HOME HEALTH FOUNDATION HIGH POINTE HOUSE NARCOTIC COUNT

EMPLOYEE	STAFF POSITION	Date

Disciplines Involved: All High Pointe House Hospice Nurses.

Performance Criteria		* <u>M</u>	Skill met (M) or								
		$(\sqrt{\text{all that apply}})$									
		1	2 3	4	5	6	7	8	9	10	unmet (U)
Verbalizes controlled substances are accounted for any time medication drawer keys are				X							
exchanged between staff members, delivery of controlled substances and when the E-Kit is											
initially opened.											
Demonstrates two nurses perform the narcotic count.			X								
Demonstrates the oncoming nurse controls the keys until the narcotic count is completed.			X								
Demonstrates each patient drawer is unlocked, opened and the controlled substances are			X								
counted by both nurses.											
Demonstrates/verbalizes each controlled substance is identified using a "Controlled Substances			X	X							
Count Sheet" and the remaining amount of pills, liquid in syringes and patches are counted and											
recorded using this form.											
Demonstrates two nurses performing the narcotic count as evidenced by: Nurse A begins			X								
verbalizing from the Controlled Substance count sheet- name of patient, drug, concentration											
and expiration. Nurse B (oncoming nurse) picks up actual medication and verbalizes name of											
patient, drug, concentration and expiration.											
The oncoming nurse would confirm the medication name, concentration, amount left and			X	X							
expirations as needed.											
Verbalizes liquid controlled substances are considered to have an "adjustment amount" of .2ml				X							
and any discrepancy above .2ml will be reported to the High Pointe House Manager and/or the											
Administrator on Call.											
Demonstrates once the count is completed and verified, both nurses sign in the signature			X								
column of the "Controlled Substances Count Sheet."											
Demonstrates/verbalizes refrigerated controlled substances are also counted and recorded on			X	X							
the "Controlled Substances Count Sheet."											
Verbalizes at time of patient death the controlled substances are counted by two nurses and				X							
observed disposal takes place using a mixture of water and cat litter and the count is											
documented using the "Controlled Substances Count Sheet."											
Verbalizes that the count takes place with the e-kit when the e-kit is initially opened and that				X							
unopened e-kits have a lock in place.				_							
Demonstrates/verbalizes that once the e-kit lock is opened the controlled substances are			X	X							
counted using the Long Term Pharmacy form which is included in the kit, the controlled											
substances are counted and the lock is replaced with a numbered lock, both nurses sign (initials											

then sign on the signature area). The I document the number on the lock.	ong Term Pharm	acy form confirm	ing correct cou	ınt and												
Summary Assessment Findings: Knowledge/skill level satisfactory Knowledge/skill level needs improvement Specify plan to promote level of competency				*Method of Assessment Legend 1) Review credentials/experience 2) Review Cont. Ed./In-services 3) Observation of Performance 4) Verbal Review 5) Record Review					6) Post Test 7) Team Mts./Case 8) Yearly Performance 9) Review of Self Study 10) Other (specify)							
Competency reevaluation in:6mo		other														
Employee's Signature:		Date														
Evaluator's Signature:		Date														