

Pharmacy Daily Opening Checklist

Daily Operations | US

PHARMACY / DEA #	DATE ____ / ____ / ____	PHARMACIST ON DUTY
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CONTROLLED SUBSTANCES (DEA)

- CII safe opened and inspected
- Schedule II perpetual inventory matches log
DEA 21 CFR 1304 — maintain accurate records
- Schedule III-V spot count completed
- Any discrepancies found No discrepancies Discrepancy — reported to PIC
- Controlled substance log signed

Verifying pharmacist (RPh) _____

REFRIGERATION & VACCINE STORAGE

- Vaccine refrigerator temperature _____ °F 36–46°F
- Vaccine freezer temperature (if applicable) _____ °F -58 to +5°F
- Medication refrigerator temperature _____ °F 36–46°F
- Digital data logger min/max reviewed
CDC Vaccine Storage & Handling Toolkit requirement
 - No temperature excursions overnight
If excursion: quarantine stock, contact manufacturer

DISPENSING SYSTEMS

- Pharmacy software logged in and online
- Label printer working, labels loaded
- Barcode scanner functioning
- Automated dispensing cabinet (if fitted)
- Prescription baskets / will-call bins clear
- Will-call shelf organised by pickup date

STOCK & EXPIRY

- Short-dated items checked (next 30 days)
- Expired stock removed from shelves
- Wholesaler delivery received and verified
- Critical stock shortages noted
- OTC display shelves tidy and stocked
- FDA recall notices reviewed and actioned

CONSULTATION & PATIENT AREA

- Consultation room clean and private
HIPAA — ensure patient privacy for counseling
- Immunization supplies ready (if applicable)
- Waiting area clean, seating available
- Patient-facing screens on and updated

SIGN-OFF

 Pharmacy ready to open Yes No — issues to resolve

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Notes

Pharmacist-in-Charge signature

Notes

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