _____
City: _____
Phone: _____
Fax number: _____
Website: _____
Pharmacy License #: _____
Expiration Date: _____
DEA Registration #: _____
DEA Expiration Date: _____
DEA Inventory Date: _____
Last CS Inventory Reconciliation Date (CCR 1715.65(c)): _____
Pharmacy Hours: M-F: _____ **Saturday** _____ **Sunday** _____
PIC: _____ **RPH#** _____
ADDS License #: _____
ADDS Expiration Date: _____

ADDS Address: _____

City: _____

ADDS Hours: M-F: _____ Saturday _____ Sunday _____

Please explain if the ADDS hours are different than the pharmacy:

Reason for completing self-assessment:

- Performing self-assessment before July 1 of every odd-numbered year. [BPC 4427.7, CCR 1715.1(a)]
- Completing a self-assessment within 30 days when a new ADDS license was issued. [BPC 4427.7, CCR 1715.1(b)(1)]
- Completing a self-assessment within 30 days when there was a change in PIC. [BPC 4427.7, CCR 1715.1(b)(2)]
- Completing a self-assessment within 30 days when there was a change in the licensed location of an ADDS to a new address. [BPC 4427.7, CCR 1715.1(b)(3)]

FOR ALL TYPES OF ADDS: COMPLETE SECTIONS 1, 2 AND 3

SECTION 1: DEFINITIONS/TYPE OF ADDS DEVICE USED

An ADDS – “Automated drug delivery system,” a mechanical system that performs operations or activities other than compounding or administration, relative to storage, dispensing, or distribution of drugs. An ADDS, shall collect, control, and maintain all transaction information to accurately track the movement of drugs into and out of the system for security, accuracy, and accountability. [BPC 4119.11(b)(1), 4017.3(a)]

IDENTIFY THE TYPE OF ADDS DEVICE USED

Yes No N/A

- 1.1. The pharmacy uses an APDS – “Automated PATIENT dispensing system,” an ADDS for storage and dispensing of prescribed drugs directly to the patients pursuant to prior authorization by a pharmacist. [BPC 4119.11(b)(2), 4017.3(c)]
- 1.2 The pharmacy uses an AUDS – “Automated UNIT DOSE system,” an ADDS for the storage and retrieval of unit dose drugs for administration to patient by persons authorized to perform these functions. [BPC 4119.11(b)(3), 4017.3(b)]
- 1.3 The pharmacy uses an AUDS – “Automated UNIT DOSE system,” an ADDS for the storage and retrieval of unit dose drugs for administration and dispensing to patients by a physician in a drug room or hospital emergency room when the pharmacy is closed. [BPC 4427.2(i), 4056, 4068]

SECTION 2: LOCATION OF DEVICES

Yes No N/A

- 2.1 Provides pharmacy services to the patient of **covered entities**, as defined that are eligible for discount drug programs under federal law as specified through the use of an APDS as defined. The APDS need not be at the same location as the underlying operating pharmacy if all the specific conditions are met. "Covered entity" as defined by section 256b of Title 42 of United States Code. [BPC 4119.11(a)]
- 2.2 Provides pharmacy services through an APDS **adjacent to the secured pharmacy area** of the pharmacy holding the ADDS license. [BPC 4427.3(b)(1)]
- 2.3 Provides pharmacy services through an AUDES in **a health facility** licensed pursuant to section 1250 of the Health and Safety Code (HSC) that complies with section 1261.6 of the Health and Safety Code. [BPC 4427.3(b)(2), HSC 1250(a), HSC 1261.6]
- 2.4 Provides pharmacy services through an AUDES in **a clinic** licensed pursuant to section 1204 or 1204.1 of the Health and Safety Code, or section 4180 or 4190 of Business and Professions Code. [BPC 4427.3(b)(3)]
- 2.5 Provides pharmacy services through a **correctional clinic**. [BPC 4187.1, 4427.3(b)(4)]
- 2.6 Provides pharmacy services through a **medical office** or other location where patients are regularly seen for purposes of diagnosis and treatment, and the APDS is only used to dispense dangerous drugs and dangerous devices to patients of the practice. [BPC 4427.3(b)(5), 4427.6(j)]
- 2.7 **AUDES operated by a licensed hospital pharmacy**, as defined in section 4029 of the Business and Professions Code, and is used solely to provide doses administered to patients while in a licensed general acute care hospital facility or a licensed acute psychiatric hospital facility, as defined in subdivision (a) and (b) of section 1250 of the Health and Safety Code, shall be exempt from the requirement of obtaining an ADDS license, if the licensed hospital pharmacy owns or leases the AUDES and owns the dangerous drugs and dangerous devices in the AUDES. The AUDES shall comply with all other requirements for an ADDS in Article 25 of the Business and Professions Code. The licensed hospital pharmacy shall maintain a list of the locations of each AUDES it operates and shall make the list available to the board upon request. [BPC 4427.2(i)]
- 2.8 **AUDES operated by a licensed hospital that contains 100 beds or fewer (Drug Room)**, as defined in section 4056 of the Business and Professions Code, and is used to provide doses administered to patients while in a licensed general acute care hospital and to dispense drugs to outpatients if the physician determines that it is in the best interest of the patient that a particular drug regimen be immediately commenced or continued, and the physician reasonably believes that a pharmacy located outside the hospital is not available and accessible at the time of dispensation to the patient within 30 minutes of the hospital pharmaceutical services or within a 30-mile radius. The quantity dispensed is limited to an amount necessary to maintain uninterrupted therapy and does not exceed a 72-hour supply. [BPC 4056, 4427.2(i)]

Yes No N/A

2.9 **AUDS located in the emergency room operated by a licensed hospital pharmacy**, as defined in subdivisions (a) and (b) of section 4029 of the Business and Professions Code, and is used to provide **doses administered** to patients while in a licensed general acute care hospital facility or a licensed acute psychiatric hospital facility, as defined in subdivisions (a) and (b) of section 1250 of the Health and Safety Code, **and to dispense** to an emergency room patient if: [BPC 4068, 4427.2(i)]

- 2.9.1. The hospital pharmacy is closed and there is no pharmacist available in the hospital.
- 2.9.2. The drug is acquired by the hospital pharmacy.
- 2.9.3. The dispensing information is recorded and provided to the pharmacy when the pharmacy reopens.
- 2.9.4. The hospital pharmacy retains the dispensing information and controlled substances dispensing information is reported to the Department of Justice pursuant to section 11165 of the Health and Safety Code.
- 2.9.5. The prescriber determines it is in the best interest of the patient that a particular drug regimen be immediately commenced or continued and the prescriber reasonably believes a pharmacy located outside the hospital is not available and accessible at the time of dispensing to the patient.
- 2.9.6. The quantity is limited to an amount necessary to maintain uninterrupted therapy, but shall not exceed a 72-hour supply.

Note: Licensure of AUDS operated under these provisions is required. Please refer to FAQs for additional information.

2.10 **A facility licensed in CA with the statutory authority to provide pharmaceutical services.** [BPC 4427.65(a)(1)]

Type of Facility: _____

Statutory authority to provide pharmaceutical services (List code section): _____

2.11 **Jail, youth detention facility, or other correctional facility where drugs are administered within the facility under the authority of the medical director.** [BPC 4427.3(b)(6), BPC 4427.65(a)(2)]

Type of Facility: _____

Statutory authority for type of Facility (List code section): _____

Please Note: An ADDS license is not required for technology, installed **within the secured licensed premises area of a pharmacy**, used in the selecting, counting, packaging, and labeling of dangerous drugs and dangerous devices. [BPC 4427.2(j)]

SECTION 3: GENERAL REQUIREMENTS FOR ALL TYPES OF ADDS

(Answer N/A if licensure not required)

Yes No N/A

- 3.1 The ADDS is installed, leased, owned, or operated in California and is licensed by the board. [BPC 4427.2(a), 4427.4(a)]

- 3.2 The ADDS license was issued to a holder of a current, valid, and active pharmacy license of a pharmacy located and licensed in California. [BPC 4427.2(b)]

- 3.3 Each ADDS has a separate license. [BPC 4427.2(c)]

- 3.4 The licensed ADDS meets the following conditions: [BPC 4427.2(d)]
 - 3.4.1 Use of the ADDS is consistent with legal requirements.
 - 3.4.2 The proposed location for installation of the ADDS meets the requirements of section 4427.3 and the ADDS is secure from access and removal by unauthorized individuals.
 - 3.4.3 The pharmacy’s policies and procedures related to the ADDS include appropriate security measures and monitoring of the inventory to prevent theft and diversion.
 - 3.4.4 The pharmacy’s policy and procedures include provisions for reporting to the board drug losses from the ADDS inventory, as required by law.

