

POLICY

Anesthesiologists will follow the C&W narcotic and controlled drug policies. In recognition of their use of multiple-dose inventory units and their frequent inability to leave the patients' side, a specialized controlled substance form is approved for their use only.

The Anesthesia Controlled Substance Sheet will be used to accurately document narcotic and controlled drug activities, including removal from Automated Distribution Cabinet (ADC), patient-specific dose administration, unused inventory, wastage, and mathematical reconciliation of drug quantities.

PROCEDURE

1. Anesthesiologists access the ADC by using their personal login and the narcotic and controlled drug removals are recorded electronically.
2. Narcotic and controlled drug removal is documented on an Anesthesia Controlled Substance Sheet and includes:
 - Date and time of drug removal
 - Drug names
 - Drug strengths and container sizes
 - Quantity of Drugs
3. All doses that are administered to patients are recorded on the Anesthesia Controlled Substance Sheet and include:
 - Patient names
 - Drug doses
 - Times of administration
 - Wastage occurring during procedures

If audited, all inventory records must mathematically reconcile:

 - The amount removed from the ADC and quantities entered on the Anesthesia Controlled Substance Sheet
 - The doses administered and the amount wasted and recorded
4. Wastage occurring after a procedure must be witnessed by an RN or another physician and both signatures entered on the Anesthesia Controlled Substance Sheet.
5. Unused narcotic and controlled drugs are returned to the ADC by logging into the system and placing the drugs into the "return bin".
6. Under no circumstances may a narcotic or controlled drug be:
 - Left unsupervised within the OR
 - Left to the supervision of an employee who does not have C&W narcotic authorization
 - Physically removed from the OR/PAR/LDR areas
 - Taken into a public area or change room
7. If a narcotic drug vial is used for more than one patient, each patient's name and drug quantity used for that patient must be entered on separate lines on the Anesthesia Controlled Substance Sheet.

NARCOTIC AND CONTROLLED DRUGS – ADMINISTRATION BY ANESTHESIOLOGISTS

8. The Anesthesia Department Head or designate undertakes periodic audits:
 - Physical audits of narcotic security at different locations
 - Individual performance related to the completeness of the Anesthesia Controlled Substance Sheet
 - Random audits designed to reconcile the dose/quantity information entered onto Anesthesia Controlled Substance Sheets