

HIGH POINTE HOUSE NARCOTIC COUNT TRACER

#	AREA	YES	NO	STAFF RESPONSE	COMMENTS
1	Verbalizes controlled substances are accounted for any time medication drawer keys are exchanged between staff members, delivery of controlled substances and when the E-Kit is initially opened.				
2	Two nurses perform the narcotic count.				
3	The oncoming nurse controls the keys until the narcotic count is completed.				
4	Each patient drawer is unlocked, opened and the controlled substances are counted by both nurses.				
5	Each controlled substance is identified using a "Controlled Substances Count Sheet" and the remaining amount of pills, liquid in syringes and patches are counted and recorded using this form.				
6	Nurse A begins 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.				
7	Controlled substance count sheet only contains the patient's name, room number. Medication name, and concentration. It does not have the current frequency, current dose or expiration unless its' CADD cassette or the medication id noted to be expiring soon. The oncoming nurse confirms the medication name, concentration, amount left and				
8	Verbalizes liquid controlled substances are considered to have an "adjustment amount" of 0.2ml and any discrepancy above 0.2ml will be reported to the High Pointe House Manager and/or the Administrator on Call.				
9	Once the count is completed and verified, both nurses sign in the signature column of the "Controlled Substances Count Sheet."				
10	Refrigerated controlled substances are also counted and recorded on the "Controlled Substances Count Sheet."				
11	Verbalizes at time of patient death the controlled substances are counted by two nurses and observed disposal takes place using a mixture of water and cat litter and the count is documented using the "Controlled Substances Count Sheet."				
12	Verbalizes that the count takes place with the e-kit when the e-kit is initially opened and that unopened e-kits have a lock in place.				

13	Verbalizes that once the e-kit lock is opened the controlled substances are 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 Long Term Pharmacy form confirming correct count and document the number on the lock.				
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DATE: _____ **TIME:** _____ **OBSERVER:** _____

STAFF OBSERVED: _____

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