- 3.5 A prelicensure inspection was conducted within 30 days of a completed application for the ADDS license at the proposed location(s). [BPC 4427.2(e)]

List date of pre-license inspection:

- 3.6 The pharmacy is aware a relocation of an ADDS shall require a new application for licensure. [BPC 4427.2(e)]

- 3.7. The pharmacy is aware a replacement of an ADDS shall require notification to the board within 30 days. [BPC 4427.2(e)]

- 3.8 The pharmacy is aware the ADDS license will be canceled by operation of law if the underlying pharmacy license is not current, valid, and active. Upon reissuance or reinstatement of the underlying pharmacy license, a new application for an ADDS license is submitted to the board. [BPC 4427.2(f)]

- 3.9 The pharmacy is aware the holder of an ADDS license will advise the board in writing within 30 days if use of an ADDS is discontinued. [BPC 4427.2(g)]

- 3.10 The ADDS license is renewed annually, and the renewal date is the same as the underlying pharmacy license. [BPC 4427.2(h)]

Yes No N/A

- 3.11 The ADDS is placed and operated inside an enclosed building, with a premises address, at a location approved by the board. [BPC 4427.3(a)]

- 3.12 Prior to installation, the pharmacy holding the ADDS license and the location where the ADDS is placed pursuant to subdivision (b) of Business and Professions Code section 4427.3, jointly developed and implemented written policies and procedures to ensure safety, accuracy, accountability, security, patient confidentiality, and maintenance of the ADDS, as well as quality, potency, and purity of the drugs and devices. The policies and procedures are maintained at the location of the ADDS and at the pharmacy holding the ADDS license. [BPC 4427.3(c)]

- 3.13 Each ADDS is operated under the supervision of the pharmacy holding the ADDS license. [BPC 4427.4(b)]

- 3.14 The ADDS is considered an extension and part of the pharmacy holding the ADDS license, regardless of the ADDS location, and is subject to inspection pursuant to BPC section 4008. [BPC 4427.4(c)]

- 3.15 Drugs and devices stored in an ADDS will be deemed part of the inventory and the responsibility of the pharmacy holding the ADDS license, and the drugs and devices dispensed from the ADDS shall be considered to have been dispensed by the pharmacy. [BPC 4427.4(d), 4119.11(a)(3)]

- 3.16 The stocking and restocking of an ADDS is performed by a pharmacist, or by a pharmacy technician or intern pharmacist under the supervision of a pharmacist, except for an ADDS located in a health facility pursuant to HSC 1250, where the stocking and restocking of the ADDS may be performed in compliance with HSC 1261.6. [BPC 4427.4(e)(1)]

- 3.17 Access to the ADDS is controlled and tracked using an identification or password system or biosensor. [BPC 4427.4(e)(2), 4427.65(c)(5)(D), HSC 1261.6(f)(4)]

- 3.18 The ADDS makes a complete and accurate record of all transactions including all users accessing the system and all drugs added to, or removed from, the system. [BPC 4427.4(e)(3), BPC 4427.65(c)(5)(D), BPC 4119.11(f), HSC 1261.6(f)(5)]

- 3.19 Are drugs or devices not immediately transferred into an ADDS upon arrival at the ADDS location stored for no longer than 48 hours in a secured room within the ADDS location approved by the board under section 4427.3 of the Business and Professions Code, and, upon retrieval of the dangerous drugs and devices from the secured storage, is an inventory taken to detect any losses or overages? [BPC 4427.4(f)]

Yes No N/A

- 3.20 Prior to installation, and annually thereafter, the pharmacy holding the ADDS license provides training on the operation and use of the ADDS to the pharmacy personnel and to personnel using the ADDS at the location where the ADDS is placed pursuant to BPC 4427.3(b). [BPC 4427.5]
- 3.21 The pharmacy complies with all recordkeeping and quality assurance requirements established in pharmacy law and regulations, and maintains records within the licensed pharmacy holding the ADDS license and separate from other pharmacy records. [BPC 4427.7(b), BPC 4427.7(b), BPC 4119.11(j)]
- 3.22 The record of quality assurance review, as provided in California Code of Regulation section 1711(e), is immediately retrievable in the pharmacy for at least one year from the date the record was created. [CCR 1711(f)]
- 3.23 The pharmacy will submit to the board any quality assurance record related to the use of a licensed ADDS within 30 days of completion of the quality assurance review. Any facility with an unlicensed ADDS must report the quality assurance review to the board at the time of annual renewal of the pharmacy's license. [CCR 1711(f)]
- 3.24 The Pharmacist-in-Charge of **EACH** ADDS completes a self-assessment of the pharmacy's compliance with federal and state pharmacy law and is performed [CCR 1715.1(a), (b)]:
- Before July 1 of every odd-numbered year.
 - Within 30 days whenever a new ADDS licensed has been issued.
 - Within 30 days when there is a change in PIC.
 - When there is a change in the licensed location of an ADDS to a new address.
- 3.25 The Pharmacist-in-Charge of an ADDS assesses the system's compliance with current laws and regulations by using the components of Form 17M-112 (Rev 12/21) entitled "Automated Drug Delivery System Self-Assessment." [CCR 1715.1(c)]
- 3.26 The PIC responds "yes", "no", or "not applicable" about whether the ADDS is, at the time of the self-assessment, in compliance with laws and regulation that apply to that pharmacy setting. [CCR 1715.1(c)(2)]
- 3.27 For each "no" response, the PIC provides a written corrective action or action plan to come into compliance with the law. [CCR 1715.1(c)(3)]
- 3.28 The PIC initialed each page of the self-assessment with original handwritten initials in ink or digitally signed in compliance with Civil Code Section 1633.2(h) of the self-assessment form. [CCR 1715.1(c)(4)]
- 3.29 The PIC has certified the last page of the self-assessment that they are the PIC, has certified a timeframe within which any deficiency identified within the self-assessment will be corrected,

and has acknowledged all responses are subject to verification by the Board of Pharmacy. The certification is made under penalty of perjury of the laws of the State of California and the information provided in the self-assessment form is true and correct with an original handwritten signature in ink or digitally signed in compliance with Civil Code Section 1633.2(h) on the self-assessment form. [CCR 1715.1(c)(5)]

Yes No N/A

- 3.30 The ADDS owner has certified the final page of the self-assessment that they have read and reviewed the completed self-assessment and acknowledges that failure to correct any deficiency identified in the self-assessment could result in the revocation of the ADDS license issued by the Board. The certification is made under penalty of perjury of the laws of the State of California with an original handwritten signature or digitally signed in compliance with Civil Code Section 1633.2(h) on the self-assessment form. [CCR 1715.1(c)(6)]

- 3.31 Each self-assessment is completed in its entirety and kept on file in the underlying pharmacy for three (3) years after it is performed. The completed, initialed, and signed original is readily available for review during any inspection by the Board. [CCR 1715.1(d)]

- 3.32 Any identified area of noncompliance shall be corrected as specified in the self-assessment. [CCR 1715.1(e)]

- 3.33 The PIC ensures the following: [CCR 1715.65(h)]
 - 3.33.1 All controlled substances added to an ADDS are accounted for.
 - 3.33.2 Access to the ADDS is limited to authorized facility personnel.
 - 3.33.3 An ongoing evaluation of discrepancies or unusual access associated with controlled substances is performed.
 - 3.33.4 Confirmed losses of controlled substance are reported to the board.

- 3.34 The original board-issued ADDS permit and current renewal are posted at the ADDS premise, where they may be clearly read by the public. [BPC 4058]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

CHECK OFF THE TYPE OF ADDS USED BY THE PHARMACY AND COMPLETE THE FOLLOWING SECTION(S) AS IT APPLIES TO THE TYPE OF ADDS THE PHARMACY IS USING.

Please Note: The Pharmacist-in-Charge of the pharmacy and the pharmacy owner of the ADDS shall sign the Certification Acknowledgment on pages 37 and 38 after completing the assessment.

