



Medication Education Module 1

Countable Controlled Substances





Objectives

1. Why count them so often?

2. Why the extra documentation?

3. Why the special packaging?

4. Why the extra security?



Countable Substances

Higher incidence of abuse or addiction

Count requirement

- **Each time staff changes, 2 Certified staff count together**

Documentation requiring 2 signatures

1. **When beginning a new count sheet**
2. **Adding a refill onto a count sheet**
3. **Transferring from**
 - **bottom of old page/top of new**
 - **an old count book to a new count book**
4. **Disposal**



The Schedules

Schedule I

Schedule II

Schedule III

Schedule IV

Schedule V

Schedule VI

Historical
Background

Schedule
Definitions

MAP Program
Requirements



Schedules

- **In the Medication Administration Program (MAP)**
 - **Any prescription meds in**
 - **Schedules II-V are categorized as**
 - **Countable Controlled Substances**



Schedules

- **Schedule VI**
 - **All prescription meds not included in schedules II-V**
 - **Examples**
 - **Penicillin**
 - **Dilantin**



Schedule VI

- **Although not required, DPH strongly recommends adding to the count**
 - **Gabapentin**
 - **Fioricet**



Why Count and Record?

- **Protect**
 - **Safety of Individuals**
 - **Certified staff from being accused of mishandling or misusing**



Why Count and Record?

- **Assist Certified staff in adhering to laws, regulations and policies**
 - **If countable substances or prescriptions are taken by a Certified staff an investigation will follow with possible police involvement**



Tamper Resistant Packaging

- **Purpose**
 - **To minimize the chance that the medication inside is replaced with another**



Security

- **Access to med storage area is limited**
 - **A Certified staff is assigned the task of med administration**
 - **Only the assigned Certified staff should have access to the med storage area**



Security-Inventory

- **The Certified staff assigned to give meds is responsible for the inventory (supply) during their assigned shift**
 - **Must**
 - **Count at beginning and end of shift**
 - **Keep key with Certified staff assigned as long as they are in program**



Security-Inventory

- **If there will be no Certified staff home during the day, the keys must be kept locked in the home**
 - **Realtor type combination locked box**
 - **Count must be done before placing keys in the locked box and after removing keys from the locked box**



Security-Inventory

- **Whenever there are 2 Certified staff available there must always be a 2 person count**
 - **Conducting a 2 person count once every 24 hours is an “exception” to MAP policy**
 - **If there is no one else available a single person count should be done**
 - **The count signature page should indicate it was a “single person count”**



Security-Inventory

- **Due to staffing patterns**
 - **The “exception” becomes the “norm” when the typical staffing pattern is 1 Certified staff throughout a 24 hour period**
 - **A Supervisor will ensure that at least once every 24 hours 2 MAP Certified staff are available to conduct a 2 person count together**



Security-Inventory

- **Only Certified staff who may be assigned to administer meds should know the locked box code**
 - **The combination should be changed when a Certified staff is no longer working at a site or staff is no longer Certified (such as did not pass recertification)**



Security-Inventory

- **Whenever the Certified staff assignment to give meds changes**
 - **Keys are passed**
 - **A count must be done**



Security

- **Count must be done**
 - **Shoulder to shoulder with the off-going Certified staff and the on-coming Certified staff**



Security-Inventory

- **On-coming Certified staff has blister packs**
- **Off-going Certified staff has count book**
 - **Leads the count using the index**



Security-Inventory

- **During the count process**
 - **Both staff look at blister pack and count book**
 - **Full legal signatures on shift count verification page**



Count Book

- **Must**
 - **Be bound**
 - **Have an index and shift count signature verification pages**
 - **Preprinted page numbers**
 - **Have pages that cannot be removed**



Index

- **Must be kept accurate and up to date**
 - **Assigned Certified staff can add a countable substance into the index**
 - **The Site Supervisor (or designated back up) is responsible for removing the Countable from the index**



Security-Inventory

- **When entering a countable in the book or transferring to a new page the assigned Certified staff should complete the Heading section of the next available page**
 - **Do not skip pages**



Sample Index Page

Name	Medication Name and Strength	Page Number				Signature of person responsible for removing medication from count
Sarah Brown	Phenobarbital 97.2mg	1	4	7		<i>Karen Mason</i>
Mike Stone	Ativan 1mg	2	5			
Joseph Smith	Ativan 0.5mg	3	6	9	10	See below <i>KM</i>
William Mitchell	Percocet 5-325mg	8				
Joseph Smith	Ativan 0.5mg	11				



