



# Management of Controlled Substances Inpatient Units

UI Internal Audit Education  
Responses/Fall 2009

# Management of Controlled Substances

- There have been several changes made to the policies relating to the Management of Controlled Substances including:
  - Storage
  - Inventory
  - Key control





# Storage of Controlled Substances

- Controlled Substances can be stored in:
  - Pyxis
  - Keyed Cabinets as follows:
    - Schedule I and II drugs must be stored in appropriate storage locations, behind two locks that are keyed differently (double-lock security system).
    - Schedule III and IV controlled substances may be stored as above or in a single-locked storage area.
- Mobile carts should **not** be used for storage



# Storage of Controlled Substances

- Refrigeration

Controlled substances which require refrigeration must be securely stored in a locked drawer or box within the refrigerator, a locked refrigerator, a refrigerator within a locked room, or a controlled substances cabinet (this option is acceptable only for selected controlled substances which are stored on the patient care unit for a short period of time).

# Keys

- Do not remove from patient care areas
- RN who signs them out must sign them back in
- Attempts to locate missing keys will be made
  - If the key is not located within 30 minutes, appropriate Nurse Manager or Nursing Supervisor will be notified immediately.
  - If a staff member inadvertently takes a key home, they will need to return it to the unit immediately.



# Addressing Non-Pyxis Controlled Substance Lock Issues

## WEEKDAYS 0800 – 2300:

- Exterior Lock Problems:  
Call the maintenance help-line (dial 800 from any in-house phone). If it is an urgent issue, convey that to the help-line operator.
- Interior (2nd lock) Lock Problems:  
Contact the pharmacy area that provides service to the unit during the hours in which the lock problem has occurred.



# Addressing Non-Pyxis Controlled Substance Lock Issues

After Hours (2300-0800 Monday-Friday, Friday-Monday 2300-0759 and 24/7 on holidays):

- Contact the appropriate Nursing Supervisor with exterior or interior lock issues
- If an exterior lock issue, the Nursing Supervisor will have Safety and Security call in the hospital locksmith

# Management of Pyxis Access

- Never share passwords
- **Immediately** log off when done
- Never leave open drawers unattended
- The hospital monitors Pyxis machines via surveillance video







# Pyxis: Controlled Substance Removal

- Removal: RN must physically enter count when drawer opens; then select “Accept”
- 2 tries are allowed before a discrepancy is created
- A discrepancy icon will appear in the lower left corner of the screen
- The RN responsible for controlled substances should review all discrepancies before the end of the shift
- Discrepancy resolution requires a licensed witness

# Discrepancies

- Must be resolved with witness before the outgoing shift leaves
- The RN responsible for controlled substances must notify Pharmacy if:
  - Discrepancy cannot be resolved
  - It is a significant discrepancy
- If unable to resolve the discrepancy:
  - Discovering RN must fill out an electronic Patient Safety Net (PSN) report documenting the discrepancy



# 127-T Controlled Substance Disposition Form

- Use 127-T form to document:
  - Audits of controlled substances not stored in Pyxis
  - Returns to pharmacy (Pyxis or non-Pyxis)
  - Irresolvable discrepancies of controlled substances not stored in Pyxis

**Return form to Pharmacy daily**

# Significant Discrepancies

- Significant discrepancy:
  - Equal or >10 injectable or topical patch units
  - Equal or >25 oral units
- Report to Nurse Manager or Nursing Supervisor right away (they will notify Pharmacy Manager)
  - 1700 Friday until 0700 Monday: Report Monday morning
  - Add to 127-T form if it is non-Pyxis
- If significant discrepancy is resolved report to the Nurse Manager, Nursing Supervisor and Pharmacy Manager within 14 days



# Unresolved Discrepancy

- For **any unresolved** discrepancy, a Patient Safety Net (PSN) needs to be completed by the RN who discovered the discrepancy.
- This is for **any unresolved** discrepancy, not just significant ones.



