

PERFORMANCE CHECKLIST: Counting Countable Controlled Substances

Name: _____ Date: _____

Agency/Employer: _____

	PASS	FAIL	COMMENTS
Staff must complete all steps successfully:			
Two Person Count:			
Person One(staff going off-duty) gives the keys to Person Two (staff coming on-duty)			
Person one (using the index) finds correct page for medication			
Person two reads blister pack label out loud stating individual's name, medication name and strength and counts number of pills.			
Person one reads out loud individual's name, medication name and strength, and verifies that the number of pills in the 'Amount Left' column of the Countable Controlled Substance Book is equivalent to the number of pills remaining in the blister pack.			
Both people verify the number of pills remaining in the blister pack and the 'Amount left' column on count page.			
In the same manner, all countable controlled substances are counted and verified.			
Both person one and person two sign on the count verification page.			
Documentation of administration of a Countable Controlled Substance			
Documentation of a dropped pill			
Documentation when transferring pages in the Countable Controlled Substance Book			
Successfully demonstrates general knowledge of managing countable controlled substances (scores 80 or above on written test)			

Certified staff has demonstrated [] successful [] unsuccessful completion of the above steps.

Signature of MAP Certified staff Signature of Observer Date