Count Sheet Scenario 1

Name: Joseph Smith

Doctor: Paula Whiten

Pharmacy: Cornerstone

Medication

& Strength: Ativan 0.5mg

Directions: Take 1 tab by mouth every morning

Take 2 tabs by mouth at bedtime

Original Entry

Transfer from page 10

Prescription Number: D388857

Prescription Date: 11/22/yr

Prescription Number:

Prescription Date:

Date	Time	Amount on Hand	Amount Used	Amount Left	Signature
12/19/yr	8:00 AM	9	Transfer	9	Karen Mason/ <i>Lisa Long</i>
12/19/yr	8:00 AM	9	One	8	Karen Mason
12/19/yr	8:00 PM	8	Two	6	<i>Lisa Long</i>
12/20/yr	8:00 AM	6	One	5	Karen Mason
12/20/yr	11:00 AM	5	received 60	65	Karen Mason
12/20/yr	3:00 PM	verifying	60 received	65	<i>Reggie Newton</i>



Count Sheet Scenario 2

Name: Joseph Smith

Doctor: Paula Whiten

Pharmacy: Cornerstone

Medication

& Strength: Ativan 0.5mg

Directions: Take 1 tab by mouth every morning

Take 2 tabs by mouth at bedtime

Original Entry

Transfer from page 10

Prescription Number: D388857

Prescription Date: 11/22/yr

Prescription Number:

Prescription Date:

Date	Time	Amount on Hand	Amount Used	Amount Left	Signature
12/19/yr	8:00 AM	9	Transfer	9	Karen Mason/Lisa Long
12/19/yr	8:00 AM	9	One	8	Karen Mason
12/19/yr	8:00 PM	8	Two	7	Lisa Long
<i>12/20/yr 7am Math on 12/19/yr 8p entry is incorrect. Karen Mason, Supervisor notified. Correct count is 6 left.</i>					
				6	Reggie Newton
12/20/yr	8:00 AM	6	One	5	Reggie Newton



Count Sheet Scenario 3

Name: Joseph Smith

Doctor: Paula Whiten

Pharmacy: Cornerstone

Medication

& Strength: Ativan 0.5mg

Directions: Take 1 tab by mouth every morning

Take 2 tabs by mouth at bedtime

Original Entry

Transfer from page 10

Prescription Number: D388857

Prescription Date: 11/22/yr

Prescription Number:

Prescription Date:

Date	Time	Amount on Hand	Amount Used	Amount Left	Signature
12/19/yr	8:00 AM	9	Transfer	9	Karen Mason/Lisa Long
12/19/yr	8:00 AM	9	One	8	Karen Mason
12/19/yr	8:00 PM	8	Two	6	Lisa Long
<i>12/20/yr 7:45p Morning dose not subtracted when removed. K. Mason notified. Lisa Long</i>					
12/20/yr	8:00 PM	5	Two	3	Lisa Long
<i>12/21/yr 6a Late entry On 12/20/yr 8a med was given and not documented at that time. Reggie Newton</i>					



Count Sheet Scenario 4

Name: Joseph Smith

Doctor: Paula Whiten

Pharmacy: Cornerstone

Medication

& Strength: Ativan 0.5mg

Directions: Take 1 tab by mouth every morning

Take 2 tabs by mouth at bedtime

Original Entry

Transfer from page 10

Prescription Number: D388857

Prescription Date: 11/22/yr

Prescription Number:

Prescription Date:

Date	Time	Amount on Hand	Amount Used	Amount Left	Signature
12/19/yr	8:00 AM	9	Transfer	9	Karen Mason/Lisa Long
12/19/yr	8:00 AM	9	One	8	Karen Mason
12/19/yr	8:00 PM	8	Two	5 6	Lisa Long
12/19/yr	8:00 AM	6	One	5	Reggie Newton
12/20/yr	8:00 AM	6	One	5	Reggie Newton

Error RN

Error 5 6



Questions





Resources

- **Beth Steele, RN Fidelity House, Countable Exercises**
- **Mary Rota, RN DPH Clinical Reviewer,
10-11-12 MAP Trainer PowerPoint Presentation**
- **MAP Curriculum www.medicationadministration.com**
- **MAP Policy Manual www.mass.gov/dph/dcp**