- SECTION 4: APDS used to provide pharmacy service to covered entities and medical professionals contracted with a covered entity.
- SECTION 5:
 - APDS adjacent to the secured pharmacy area (or)
 - APDS located in a Medical Office (or)
 - APDS located where patients are regularly seen for purposes of diagnosis and treatment to only be used for patients of the practice (or)
 - APDS located at a clinic pursuant to HSC 1204, HSC 1204.1, BPC 4180, or BPC 4190.
- SECTION 6: ADDS in a health facility pursuant to HSC 1250(a) through (n) that complies with HSC 1261.6.
- SECTION 7: ADDS operated by a correctional clinic pursuant to BPC 4187.1, 4427.3(b)(6), or 4427.65(a)(2).
- SECTION 8:
 - Hospital Pharmacy: AUDES used for dispensing pursuant to BPC 4068 when the hospital pharmacy is closed and no pharmacist is available.
 - Drug Room: AUDES used for dispensing pursuant to BPC 4056.
- SECTION 9:
 - AUDES through a facility licensed in California with statutory authority to provide pharmaceutical services (or)
 - AUDES through a jail, youth detention facility, or other correctional facility where drugs are administered within the facility under the authority of the medical director pursuant to BPC 4187.1, 4427.3(b)(6), or BPC 4427.65(a)(2).

SECTION 4: APDS USED TO PROVIDE PHARMACY SERVICES TO COVERED ENTITIES AND MEDICAL PROFESSIONALS CONTRACTED WITH A COVERED ENTITY

A. GENERAL REQUIREMENTS

Yes No N/A

- 4.1 A Covered Entity May Contract with Pharmacy to Provide Services. The operating pharmacy providing pharmacy services to the patients of the covered entity, including, unless prohibited by any other law, patients enrolled in the Medi-Cal program, shall be under contract with the covered entity as described in BPC section 4126 to provide those pharmacy services through the use of the APDS. [BPC 4119.11(a)(2)]
- 4.2 Contracts between the covered entities and the pharmacy shall comply with the guidelines published by the Health Resources and Services Administration and are available for inspection by Board during normal business hours. [BPC 4126(a)]
- 4.3 Drugs purchased and received pursuant to section 256b of Title 42 of the United States Code (USC) shall be segregated from the pharmacy's other drug stock by physical or electronic means. [BPC 4126(b)]

Yes No N/A

4.4 All records of acquisition and disposition of these drugs shall be readily retrievable in a form separate from the pharmacy's other records. [BPC 4126(b)]

4.5 The drugs shall be returned to the distributor from which the drugs were obtained if drugs to be dispensed to patient of a covered entity pursuant to section 256b of Title 42 USC cannot be distributed because of a change in circumstances of the covered entity or the pharmacy. [BPC 4126(c)]

4.6 A licensee that participates in a contract to dispense preferentially priced drugs pursuant to this section shall not have both a pharmacy and a wholesaler license. [BPC 4126(d)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

B. UNDERLYING OPERATING PHARMACY

Yes No N/A

4.7 The operating pharmacy has obtained a license from the Board to operate the APDS which includes the address of the APDS location and the identity of the covered entity or affiliated site. [BPC 4119.11(a)(1)]

4.8 A separate license was obtained for each APDS location and has been renewed annually concurrent with the pharmacy license. (Note: The Board may issue a license for operation of an APDS at an address for which the Board has issued another site license.) [BPC 4119.11(a)(1), 4119.11(a)(8), 4107]

4.9 A preclosure inspection of the proposed APDS location was conducted by the Board within 30 days after Board receipt of the APDS application before Board approval. [BPC 4119.11(a)(9)]

Date of Inspection: _____

4.10 The pharmacy will submit a new APDS licensure application for Board approval if the current APDS is relocated. [BPC 4119.11(a)(9)]

4.11 The pharmacy will notify the Board within 30 days of replacement of an APDS or discontinuing an APDS. [BPC 4119.11(a)(9), 4119.11(a)(11)]

4.12 A new APDS licensure application will be submitted if original APDS is cancelled due to the underlying operating pharmacy's permit being cancelled, not current, not valid, or inactive. (Once cancelled, a new APDS license can only be issued if the underlying pharmacy's permit is reissued or reinstated.) [BPC 4119.11(a)(10)]

Yes No N/A

4.13 The pharmacy does not have more than 15 APDS licenses for one underlying operating pharmacy under this section. [BPC 4119.11(d)(10), 4427.6(k)] List of current APDS licenses:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____
- 7. _____ 8. _____
- 9. _____ 10. _____
- 11. _____ 12. _____
- 13. _____ 14. _____
- 15. _____

4.14 The operating pharmacy will maintain the written APDS policies and procedures for 3 years after the last date of use for that APDS. [BPC 4119.11(d)(11), CCR 1713(f)]

4.15 The operating pharmacy of an APDS has completed an biennial Self-Assessment pursuant to CCR 1715.1 or BPC 4427.7(a) evaluating the pharmacy’s compliance with pharmacy law relating to the use of the APDS. [BPC 4119.11(i)]

Date of Last Self-Assessment: _____

Reason: Biennial; New ADDS; Change in PIC; Change in location of ADDS

4.16 The underlying operating pharmacy is solely responsible for: [BPC 4119.11(a)(5), (6)]

- 4.16.1 The security of the APDS. [BPC 4119.11(a)(5)]
- 4.16.2 The operation of the APDS. [BPC 4119.11(a)(5)]
- 4.16.3 The maintenance of the APDS. [BPC 4119.11(a)(5)]
- 4.16.4 The training regarding the operation and use of the APDS for both the pharmacy and covered entity personnel using system. [BPC 4119.11(a)(6)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE: _____

C. PHARMACIST RESPONSIBILITIES

Yes No N/A

- 4.17 The operation of the APDS is under the supervision of a licensed pharmacist acting on behalf of the operating pharmacy. [BPC 4119.11(a)(7)]. Note: The pharmacist need not be physically present at the site of the APDS and may supervise the system electronically.

- 4.18 The pharmacist performs the stocking of the APDS or if the APDS utilizes removable pockets, cards, drawers, similar technology, or unit of use or single dose containers are used, the stocking of the APDS may be done outside of the facility if the following conditions are met: [BPC 4119.11(g)]
 - 4.18.1 A pharmacist, intern pharmacist or pharmacy technician working under the supervision of the pharmacist may place drugs into the removeable pockets, cards, drawers, similar technology, or unit of use or single dose containers. [BPC 4119.11(g)(1)]
 - 4.18.2 Transportation of removeable pockets, cards, drawers or similar technology or unit of use or single dose container between the pharmacy and the facility are in a tamper-evident container. [BPC 4119.11(g)(2)]
 - 4.18.3 There are policies and procedures to ensure the removeable pockets, cards, drawers, similar technology, or unit of use or single dose containers are properly placed into the APDS. [BPC 4119.11(g)(3)]

- 4.19 A pharmacist conducts a monthly review of the APDS including a physical inspection of the drugs contained within, operation, maintenance, and cleanliness of the APDS, and a review of all transaction records in order to verify the security and accountability of the APDS. [BPC 4119.11(h)]

Date of Last Review: _____

- 4.20 The Pharmacist-in-charge of the offsite ADDS/APDS has ensured the following: [CCR 1715.65(h)]
 - 4.20.1 All controlled substances added to the ADDS/APDS are accounted for;
 - 4.20.2 Access to ADDS/APDS is limited to authorized facility personnel;
 - 4.20.3 An ongoing evaluation of discrepancies or unusual access associated with controlled substance is performed; and
 - 4.20.4 Confirmed losses of controlled substances are reported to the Board.

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE: _____

D. DEVICE REQUIREMENTS

Yes No N/A

- 4.21 Access to the APDS is controlled and tracked using an identification or password system or biosensor. Systems tracked via password shall include a camera that records a picture of the individual accessing the APDS and the picture must be maintained for a minimum of 180 days. [BPC 4119.11(e)]
- 4.22 The APDS will collect, control, and maintain all transaction information to accurately track the movement of drugs into and out of APDS. [BPC 4119.11(c)(1)]
- 4.23 The APDS will maintain transaction information in a readily available in downloadable format for review and inspection by authorized individuals for a minimum of 3 years. [BPC 4119.11(c)(2)]
- 4.24 The APDS may dispense medications **DIRECTLY** to the patient if **all** the following are met: [BPC 4119.11(d)]
- 4.24.1 The pharmacy has developed, implemented, and maintained written policies and procedures with respect to all the following and the policies are reviewed annually: [BPC 4119.11(d)(1), CCR 1713(e)]
 - 4.24.1.1 Maintaining the security of the APDS and dangerous drug and devices within the APDS.
 - 4.24.1.2 Determining and applying inclusion criteria regarding which drugs and devices are appropriate for placement in the APDS and for which patients, including when consultation is needed.
 - 4.24.1.3 Ensuring patients are aware that consultation with a pharmacist is available for any prescription medication, including those delivered via APDS.
 - 4.24.1.4 Describing assignment of responsibilities and training of pharmacy personnel, and other personnel using the APDS at that location, regarding maintenance and filling procedures for the APDS.
 - 4.24.1.5 Orienting patients on the use of APDS and notifying patients when expected medications are not available in the APDS. The pharmacy must ensure the use of the APDS does not interfere with the delivery of drugs and devices.
 - 4.24.1.6 Ensuring the delivery of drugs and devices to patients expecting medications from the APDS in the event that the APDS is disabled or malfunctions.