# PSN: Discrepancy Documentation

Open the PSN icon on your computer desktop  
answer these questions

1. Select “Other”
2. Questions 2-7 can be skipped as not applicable
8. Select your unit
9. Question 9 is not applicable
10. Enter the event date/time the discrepancy occurred
11. Choose I “Narcotic Discrepancy”



# PSN Discrepancy Report Cont.

12. Describe the event and include:

- Drug name
- Date loss identified
- Strength
- Person identifying
- Dosage form
- Steps taken
- Amount

13. Harm score: Choose A: “Unsafe conditions”

14. Staff Providing care: Enter the name of the RN who discovered the discrepancy



# PSN Discrepancy Report Cont.

15. Enter name of person who was notified
16. Reporter's Role (The PSN should be completed by the RN that discovered the discrepancy)
17. Enter the person submitting the report's info including phone or pager #





# Wasting Controlled Substances with Pyxis

- Use waste function in the presence of a licensed witness on removal or after partial dose administered
  - Only serve as a witness when you directly visualize the waste
- **Never** use return function (must waste if not given)
- **Never** waste in a sharps container or in the trash (waste down the sink with a witness)
- Fentanyl transdermal patches need to be folded in half and flushed down the toilet.



# Wasting Controlled Substances with Pyxis

- Return large amounts to Pharmacy for disposal via the pharmacy technician & document via 127-T form
- For controlled substances not stored in Pyxis, the witnessed waste must be documented via 127-T form

# Pyxis Audits

- Every Tuesday AM, Pharmacy will print a “Meds without Removal” report of controlled substances that have not been removed from the Pyxis in the past 7 days
- RN responsible for controlled substances will count them with a witness, sign and record the results on the “Meds without Removal” report and return to Pharmacy



# Audits for Controlled Substances Not Stored in Pyxis

- Audits:
  - The count of controlled substances not stored in Pyxis should be done at change of shift, a minimum of twice daily
  - The oncoming RN responsible for controlled substance counts and the outgoing RN responsible for controlled substances verifies the inventory on the 127-T form
  - Once daily after completing the audit, form 127-T must be reconciled and remaining counts transcribed on a new Form 127-T



# Daily Reconciliation of 127-T Form

- The individual transcribing during the audit (outgoing RN) will:
  - Ensure that the area, date and individual entries are complete
  - Ensure that the balance remaining for each drug is noted on the “Balance Carried Forward” line
  - Transfer quantities from the “Balance Carried Forward” line to the “Amount Brought Forward” line on the new 127-T form
  - Ensure both individuals sign and date the completed form in the “Inspected and Approved By” spaces



## Returning Excess, Discontinued or Expired Controlled Substances to Pharmacy

- Give controlled substances to the pharmacy technician when they are delivered to the unit
- Do **NOT** use drug basket or courier
- Quantity must be noted on 127-T form signed by RN responsible for controlled substances and the pharmacy technician
- The reason for the return should be noted on a separate line



# Delivery Verification Units with Pyxis

- Controlled substances brought by technician must be verified by RN: drug, strength, quantity, correct pocket placement in Pyxis or correct non-mobile drawer
- RN must stay in the room and concentrate on the delivery
- Pyxis Deliveries:
  - RN must sign delivery sheet
- Patient-Specific Deliveries:
  - RN may need to get keys out of Pyxis and must sign form 131
  - RN and technician will initial 127-T form



## Reordering of Patient Specific Controlled Substances

- Reorder patient specific controlled substances after the audit is completed
- Order enough for the next 24-30 hour period on the “Pharmacy order line” of 127-T form
- Pyxis will automatically be restocked



# References

- For more information, reference the following nursing policies:
  - [Controlled Substances, Schedule II-IV Policy N-08.150](#)
  - [Pyxis, Use of Policy N-08.205](#)
  - [Automated Medication Dispensing System Overview and Definitions Policy N-08.200](#)
  - [Storage of Medications Outside the Pharmacy MM.2B-2](#)
  - All policies are available online on the Point

# Review Test

- Click on the [ICON](#) link below and answer the questions to record your participation.

ICON

