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POLICY	Manual: Clinical	Section: Medication Use	Code No.: MU N012	Old Code No.: POLN26, I N26
Title: Narcotic, Controlled Drug and Targeted Substance (NCT Drug) - Inventory Control			Original Effective Date: May 01, 2007	
			Review/Revised Effective Date: Feb 22, 2016	
			Next Review Date: Apr 01, 2019	
Cross Index: Narcotic Safety documents (Medication Use manual)	Authoring Committee/Program/Dept: Medication Safety Committee		Approved By: AMC	

An inventory of controlled substances on the non-AcuDose unit shall be performed at the end of each shift or when a staff member must leave shift earlier than intended (e.g. going home due to illness).

AcuDose units complete an inventory of controlled substances once weekly.

In areas not open 24 hours, the inventory will occur at the beginning and at the end of the business day, and the controlled substances shall be placed in a secure area agreed to by both nursing and pharmacy.

Responsibility	Action
Off-Going RN or RPN On-Coming RN or RPN	<p>Check controlled substances at the beginning of shift change to verify that the inventory count is correct. The amount of medication remaining in the container must be the same as the "balance" on the NCT drug count sheet.</p> <p>Check the NCT drug count sheet to ensure it is complete and accurate for date, time, doctor, dosage, patient's name, nurse signature, waste countersignature, and balance remaining</p> <p>Alert the Unit Manager to any inconsistencies or irregularities in the narcotic doses signed out (e.g. doses that appear excessive or inappropriate, inconsistent or incomplete charting etc.)</p> <p>All keys to the lockup should be accounted for at time of inventory count.</p> <p>The completed NCT drug count sheet must be returned to</p>

Pharmacy Technician	<p>Pharmacy by 0800hrs each day.</p> <p>Review the NCT drug count sheet for any inconsistencies regarding charting.</p> <p>File the NCT drug count sheet in a secure area.</p> <p>Alert the Pharmacy Manager of any irregularities (e.g. inappropriate, inconsistent or incomplete charting)</p> <p>Inventory controls</p> <ul style="list-style-type: none"> ● Morphine ampoules larger than 10 mg - are not stocked on nursing units ● Hydromorphone vials larger than 2 mg - are not stocked on nursing units except for specific patient needs for palliative or critical care. The vials are returned to Pharmacy as soon as the patient no longer requires the dose. ● Fentanyl vials larger than 100 mcg - are not stocked on nursing units except for patient specific needs when more concentrated infusions than the premix bag are required. Vials to be returned to Pharmacy when no longer required for the patient.
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Any discrepancies are handled in accordance with the policy for NCT Drug Count Discrepancies