Date of Last Policy Review: _____

- 4.24.2 The APDS may only be used for patients who have signed a written consent demonstrating their informed consent to receive prescribed drugs and devices from the APDS. Attach a copy of the consent form to the back of the self-assessment. [BPC 4119.11(d)(2), CCR 1713(d)(1)]
- 4.24.3 The APDS shall have a means to identify each patient and only release the identified patient's drugs and devices to the patient or the patient's agent. [BPC 4119.11(d)(3), CCR 1713(d)(3)]
- 4.24.4 The pharmacist has performed all clinical services as part of the dispensing process, including, but not limited to, drug utilization review and consultation. [BPC 4119.11(d)(4)]
- 4.24.5 Drugs are dispensed from the APDS only upon authorization from the pharmacist after the pharmacist has reviewed the prescription and the patient's profile for potential contraindications and adverse drug reactions. [BPC 4119.11(d)(5)]
- 4.24.6 The pharmacist shall consult patients for the first time on all prescribed drugs and devices dispensed from the APDS. The consultation shall be provided by a Board-licensed pharmacist via telecommunication link that has two-way audio and video capabilities. [BPC 4119.11(d)(6)]
- 4.24.7 The APDS shall prominently post a notice that provides the name, address and telephone number of the pharmacy [BPC 4119.11(d)(7)]
- 4.24.8 The prescription labels on all drugs dispensed via APDS shall comply with BPC 4076 and CCR 1707.5. [BPC 4119.11(d)(8)]

Yes No N/A

- 4.25 The federal warning label prohibiting transfer of controlled substances is on the prescription container. [21 CFR 290.5]
- 4.26 Prescriptions are dispensed in a new and child-resistant container, or senior-adult ease-of-opening tested container, or in a non-complying package only pursuant to the prescriber or when requested by the purchaser. [15 USC 1473(b), 16 CFR 1700.15, CCR 1717]
- 4.27 Patient package inserts are dispensed with all estrogen medications. [21 CFR 310.515]
- 4.28 The pharmacy provides patients with Black Box Warning Information in conformance with 21 CFR 201.57(c).
- 4.29 Medication guides are provided on required medications. [21 CFR 208.1]
- 4.30 The pharmacy uses the APDS to deliver prescription medications to patients as provided: [CCR 1713(d)]
 - 4.30.1 The pharmacist has determined that each patient using the APDS met the inclusion

criteria for use of the APDS established by the pharmacy prior to the delivery of the prescription medication to the patient.

- 4.30.2 The APDS has a means to identify each patient and only release the patient's prescription medications to the patient or patient's agent.
- 4.30.3 The pharmacy provides an immediate consultation with a pharmacist, either in-person or via telephone, upon the request of a patient.
- 4.30.4 Any incident involving the APDS where a complaint, deliver error, or omission has occurred shall be reviewed as part of the pharmacy's quality assurance program mandated by Business and Professions Code section 4125.

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

E. RECORD KEEPING REQUIREMENTS

Yes No N/A

- 4.31 Any records maintained electronically must be maintained so that the pharmacist-in-charge, or the pharmacist on duty if the pharmacist-in-charge is not on duty, must, at all times during which the licensed premises are open for business, be able to produce a hardcopy and electronic copy of all records of acquisition and disposition or other drug or dispensing-related records maintained electronically. [BPC 4105(d)(1)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

F. POLICIES AND PROCEDURES

Yes No N/A

- 4.32 The pharmacy has developed and implemented written policies and procedures with respect to all the following and the policies are reviewed annually [BPC 4119.11(d)(1), CCR 1713(e)]:
 - 4.32.1 Maintaining the security of the APDS and dangerous drugs within the APDS.
 - 4.32.2 Determine and apply inclusion criteria regarding which drugs, devices are appropriate for placement in the APDS and for which patients, including when consultation is needed.
 - 4.32.3 Ensuring patients are aware that consultation with a pharmacist is available for any prescription medication including those delivered via APDS.

- 4.32.4 Describing assignment of responsibilities and training of pharmacy personnel and other personnel using the APDS at that location regarding maintenance and filling procedures for the APDS.
- 4.32.5 Orienting patients on use of the APDS and notifying patients when expected medications are not available in the APDS. The pharmacy must ensure the use of the APDS does not interfere with the delivery of drugs and devices.
- 4.32.6 Ensuring the delivery of drugs and devices to patients expecting medications from the APDS if the APDS is disabled or malfunctions.

Date of Last Policy Review: _____

Yes No N/A

- 4.33 The pharmacy has policies and procedures for security measures and monitoring of the inventory to prevent theft and diversion. [BPC 4427.2(a)(3)]

- 4.34 The pharmacy reports drug losses as required by law. [BPC 4104, 4427.2(a)(4), CCR 1715.6, 21 CFR 1301.76]

Last Reported Drug Loss: _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

SECTION 5:

- APDS ADJACENT TO THE SECURED PHARMACY AREA**
- APDS LOCATED IN MEDICAL OFFICES**
- APDS A LOCATION WHERE PATIENTS ARE REGULARLY SEEN FOR PURPOSES OF DIAGNOSIS AND TREATMENT TO ONLY BE USED FOR PATIENTS OF THE PRACTICE**
- APDS THROUGH A CLINIC PURSUANT TO HSC 1204 OR 1204.1 OR BPC 4180 OR 4190.**

A. GENERAL REQUIREMENTS

Yes No N/A

- 5.1 The pharmacy maintains the APDS policies and procedures for 3 years after the last date of use for that APDS. [BPC 4427.6(l), CCR 1713(f)]
- 5.2 The pharmacy uses the APDS to deliver prescription medications to patients provided: [CCR 1713(d)]
 - 5.2.1 A pharmacist has determined that each patient using the APDS meets inclusion criteria for use of the APDS established by the pharmacy prior to deliver of prescription medication to the patient.

- 5.2.2 The APDS has a means of identifying each patient and only release that patient's prescription medication to the patient or patient's agent.
- 5.2.3 The pharmacy provides an immediate consultation with a pharmacist, either in-person or via telephone, upon the request of a patient.
- 5.2.4 Any incident involving the APDS where a complaint, delivery error, or omission has occurred shall be reviewed as part of the pharmacy's quality assurance program mandated by Business and Professions Code section 4125.

Yes No N/A

- 5.3 The pharmacy does not have more than 15 APDS licenses for one underlying operating pharmacy under this section. [BPC 4427.6(k)] List of current APDS licenses:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

11. _____ 12. _____

13. _____ 14. _____

15. _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

B. PHARMACIST RESPONSIBILITIES:

Yes No N/A

- 5.4 A pharmacist licensed by the board performs all clinical services conducted as part of the dispensing process, including, but not limited to, drug utilization review and consultation. [BPC 4427.6(d)]
- 5.5 Drugs are dispensed from the APDS only upon authorization from the pharmacist after the pharmacist has reviewed the prescription and the patient's profile for potential contraindications and adverse drug reactions. [BPC 4427.6(e)]

Yes No N/A

5.6 All prescribed drugs and devices dispensed to the patient from the APDS for the first time are accompanied by a consultation conducted by a California licensed pharmacist. The consultation shall be provided by a Board licensed pharmacist via telecommunication link that has two-way audio and video capabilities. [BPC 4427.6(f)]

5.7 The pharmacist-in-charge of the offsite ADDS/APDS has ensured the following: [CCR 1715.65(h)]

- 5.7.1 All controlled substances added to the ADDS/APDS are accounted for;
- 5.7.2 Access to ADDS/APDS is limited to authorized facility personnel;
- 5.7.3 An ongoing evaluation of discrepancies or unusual access associated with controlled substance is performed; and
- 5.7.4 Confirmed losses of controlled substances are reported to the Board.

