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**Owner:** Linda Ator: RN/DON CAH  
**Policy Area:** Pharmacy - Procedures  
**References:** C-0276

## Pharmacy Inventory of Controlled Substances

### PURPOSE:

- Controlled drugs will be accounted for in accordance with state and federal laws, rules and regulations. Controlled drugs include:
  - Drugs listed in current Federal drug abuse prevention and control acts
  - Drugs designated by regulations of Montana

### RESPONSIBILITIES:

- Pharmacist in Charge (PIC), Nursing

### PROCEDURE:

1. Inventory:
  - a. A perpetual inventory of all Schedule II thru V medications will be kept of drugs stored in the pharmacy.
  - b. A designated staff member and the Critical Access Hospital/Director of Nursing (CAH/DON) will conduct a blind inventory count of all Schedule II thru V medications in the facility pharmacy monthly.
  - c. All discrepancies that cannot be resolved will be documented and submitted to the DEA annually. If theft or diversion is suspected, the PIC will be notified and the loss must be reported to the DEA via Form 106. See procedure for "Reporting Abuses and Losses of Controlled Substances."
  - d. A biennial inventory of all scheduled medications will be conducted in accordance with federal law. Next inventory is due May 1, 2017.
2. Controlled Substance Dispense:
  - a. A controlled substance dispenses by individual report for the facility pharmacy and automated dispensing units will be generated monthly. A designated staff member and the CAH/DON will review this report for irregularities. For example:
    - i. Individuals dispensing narcotics directly from the facility pharmacy that cannot be verified as administered in the Electronic Health Record (E.H.R.).
    - ii. Facility pharmacy dispenses that are not loaded into an automated dispensing unit.

All revision dates:

5/4/2016

### Attachments:

No Attachments

## Approval Signatures

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<b>Approver</b>	<b>Date</b>
Marv Eberling: Pharmacist In Charge	5/4/2016
Kathy Tangedal: RN/Director of Quality	5/4/2016
Linda Ator: RN/DON CAH	4/27/2016