



Purpose: To insure that controlled drug administration and documentation shall comply with all applicable legal standards.

Guidelines: Medical/Surgical, Emergency Department, PACU and OR:

1. A secure storage area will be provided which prevents drug access or tampering when the department is closed or drugs are not in use.
2. Medications are removed from the Med Station by selecting the “Remove Medication” option from the main menu. The user must remove only those medications that were ordered for the patient. Removal of medications not ordered for the patient will result in inventory discrepancies and require investigation.
3. Prior to removal of the medication the user will be asked to verify the inventory count. The number of medications counted is those medications in the drawer prior to removing the needed dose. If the count on the Med Station screen is not the same as the count found in the pocket, the nurse can remove the needed dose, at which time a discrepancy is created at the Med Station. The nurse will address the discrepancy and work to identify the nurse, date and time of prior access that the discrepancy occurred and take steps to reconcile the discrepancy.
4. All packaging will be maintained in a tamper-proof status. Doses of medication which are removed from tamper packaging but not administered will be wasted with a witness. If it is discovered that the packaging of a medication has been tampered with, a help chain alert will be completed detailing the specifics of the discovery. Any medication deemed to be tampered with shall be bagged and sealed by two nurses and secured until the incident investigation is completed by the CCO and the pharmacist in charge.
5. Inventory audits:
 - a. ACS: The process will be completed at each station, Med/Surg and ED, by the oncoming and outgoing house supervisors or their designee each Monday and Thursday at the 0700 shift change. When a discrepancy cannot be corrected, the Acute Care Nursing Manager will be contacted who will contact Pharmacy and initiate a help chain alert.
 - b. Peri-operative Services: The process will be completed on each station, OR, Endo, and PACU, by two (2) RNs twice a week. When a discrepancy cannot be corrected, the Surgery Manager will be contacted who will contact Pharmacy and initiate a help chain alert
6. Controlled drug activities carried out through the Pyxis system will be handled as specified in the “Automated Medication Dispensing Machine Operation” policy (*linked to this policy in BPM*). Documentation of those activities will be done through the Pyxis recording and reporting system in the nursing EMR documentation.