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

C. DEVICE REQUIREMENTS:

Yes No N/A

5.8 The APDS may only be used for patients who have signed a written consent demonstrating their informed consent to receive prescribed drug and devices from the APDS. Attach a copy of the consent form to the back of the self-assessment. [BPC 4427.6(b)]

5.9 The APDS has a means to identify each patient and only release the identified patient’s drugs and devices to the patient or the patient’s agent. [BPC 4427.6(c)]

5.10 The APDS has a notice, prominently posted on the APDS, which provides the name, address, and phone number of the pharmacy. [BPC 4427.6(g)]

5.11 Any incident involving the APDS where a complaint, error, or omission occurred is reviewed as part of the pharmacy’s quality assurance program pursuant to BPC 4125. [BPC 4427.6(i)]

5.12 If the APDS is located and operated in a medical office or other location where patients are regularly seen for purposes of diagnosis and treatment, the APDS is only used to dispense dangerous drugs and dangerous devices to patients of the practice. [BPC 4427.6(j)]

5.13 The labels on all drugs and devices dispensed by the APDS comply with section 4076 and with section 1707.5 of Title 16 of the California Code of Regulations. [BPC 4427.6(h)]

Yes No N/A

- 5.14 The federal warning label prohibiting transfer of controlled substances is on the prescription container. [21 CFR 290.5]
- 5.15 Prescriptions are dispensed in a new and child-resistant container, or senior-adult ease-of-opening tested container, or in a non-complying package only pursuant to the prescriber or when requested by the purchaser. [15 USC 1473[b], 16 CFR 1700.15, CCR 1717]
- 5.16 Patient package inserts are dispensed with all estrogen medications. [21 CFR 310.515]
- 5.17 The pharmacy provides patients with Black Box Warning Information in conformance with 21 CFR 201.57(c).
- 5.18 Medication guides are provided on required medications. [21 CFR 208.1]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

D. RECORD KEEPING REQUIREMENTS

Yes No N/A

- 5.19 The operating pharmacy will maintain records of acquisition and disposition of dangerous drugs stored in the APDS separate from other pharmacy records. [BPC 4119.11(a)(4)]
- 5.20 Any records maintained electronically must be maintained so that the pharmacist-in-charge, or the pharmacist on duty if the pharmacist-in-charge is not on duty, must, at all times during which the licensed premises are open for business, be able to produce a hardcopy and electronic copy of all records of acquisition and disposition or other drug or dispensing-related records maintained electronically. [BPC 4105(d)(1)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

E. POLICIES AND PROCEDURES

Yes No N/A

- 5.21 The pharmacy has developed and implemented written policies and procedures with respect to all the following and the policies are maintained and reviewed annually: [BPC 4427.6(a), CCR 1713(e)]
 - 5.21.1 Maintaining the security of the APDS and dangerous drug and devices within the APDS.

- 5.21.2 Determining and applying inclusion criteria regarding which drugs and devices are appropriate for placement in the APDS and for which patients.
- 5.21.3 Ensuring patients are aware that consultation with a pharmacist is available for any prescription medication including those delivered via APDS.
- 5.21.4 Describing assignment of responsibilities and training of pharmacy personnel and other personnel using the APDS at that location regarding maintenance and filling procedures for the APDS.
- 5.21.5 Orienting patients on use of APDS and notifying patients when expected medications are not available in the APDS. The pharmacy must ensure the use of the APDS does not interfere with the delivery of drugs and devices.
- 5.21.6 Ensuring the delivery of drugs and devices to patients expecting medications from the APDS in the event the APDS is disabled or malfunctions.

Date of Last Policy Review: _____

Yes No N/A

- 5.22 The pharmacy reports drug losses as required by law. [BPC 4104, 4427.2(a)(4), CCR 1715.6, 21 CFR 1301.76]

Last Reported Drug Loss: _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

SECTION 6: ADDS IN A HEALTH FACILITY PURSUANT TO HSC 1250 THAT COMPLIES WITH HSC 1261.6

A. GENERAL REQUIREMENTS

For purposes of this section, "FACILITY" means any health facility licensed pursuant to subdivisions (a) through (n) of section 1250 of the Health and Safety Code that has an ADDS provided by a pharmacy. [HSC 1250]

For purposes of this section, "PHARMACY SERVICES" means the provision of both routine and emergency drugs and biologicals to meet the needs of the patient, as prescribed by a physician. [HSC 1261.6(a)(3)]

Yes No N/A

- 6.1 The ADDS policies and procedures define access to the ADDS and limits to access to equipment and drugs. [HSC 1261.6(d)(1)]

Yes No N/A

- 6.2 The pharmacy is responsible for review of drugs contained within the ADDS and the operation and maintenance of the ADDS. [HSC 1261.6(h)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

B. PHARMACIST RESPONSIBILITIES:

Yes No N/A

- 6.3 The stocking of the ADDS is performed by a pharmacist, or if the ADDS utilizes removable pockets, cards, drawers, similar technology, or unit of use or single dose containers, the stocking system may be done outside the facility and be delivered to the facility if the following conditions are met: [HSC 1261.6(g)]

- 6.3.1 The task of placing drugs into the removeable pockets, cards, drawers, or unit or use or single dose containers is performed by a pharmacist, or by an intern pharmacist or a pharmacy technician under the direct supervision of a pharmacist. [HSC 1261.6(g)(1)]
- 6.3.2 The removable pockets, cards, drawers, or unit of use or single dose containers are transported between the pharmacy and the facility in a secure tamper-evident container. [HSC 1261.6(g)(2)]
- 6.3.3 The facility, in conjunction with the pharmacy, has developed policies and procedures to ensure that the removable pockets, cards, drawers, or unit of use or single dose containers are properly placed into the ADDS. [HSC 1261.6(g)(3)]

- 6.4 Individualized and specific access to the ADDS is limited to facility and contract personnel authorized by law to administer drugs. [HSC 1261.6(c)]

- 6.5 A pharmacist reviews and approves all orders prior to a drug being removed from the ADDS for administration to a patient. The pharmacist reviews the prescriber's orders and the patient's profile for potential contraindications and adverse drug reactions. [HSC 1261.6(f)(2)]

- 6.6 A Schedule II controlled substance for a patient in a licensed skilled nursing facility or licensed intermediate care facility is dispensed only after the pharmacist has received:

- 6.6.1 An **orally transmitted** prescription for a Schedule II controlled substance from the prescriber and only after the pharmacist reduced the prescription to writing in ink in the handwriting of the pharmacist on a form developed by the pharmacy. The prescription must contain: [HSC 11167.5(a)]
 - 6.6.1.1 The date the prescription was orally transmitted by the prescriber.
 - 6.6.1.2 The name of the person for whom the prescription was authorized.

- 6.6.1.3 The name and address of the licensed skilled nursing facility or licensed intermediate care facility in which the person is the patient.
 - 6.6.1.4 The name and quantity of the controlled substance prescribed.
 - 6.6.1.5 The directions for use, and the name, address, category of the professional licensure, license number, and federal controlled substance registration number of the prescriber.
 - 6.6.1.6 The prescription is endorsed by the pharmacist with the pharmacy's name, license number, and address.
- 6.6.2 Prior to filling a prescription for a Schedule II controlled substance that has been **electronically transmitted**, the pharmacist has produced, signed, and dated a hard copy prescription. The prescription must contain: [HSC 11167.5(a)]
- 6.6.2.1 The date the prescription was electronically transmitted by the prescriber;
 - 6.6.2.2 The name of the person for whom the prescription was authorized;
 - 6.6.2.3 The name and address of the licensed skilled nursing facility or licensed intermediate care facility in which the person is the patient;
 - 6.6.2.4 The name and quantity of the controlled substance prescribed;
 - 6.6.2.5 The directions for use, and the name, address, category of the professional licensure, license number, and federal controlled substance registration number of the prescriber.
 - 6.6.2.6 The prescription is endorsed by the pharmacist with the pharmacy's name, license number, and address.
 - 6.6.2.7 The prescription contains the signature of the person who received the controlled substance for the licensed skilled nursing facility or licensed intermediate care facility.
- 6.6.3 An original Schedule II prescription is written on a form that complies with Health and Safety Code section 11162.1. [HSC 11164(a)]
- 6.6.4 An original Schedule II prescription is written with the "11159.2 exemption" for the terminally ill. [HSC 11159.2]
- 6.6.5 In an emergency where failure to issue the prescription may result in loss of life or intense suffering, a Schedule II controlled substance may be dispensed from a prescription transmitted orally or electronically by a prescriber or written on a form not as specified in HSC 11162.1, subject to the following: [HSC 11167(a)-(c)]
- 6.6.5.1 The order contains all information required by subdivision (a) of Section 11164.

