

HIGH POINTE HOUSE E-KIT DELIVERY NARCOTIC COUNT TRACER

#	AREA	YES	NO	STAFF RESPONSE	COMMENTS
1	Both nurses verify the E-Kit has not been opened by verifying a red/green lock is in place.				
2	The red lock is removed and the E-Kit is opened.				
3	Controlled substances are counted using the Long Term Pharmacy form confirming correct count.				
4	The lock is replaced with a green color numbered lock.				
5	Both nurses sign the Long Term Pharmacy form confirming correct count and document the number on the green lock.				
6	Above procedure for taking medication out for a patient.				
7	Counting in refill medication delivery from pharmacy and adding to the E-kit.				
8	Follow procedure for accepting medication from pharmacy delivery driver (controlled medication tracking).				
9	Add the narcotics into E-Kit and count after replenishment. Both nurses sign the Long Term Pharmacy form confirming correct count				
10	The lock is replaced with a green numbered lock.				
11	Both nurses sign the Long Term Pharmacy form confirming correct count and document the number on the lock.				
12	Inform Team Leader or Director of any discrepancies.				

DATE: _____ **TIME:** _____ **OBSERVER:** _____

STAFF OBSERVED: _____

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