

Hospital

Policy/Procedure Title	Controlled Substances – Discrepancy Resolution/ user activity	Manual Location	Pharmacy		
Policy/Procedure #		Effective		Page	
Department Generating Policy	Pharmacy				
Affected Departments					
Prepared By	Susan Newton	Date/Title	7/2/08		
Dept / Committee Approval (If Applicable)		Date/Title			
Dept / Committee Approval (If Applicable)		Date/Title			
Dept / Committee Approval (If Applicable)		Date/Title			
Medical Staff Approval (If Applicable)		Date/Title			
Board Approval (If Applicable)		Date/Title			

I. POLICY:

All controlled substance discrepancies must be immediately resolved and any potential losses or thefts must be reported in compliance with federal, state, and local statutes.

II. PROCEDURE:

All Hospital areas with narcotics will perform daily counts. The evening and day shift performing the count are not allowed to leave until all narcotic discrepancies are resolved. The only exception is when a unit is closed. If the unit gets called back in, they must perform a count.

- If the employee detects activity under their code that is not theirs, they should notify the pharmacy department immediately.
- If an employee suspects that their *Pyxis password* has been compromised, they should notify the pharmacy department immediately.

Pharmacy personnel will review open and closed discrepancies daily.

- All discrepancies should be clarified or explained within 24-48 hours.
- The pharmacist will review the resolution explanation for appropriateness.
- If the resolution does not provide adequate explanation for what happened, the employee will be contacted.
- If necessary a Pyxis user’s access will be removed until the resolution is finalized.

Any suspected tampering or diversion of controlled substances must be reported immediately to the Pharmacy Director.

If a discrepancy in count cannot be resolved, both the Director of Pharmacy and Chief Nursing Officer must be notified immediately. Each staff member (including contract/agency employees) potentially involved in the discrepancy will provide a urine sample for drug testing per the substance abuse screening policy. (Medical staff members are subject to medical staff bylaws).

Any theft (even a single dosage unit) or significant loss of controlled substances must be reported following the policy “Reporting of Controlled Substance Diversion”.