- 6.6.5.2 If the order is written by the prescriber, the prescription is in ink, signed, and dated by the prescriber.
- 6.6.5.3 If the prescription is orally or electronically transmitted, it must be reduced to hard copy.
- 6.6.5.4 The prescriber provides a written prescription on a controlled substance form that meets the requirements of HSC 11162.1 by the seventh day following the transmission of the initial order.
- 6.6.6 An electronic prescription (e-scripts) for controlled substances that is received from the prescriber and meets federal requirements. [21 CFR 1306.08, 21 CFR 1311]

Yes No N/A

- 6.7 The review of the drugs contained within the ADDS and the operation and maintenance of the ADDS is conducted, on a monthly basis, by a pharmacist. The review includes a physical inspection of the ADDS for cleanliness, and a review of all transaction records in order to verify the security and accountability of the system. [HSC 1261.6(h)]

Date of Last Review: _____

- 6.8 The pharmacist-in-charge of the offsite ADDS has ensured the following: [CCR 1715.65(h)]

- 6.8.1 All controlled substances added to the ADDS are accounted for;
- 6.8.2 Access to ADDS is limited to authorized facility personnel;
- 6.8.3 An ongoing evaluation of discrepancies or unusual access associated with controlled substance is performed; and
- 6.8.4 Confirmed losses of controlled substances are reported to the Board.

- 6.9 The pharmacy operating the ADDS has completed an biennial Self-Assessment pursuant to BPC 4427.7(a) evaluating the pharmacy’s compliance with pharmacy law relating to the use of the APDS. [BPC 4427.7(a)]

Date of Last Self-Assessment: _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

C. DEVICE REQUIREMENTS:

Yes No N/A

- 6.10 The stocking and restocking of the ADDS is performed in compliance with section 1261.6 of the Health and Safety Code. [BPC 4427.4(e)(1), HSC 1261(c), (g)]

Yes No N/A

- 6.11 Transaction information from the ADDS will be made readily available in a written format for review and inspection by individuals authorized by law and maintained in the facility for a minimum of three years. [HSC 1261.6(b)]
- 6.12 The information required by BPC section 4076 and HSC 111480 is readily available at the time of drug administration if unit dose packaging or unit of use packaging is used. Unit dose packaging, for purposes of this section, includes blister pack cards. [HSC 1261.6(i)]

When the ADDS is used as an emergency pharmaceutical supplies container, drugs removed from the ADDS are limited to the following [HSC 1261.6(e)]:

Yes No N/A

- 6.13 A new drug order given by a prescriber for a patient of the facility for administration prior to the next scheduled delivery from the pharmacy, or 72 hours, whichever is less. The drug is retrieved only upon the authorization of a pharmacist and after the pharmacist has reviewed the prescriber's order and the patient's profile for potential contraindications and adverse drug reactions. [HSC 1261.6(e)(1)]
- 6.14 Drugs that a prescriber has ordered for a patient on an as-needed basis, if the utilization and retrieval of those drugs are subject to ongoing review by a pharmacist. [HSC 1261.6(e)(2)]
- 6.15 Drugs designed by the patient care policy committee or pharmaceutical service committee of the facility as emergency drugs or acute onset drugs. These drugs are retrieved from the ADDS pursuant to the order of a prescriber for emergency or immediate administration to a patient of the facility and reviewed by a pharmacist within 48 hours. [HSC 1261.6(e)(3)]

When the ADDS is used to provide pharmacy services pursuant to BPC 4017.3, the ADDS is subject to the following requirements [HSC 1261.6(f)]:

Yes No N/A

- 6.16 Drugs removed from the ADDS for administration to a patient are in properly labeled units of administration containers or packages. [HSC 1261.6(f)(1)]
- 6.17 A pharmacist reviews and approves all orders prior to a drug being removed from the ADDS for administration to a patient. The pharmacist reviews the prescriber's orders and the patient's profile for potential contraindications and adverse drug reactions. [HSC 1261.6(f)(2)]
- 6.18 The pharmacy controls access to the drugs stored in the ADDS. [HSC 1261.6(f)(3)]
- 6.19 After the pharmacist reviews the prescriber's order, access by licensed personnel to the ADDS is limited only to drugs ordered by the prescriber and reviewed by the pharmacist and that are specific to the patient. [HSC 1261.6(f)(6)]

Yes No N/A

6.20 When the prescriber’s order requires a dosage variation of the same drug, licensed personnel only have access to the drug ordered for that scheduled time of administration. [HSC 1261.6 (f)(6)]

6.21 If the ADDS allows licensed personnel to have access to multiple drugs and is not patient specific in their design, the ADDS has electronic and mechanical safeguards in place to ensure that the drugs delivered to the patient are specific to that patient. [HSC 1261.6(f)(7)]

Please Note: A skilled nursing facility or intermediate care facility using an ADDS that allows licensed personnel to have access to multiple drugs is required to contact the California Department of Public Health, Licensing, and Certification in writing prior to utilizing this type of ADDS. [HSC 1261.6(f)(7)(A)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

D. RECORD KEEPING REQUIREMENTS

Yes No N/A

6.22 Transaction information from the ADDS will be made readily available in a written format for review and inspection by individuals authorized by law and maintained in the facility for a minimum of three years. [HSC 1261.6(b)]

6.23 Records of inspections completed by the pharmacist are kept for at least three years. [HSC 1261.6(h), 22 CCR 70263(f)(3)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

E. POLICIES AND PROCEDURES

Yes No N/A

6.24 The facility and the pharmacy has developed and implemented written policies and procedures to ensure safety, accuracy, accountability, security, patient confidentiality, and maintenance of the ADDS as well as quality, potency, and purity of the stored drugs and devices. [BPC 4427.3(c), HSC 1261.6(d)(1)]

Yes No N/A

- 6.25 The ADDS policies and procedures define access to the ADDS and limits to access to equipment and drugs. [HSC 1261.6(d)(1)]
- 6.26 All ADDS policies and procedures are maintained at the pharmacy and the location where the ADDS is being used. [HSC 1261.6(d)(2), BPC 4427.3(c)]
- 6.27 The facility, in conjunction with the pharmacy, has developed policies and procedures to ensure that the removable pockets, cards, drawers, or unit of use or single dose containers are properly placed into the ADDS. [HSC 1261.6(g)(3)]
- 6.28 The pharmacy’s policies and procedures include provisions for reporting to the board drug losses from the ADDS inventory, as required by law. [BPC 4104, 4427.2(d)(4), CCR 1715.6, 21 CFR 1301.76]

Last Reported Drug Loss: _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

SECTION 7: ADDS OPERATED BY A CORRECTIONAL CLINIC

A. GENERAL REQUIREMENTS

Yes No N/A

- 7.1 The pharmacy uses an “automated drug delivery system” used in a correctional clinic, meaning a mechanical system controlled remotely by a pharmacist that performs operations or activities, other than compounding or administration, relative to the storage, dispensing, or distribution of prepackaged dangerous drugs or dangerous devices. An automated drug delivery system shall collect, control, and maintain all transaction information to accurately track the movement of drugs into and out of the system for security, accuracy, and accountability. [BPC 4187.5(h)]
- 7.2 The ADDS is located in a “correctional clinic,” a primary care clinic, as referred to in subdivision (b) of section 1206 of the Health and Safety Code, conducted, maintained, or operated by the state to provide health care eligible patients of the Department of Corrections and Rehabilitation. [BPC 4187(a)]
- 7.3 The correctional clinic licensed by the board obtains the drugs from a licensed correctional pharmacy, the Department of Correction and Rehabilitation’s Central Fill Pharmacy, or from another correctional clinic licensed by the board within the same institution for the

administration or dispensing of drugs or devices to patients eligible for care at the correctional facility if under either: [BPC 4187.1(a)]

- The direction of a physician and surgeon, dentist, or other person lawfully authorized to prescribe.
- An approved protocol as identified within the California Correctional Health Care Services Health Care Department Operations Manual. [BPC 4187.2]

Yes No N/A

7.4 The dispensing or administering of drugs in the correctional clinic is performed pursuant to a chart order, as defined in section 4019, a valid prescription consistent with chapter 9 division 2 of the Business and Professions Code, or pursuant to an approved protocol as identified within the California Correctional Health Care Services Health Care Department Operations Manual. [BPC 4187.1(b), 4187.2]

7.5 Medications dispensed to patients that are kept on the patient's person for use shall meet the labeling requirements of section 4076 and all recordkeeping requirements of chapter 9 division 2 of the Business and Professions Code. [BPC 4187.1(b)]

7.6 The correctional clinic keeps records of the kind and amounts of drugs acquired, administered, transferred, and dispensed. The records must be readily available and maintained for a minimum of three years for inspection by all properly authorized personnel. [BPC 4187.1(c)]

