



## COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

### Mangum Regional Medical Center

TITLE		POLICY	
<b>Controlled Drug Substances Distribution and Control</b>		<b>DRM-016</b>	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
<b>Drug Room</b>	<b>10-1-2020</b>	<b>10-1-2020</b>	
DEPARTMENT	REFERENCE		
<b>Drug Room</b>	<b>Oklahoma Pharmacy Law Book</b>		

### SCOPE

This policy applies to the controlled drug substances distribution and control measures at MANGUM REGIONAL MEDICAL CENTER.

### PURPOSE

The hospital drug room will adhere to controlled drug substances distribution and control measures as outlined by the Oklahoma Bureau of Dangerous Drugs and Narcotics (OBN), Drug Enforcement Administration (DEA), and the Oklahoma State Board of Pharmacy.

### DEFINITIONS

Controlled drug substance (CDS): Any medication designated by the DEA as a Class I – V scheduled medication.

### POLICY

All controlled drug substances will be monitored and distributed by the Drug Room Supervisor (DRS) and the Pharmacist in Charge (PIC). Measures shall be taken to ensure security and safety of these drugs. Adequate records shall be kept to account for these drugs and any others that the PIC deems necessary.

### PROCEDURE

Procurement:

1. CDS may be ordered by the Drug Room Supervisor (DRS), PIC, or Drug Room Staff. All individuals must be designated as a Power of Attorney by the hospital administrator.
2. All Schedule III, IV, and V CDS can be ordered electronically via the pharmacy wholesaler's website.
3. All Schedule II CDS can be ordered by an authorized person using CSOS or DEA Form 222. A complete listing of all DEA 222 Forms will be maintained using a log book by the

DRS, and all DEA 222 Forms will be stored in a designated locked CDS cabinet in the hospital drug room.

Receiving:

- a. The DRS, PIC, or Drug Room Staff will document all CDS in a perpetual inventory log book upon receipt from the hospital drug room wholesaler.
- b. The perpetual inventory is maintained on paper forms.
  - a. The invoice number or the DEA 222 Form number will be entered along with the quantity received for all CIIIs.
  - b. The invoice number will be entered along with the quantity received for all CIII-Vs.
- c. The CDS received will be checked against the invoice (and DEA 222 Form if the drug is a CII).
  - a. For CIII-V CDS, the DRS and PIC will initial the invoice which will be placed in the CIII-V invoice file.
  - b. For CII CDS, the DRS and PIC will initial the DEA 222 Form and the invoice and staple them together prior to placing them in the CII invoice file.
    - i. All lines on the DEA 222 Form must be completed with the date and quantity received.
- d. All CII-V CDS stored in the hospital Drug Room will be kept in a locked cabinet, and according to manufacturers' recommended storage requirements.
- e. Copies of all CDS purchase invoices will be stored in the hospital Drug Room.
- f. The hospital Drug Room pharmacy wholesaler will be contacted immediately for any discrepancies between the CDS ordered, received, and invoiced.

Distribution:

1. CDS can be removed from the designated narcotic cabinet in the hospital Drug Room by the DRS, CCO, or PIC and distributed to patient care area(s).
2. The Perpetual Narcotic Log Book will be updated to document the quantity of medication removed from the Drug Room, initials of the individual removing the medication from the Drug Room, date, time and where the medication is being distributed to (e.g., med cart room)
3. The CDS in patient care area(s) will be secured in the med cart room.

Administration:

1. Narcotic Administration Sheets will be made for each day and counts confirmed by nursing personnel twice a day.
2. These sheets will include brand and generic name of each drug, strength, quantity, and sheet number.
3. When a CD is administered to a patient, the patient's name, dose given, dose wasted (if applicable), date, time, ordering provider, and nurse's signature will be recorded on this sheet.
4. If a medication is wasted or spoiled, it shall be recorded and witnessed by another licensed nurse and both signatures will be documented on the sheet to show a witness verified the medication was wasted.

**Count:**

1. CDS stored in the designated narcotic cabinet in the hospital Drug Room shall be counted monthly by the DRS and PIC for quality control measures.
2. The CDS stored in patient care area(s) are counted every shift by nursing staff to assure accuracy.

**Outdates**

1. CDS shall be checked monthly by the DRS or PIC for outdates.
2. If outdated CDS are found, they will be removed from patient care area(s).
  - a. Outdated CDS will be temporarily stored in the locked narcotic cabinet in the hospital Drug Room.
  - b. Outdated CDS will be logged in the Perpetual Narcotic Log by the DRS or PIC.
3. A reverse distributor company representative will process and submit for credit outdated CDS every quarter or more often as needed.

**REFERENCES**

Oklahoma Pharmacy Law Book

**ATTACHMENTS**

N/A

**REVISIONS/UPDATES**

<b>Date</b>	<b>Brief Description of Revision/Change</b>