



# PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

<b>Section - PSYCHIATRIC HEALTH FACILITY</b>	<b>Effective: 1/13/2012</b>
<b>Policy- CONTROLLED SUBSTANCE DELIVERY LOG</b>	<b>Revised: 3/14/2012</b>
PHF CEO's Approval <u><i>Ann Deitz</i></u>	Date: <u>10/24/12</u>
Executive Medical Staff Chair's Approval <u><i>Dr. Benjamin</i></u>	Date: <u>10/26/12</u>
Committee Chair's Approval <u><i>Dr. Benjamin</i></u>	Date: <u>10/26/12</u>
Form Ref. N.M. -- 3.4	

## POLICY:

It is the policy of the Santa Barbara County Psychiatric Health Facility to ensure accurate record keeping of all controlled substance medications.

## PROCEDURE:

1. The Medication Nurse ("Med Nurse") will hold the controlled substance keys and sign for all deliveries. The Team Leader/Charge Nurse will co-sign all controlled substances delivered only.
2. The Med Nurse will only access all *controlled* medications in the medication room.
3. During the Med Nurses' scheduled break time, the narcotic key and medication receipt duties shall be reassigned to Team Leader/Charge Nurse only for the duration of the break time.
4. When a controlled medication is delivered from the pharmacy and signed in by the Med Nurse, a copy of the signed pharmacy delivery sheet will be put in the NARCOTIC Control book, which contains all narcotics-related documents.
5. The name, dosage and RX number of the controlled substance will be written on controlled substance delivery log.
6. Med Nurse to sign and the Team Leader/Charge Nurse will co-sign as the medication is placed into the lock box.
7. During each Narcotic count the controlled substance delivery log will be referred to for verification of the number of cassettes on hand. Current sheets (the Narcotics Control Form) will continue to be used to verify amount in each cassette.
8. Once the cassette is empty, the RX listing is to be yellowed-out on the controlled substances delivery log. The Pharmacy Delivery sheet with the corresponding RX number is to be attached to the completed Narcotic Control Form and filed together in the Completed Narcotics Binder.
9. In addition, a daily check will be made by the Med Nurse verifying the medications listed on the Controlled Substance Delivery Log are in the lock box. "Inventory reviewed" will be indicated on the signature page with the med nurse signature.