7.7 The correctional clinic has obtained a license from the board. [BPC 4187.1(d)(1)]

7.8 A separate license was obtained for each correctional clinic location where an APDS is located and is not to be transferrable. [BPC 4187.1(d)(2)]

7.9 The correctional clinic's location and address is identified by the correctional institution and building within the correctional institution. [BPC 4187.1(d)(3)]

7.10 The correctional clinic will notify the board in advance of any change in the clinic's address on a form furnished by the board. [BPC 4187.1(d)(4)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

B. POLICIES AND PROCEDURES

Yes No N/A

7.11 The policies and procedures to implement the laws and regulations of this article within the correctional clinic was developed and approved by the statewide Correctional Pharmacy and Therapeutics Committee referenced in section 5024.2 of the Penal Code. [BPC 4187.2(a)]

7.12 Prior to the issuance of the correctional clinic license by the board, an acknowledgment of the policies and procedures was signed by the correctional facility pharmacist-in-charge servicing the institution, the pharmacist-in-charge for the California Department of Correction and Rehabilitation’s Central Fill Pharmacy, and the correctional clinic’s chief medical executive, supervising dentist, chief nurse executive, and chief executive officer. [BPC 4187.2(a)]

7.13 The chief executive officer is responsible for the safe, orderly and lawful provision of pharmacy services. [BPC 4187.2(b)(1)]

7.14 The pharmacist-in-charge of the correctional facility shall implement the policies and procedures developed and approved by the statewide Correctional Pharmacy and Therapeutics Committee referenced in section 5042.2 of the Penal Code and the California Correctional Health Care Services Health Care Department Operations Manual in conjunction with the chief executive officer, the chief medical executive, the supervising dentist, and the chief nurse executive. [BPC 4187.2(b)(1)]

7.15 The licensed correctional clinic will notify the board within 30 days of any change in the chief executive officer on a form furnished by the board. [BPC 4187.2(b)(2)]

7.16 Schedule II, III, IV or V controlled substances may be administered by health care staff of the licensed correctional clinic lawfully authorized to administer pursuant to a chart order, as defined in section 4019, a valid prescription consistent with chapter 9 division 2 of the Business and Professions Code, or pursuant to an approved protocol as identified within the California Correctional Health Care Services Health Care Department Operations Manual. [BPC 4187.2, 4187.3]

7.17 The ADDS located in a licensed correctional clinic has implemented the statewide Correctional Pharmacy and Therapeutics Committee’s policies and procedures and the California Correctional Health Care Services Health Care Department Operations Manual to ensure safety, accuracy, accountability, security, patient confidentiality, and maintenance of the quality, potency, and purity of drugs. [BPC 4187.5(a)]

7.18 All policies and procedures are maintained either in an electronic form or paper form at the location where the ADDS is being used. [BPC 4187.5(a)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

C. PHARMACIST RESPONSIBILITIES

Yes No N/A

- 7.19 A correctional facility pharmacist inspects the clinic at least quarterly. [BPC 4187.2(c)]
- 7.20 Drugs removed from the ADDS are removed upon authorization by a pharmacist after the pharmacist has reviewed the prescription and the patient profile for potential contraindications and adverse drug reactions. Where administration of the drug is necessary before a pharmacist has reviewed the prescription and if, in the prescriber’s professional judgment, a delay in therapy may cause patient harm, the medication may be removed from the ADDS and administered or furnished to the patient under the direction of the prescriber. Where the drug is otherwise unavailable, a medication may be removed and administered or furnished to the patient pursuant to an approved protocol as identified within the California Correctional Health Care Services Health Care Department Operations Manual. Any removal of the medication from an ADDS is documented and provided to the correctional pharmacy when it reopens. [BPC 4187.5(b)]
- 7.21 The review is conducted on a monthly basis by a pharmacist and shall include a physical inspection of the drugs in the ADDS, an inspection of the ADDS machine for cleanliness, and a review of all transaction records in order to verify the security and accountability of the system. [BPC 4187.5(e)]

Date of Last Review: _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

D. DEVICE REQUIREMENT

Yes No N/A

- 7.22 Drugs removed from the ADDS are provided to the patient by a health professional licensed pursuant to division 2 of the Business and Professions Code who is lawfully authorized to perform the task. [BPC 4187.5(c)]
- 7.23 The review of the drugs contained within, and the operation and maintenance of, the ADDS shall be the responsibility of the correctional clinic. [BPC 4187.5(e)]
- 7.24 The ADDS is operated by a licensed correctional pharmacy. Any drugs within the ADDS are considered owned by the licensed correctional pharmacy until they are dispensed from the ADDS. [BPC 4187.5(f)]

Yes No N/A

- 7.25 Drugs from the ADDS in the correctional clinic are removed by a person authorized to stock the ADDS, or by a person lawfully authorized to administer or dispense the drugs. [BPC 4187.5(g)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

E. RECORD KEEPING REQUIREMENTS

Yes No N/A

- 7.26 All records of manufacture and of sale, acquisition, receipt, shipment, or disposition of dangerous drugs or dangerous devices, at all times during business hours, are open for inspection by authorized officer of the law and are preserved for at least three years from the date of making. A current inventory is kept by the licensed correctional clinic. [BPC 4081(a)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

SECTION 8:

- DRUG ROOM: AUDS USED FOR DISPENSING PURSUANT TO BPC 4056 (DRUG ROOM) OR**
- HOSPITAL PHARMACY: AUDS USED FOR DISPENSING PURSUANT TO BPC 4068**

Please Note: Hospital pharmacies and drug rooms must also complete Section 6 for ADDS used for administration. This section addresses additional requirements for hospital pharmacies and drug rooms operating an ADDS used for dispensing.

A. GENERAL REQUIREMENTS

Yes No N/A

- 8.1 The licensed drug room does not employ a full-time pharmacist and the AUDS is used for administration and dispensation by a physician to persons registered as inpatients of the hospital, to emergency cases under treatment in the hospital, or to outpatients if the physician determines that it is in the best interest of the patient that a particular drug regimen be immediately commenced or continued, and the physician reasonably believes that a pharmacy located outside the hospital is not available and accessible at the time of dispensation to the patient within 30 minutes of the hospital pharmaceutical services or within a 30-mile radius by means of the method of transportation the patient states they intend to use. The quantity dispensed is limited to the amount necessary to maintain uninterrupted therapy, but shall not exceed a 72-hour supply. [BPC 4056(a), (f)]

Yes No N/A

8.2 Where the prescriber in a hospital emergency room dispenses a dangerous drug, including a controlled substance, from the AUDS to an emergency room patient, the following conditions apply [BPC 4068(a)]:

8.2.1 The hospital pharmacy is closed and there is no pharmacist available in the hospital.

8.2.2 The drugs are acquired by the hospital pharmacy.

8.2.3 The dispensing information is recorded and provided to the pharmacy when the pharmacy reopens.

8.2.4 The hospital pharmacy retains the dispensing information and, if the drug is a schedule II, schedule III, or schedule IV controlled substance, reports the dispensing information to the Department of Justice pursuant to Section 11165 of the Health and Safety Code.

8.2.5 The prescriber determines it is in the best interest of the patient that a particular drug regimen be immediately commenced or continued, and the prescriber reasonable believes that a pharmacy located outside the hospital is not available and accessible at the time of dispensing to the patients.

8.2.6 The quantity dispensed is limited to the amount necessary to maintain uninterrupted therapy when pharmacy services outside the hospital are not readily available or accessible, and shall not exceed a 72-hour supply.

8.2.7 The prescriber ensures that the label on the drug contains all the information required by section 4076.

8.3 The operating pharmacy has obtained a license from the Board to operate the AUDS that is used for administration and dispensing which includes the address of the AUDS location. [BPC 4427.2(i)]

8.4 The prescriber ensures the label on the drug contains all the information required by BPC 4076 and CCR 1707.5.

8.5 The federal warning label prohibiting transfer of controlled substances is on the prescription container. [21 CFR 290.5]

8.6 The prescription drug is dispensed in a new and child-resistant container, or senior-adult ease-of-opening tested container, or in a non-complying package only pursuant to the request of the prescriber or patient. [15 USC 1473(b), 16 CFR 1700.15, CCR 1717]

8.7 The hospital pharmacy or drug room reports the dispensing information of a Schedule II, III or IV controlled substance to the Dept of Justice pursuant to HSC 11165 as soon as reasonably possible, but not more than seven days after the date a controlled substance is dispensed. [BPC 4068(a)(4), HSC 11165(d)]

8.8 Patient package inserts are dispensed with all estrogen medications. [21 CFR 310.515]

Yes No N/A

8.9 The hospital has written policies and procedures to ensure each patient receives information regarding each drug given at the time of discharge or dispensed from a prescriber from a drug room, including the use and storage of each drug, the precautions and relevant warnings, and the importance of compliance with directions. [BPC 4074(e)]

8.10 Medication guides are provided on required medications. [21 CFR 208.1]

8.11 Black box warning information is in conformance with 21 CFR 201.57(c).

8.12 Whenever an opioid prescription drug is dispensed to a patient for outpatient use, the pharmacy or practitioner dispensing the drug prominently displays on the label or container, by means of a flag or other notification mechanism attached to the container, a notice that states, "Caution: Opioid. Risk of overdose and addiction." [BPC 4076.7]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

SECTION 9 – ADDS THROUGH A FACILITY LICENSED IN CALIFORNIA WITH STATUTORY AUTHORITY TO PROVIDE PHARMACEUTICAL SERVICES (OR) ADDS THROUGH A JAIL, YOUTH DETENTION FACILITY, OR OTHER CORRECTIONAL FACILITY WHERE DRUGS ARE ADMINISTERED WITH THE FACILITY UNDER THE AUTHORITY OF THE MEDICAL DIRECTOR.

A. GENERAL REQUIREMENTS

Yes No N/A

9.1 Review of the drugs contained within, and the operation and maintenance of, the ADDS is done in accordance with law and is the responsibility of the pharmacy. A pharmacist conducts the review on a monthly basis, which includes a physical inspection of the drugs in the ADDS, an inspection of the ADDS for cleanliness, and a review of all transaction records in order to verify the security and accountability of the ADDS. [BPC 4427.65(c)(7)]

Date of Last Review: _____

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

B. PHARMACIST RESPONSIBILITIES:

Yes No N/A

9.2 The stocking of an ADDS is performed by a pharmacist. If the ADDS utilizes removable pockets, cards, drawers, similar technology, or unit of use or single dose containers, as defined by the United States Pharmacopoeia, the stocking system may be done outside of the facility and be delivered to the facility, if all the following conditions are met: [BPC 4427.65(c)(6)]

- 9.2.1 The task of placing drugs into the removable pockets, cards, drawers, or unit of use or single dose containers is performed by a pharmacist, or by an intern pharmacist or a pharmacy technician working under the direct supervision of a pharmacist.
- 9.2.2 The removable pockets, cards, drawers, or unit of use or single dose containers are transported between the pharmacy and the facility in a secure tamper-evident container.
- 9.2.3 The facility, in conjunction with the pharmacy, has developed policies and procedures to ensure that the removable pockets, cards, drawers, or unit of use or single dose containers are properly placed into the ADDS.

9.3 The pharmacist-in-charge of a pharmacy servicing an onsite or offsite ADDS ensures the following: [CCR 1715.65(h)]

- 9.3.1 All controlled substances added to an ADDS are accounted for.
- 9.3.2 Access to the ADDS is limited to authorized facility personnel.
- 9.3.3 An ongoing evaluation of discrepancies or unusual access associated with controlled substances is performed.
- 9.3.4 Confirmed losses of controlled substances are reported to the board.

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

C. DEVICE REQUIREMENTS:

Yes No N/A

9.4 Individualized and specific access to the ADDS is limited to facility and contract personnel authorized by law to administer drugs. [BPC 4427.65(c)(2)]

When the ADDS is used as an emergency pharmaceutical supplies container, drugs removed from the ADDS are limited to the following [BPC 4427.65(c)(4)]:

Yes No N/A

9.5 A new drug order given by a prescriber for a patient of the facility for administration prior to the next scheduled delivery from the pharmacy, or 72 hours, whichever is less. The drugs are retrieved only upon authorization by a pharmacist and after the pharmacist has reviewed the

prescriber's order and the patient's profile for potential contraindications and adverse drug reactions. [BPC 4427.65(c)(4)(A)]

Yes No N/A

- 9.6 Drugs that a prescriber has ordered for the patient on an as-needed basis, if the utilization and retrieval of the drugs are subject to ongoing review by the pharmacist. [BPC 4427.65(c)(4)(B)]

- 9.7 Drugs designed by the patient care policy committee or pharmaceutical service committee of the facility as emergency drugs or acute onset drugs. These drugs may be retrieved from the ADDS pursuant to the order of the prescriber for emergency or immediate administration to the patient of the facility. Within 48 hours after retrieval, the case is reviewed by the pharmacist. [BPC 4427.65(c)(4)(C)]

When the ADDS is used to provide pharmacy services pursuant to BPC 4017.3, the ADDS is subject to the following requirements [BPC 4427.65(c)(5)]:

Yes No N/A

- 9.8 The drugs removed from the ADDS for administration to a patient are in properly labeled units of administration containers or packages. [BPC 4427.65(c)(5)(A)]

- 9.9 The pharmacist reviewed and approved all orders prior to a drug being removed from the ADDS for administration to the patient. The pharmacist reviewed the prescriber's order and the patient's profile for potential contraindications and adverse drug reactions. [BPC 4427.65(c)(5)(B)]

- 9.10 The pharmacy providing services to the facility controls the access to the drugs stored in the ADDS. [BPC 4427.65(c)(5)(C)]

- 9.11 After the pharmacist reviews the prescriber's order, access by licensed personnel to the ADDS is limited only to drugs ordered by the prescriber and reviewed by the pharmacist and that are specific to the patient. When the prescriber's order requires a dosage variation of the same drug, licensed personnel has access to the drug ordered for that scheduled time of administration. [BPC 4427.65(c)(5)(F)]

- 9.12 ADDS that allow licensed personnel to have access to multiple drugs and are not patient specific in their design, shall be allowed if the ADDS has electronic and mechanical safeguards in place to ensure the drugs delivered to the patient are specific to the patient. [BPC 4427.65(c)(5)(G)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

D. RECORD KEEPING REQUIREMENTS

Yes No N/A

- 9.13 Transaction information shall be made readily available in a written format for review and inspection by individuals authorized by law and are maintained in the facility for a minimum of three years. [BPC 4427.65(c)(1)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

E. POLICIES AND PROCEDURES

Yes No N/A

- 9.14 The pharmacy operating the AUDES shall develop and implement, and review annually, the written policies and procedures pertaining to the ADDS. [BPC 4427.65(b)]

- 9.15 The facility and the pharmacy has developed and implemented written policies and procedures to ensure safety, accuracy, accountability, security, patient confidentiality, and maintenance of the quality, potency, and purity of stored drugs. The policies and procedures define access to the ADDS and limits to access to equipment and drugs. [BPC 4427.5(c)(3)(A)]

- 9.16 All policies and procedures are maintained at the pharmacy operating the ADDS and the location where the ADDS is being used. [BPC 4427.5(c)(3)(B)]

CORRECTIVE ACTION OR ACTION PLAN AND COMPLETION DATE _____

CERTIFICATION ACKNOWLEDGMENT

PHARMACIST-IN-CHARGE CERTIFICATION:

I, (please print) _____, RPH # _____ hereby certify that I have completed the self-assessment of this automated drug delivery system of which I am the pharmacist-in-charge. Any deficiency identified herein will be corrected. I understand that all responses are subject to verification by the Board of Pharmacy. I further state under penalty of perjury of the laws of the State of California that the information that I have provided in this self- assessment form is true and correct.

Signature _____ Date _____
(Pharmacist-in-Charge)

ACKNOWLEDGEMENT BY OWNER OF ADDS:

I, (please print) _____, hereby certify under penalty of perjury of the laws of the State of California that I have read and reviewed this completed self-assessment. I understand that failure to correct any deficiency identified in this self-assessment could result in the revocation of the pharmacy’s license issued by the California State Board of Pharmacy.

Signature _____ Date _____

CERTIFICATION OF COMPLETED ACTION PLAN

PHARMACIST-IN-CHARGE CERTIFICATION:

I, (please print) _____, RPH # _____ hereby certify that I have completed deficiencies identified in the self-assessment of this automated drug delivery system of which I am the pharmacist-in-charge. I understand that all responses are subject to verification by the Board of Pharmacy. I further state under penalty of perjury of the laws of the State of California that the information that I have provided in this self- assessment form is true and correct.

Signature _____ Date _____
(Pharmacist-in-Charge)

ACKNOWLEDGEMENT BY OWNER OF ADDS:

I, (please print) _____, hereby certify under penalty of perjury of the laws of the State of California that I have read and reviewed this completed self-assessment. I understand that failure to correct any deficiency identified in this self-assessment could result in the revocation of the pharmacy’s license issued by the California State Board of Pharmacy.

Signature _____ Date _____