

SITE DIRECTIVE

AC PHARMACY DIRECTIVE	
Title: Narcotic and Controlled Drugs – Pharmacy AC procedures	Number: III - 40
Effective Date: December 2009	Approved By: Jennifer Cowie, Pharmacy PPL
Revision Date(s): July 2010, December 2017	
Review Date(s): May 2013	

RATIONALE

To provide a summary of procedures for handling narcotic and controlled drugs at the BC CANCER – Abbotsford Centre Pharmacy

DIRECTIVE

The purchasing, receiving, storage and handling of expired Narcotic and Controlled drugs are in accordance with the federal and provincial regulations.

PROCEDURES1. Acquisition :

- The pharmacy technician performing the inventory management duties may order a supply of narcotics and controlled drugs for the pharmacy.
- Orders are placed either via fax or by electronic methods with the approved vendor
- All Narcotic orders are signed by the Pharmacy PPL or designate (signature is in writing or by use of an approved digital signature provided by the vendor)

2. Receiving :

- The pharmacy technician performing the inventory management duties will match drug received to the purchase order and receiving documents, date and initial for receipt
- Pharmacy PPL or designate will sign the “confirmation” of receipt document from the supplier indicating receipt of the narcotic

3. Narcotic register:

- Pharmacy will maintain a narcotic register by drug , in chronological order
- Narcotics received:**
 - Document all receipts in RED INK
 - Date received and purchase order number

- iii. Qty received
 - iv. Name and address of the company/person/pharmacy from whom the drug was received
 - v. Perpetual counts are maintained
 - vi. Copies of the purchase orders and invoices are kept on file
 - c. Narcotic supply to treatment areas:
 - i. Refer to directive: Narcotic and Controlled drugs – Distribution, storage and administration on treatment areas
4. Storage:
- a. Schedule I drugs are stored in the narcotic cabinet
 - b. Pharmacy staff are assigned unique codes for entry into the narcotic cabinet
 - c. Entry logs into the narcotic cabinet is maintained by a “Digilock” system
5. Counts:
- a. Narcotic and controlled drugs are counted and reconciliations are completed every 3 months, after a change of manager or after a break-in or robbery.
 - b. Two pharmacy staff member will perform the count and document the count in RED ink.
6. Emergency Narcotic Supply:
- a. The pharmacy may supply narcotic and controlled drugs to another pharmacy for emergency purposes on receipt of a written order signed and dated by a pharmacist from the receiving pharmacy
 - b. The pharmacy may order an emergency supply of narcotic and controlled drugs from another pharmacy using the same procedures
7. Loss or theft:
- a. All necessary steps are taken to protect narcotic and controlled drugs in the pharmacy and clinic against loss or theft
 - b. Any loss or theft of narcotics must be reported to Health Canada within ten days of discovery
 - c. A copy of the loss or theft of narcotics report must also be forwarded on to the College of Pharmacists of BC
8. Narcotic and Controlled Drug Destruction
- a. As of July 15, 2016 Health Canada no longer requires pre-authorization requests for the local destruction of unserviceable narcotics and controlled drugs
 - i. Before destruction, the pharmacist should record the destruction date, name, strength per unit and quantity of the controlled substances to be destroyed.
 - ii. The pharmacist should destroy the drugs in the presence of another health professional. Both witnesses should record their names and destruction date on the statement indicating they witnessed the destruction.
 - iii. The controlled substance should be destroyed using a method of destruction that conforms with applicable federal, provincial and municipal environmental legislations. Example of destruction is to pour all liquids into the cytotoxic waste container, dissolve tablets and pour the solution in the cytotoxic waste container. The container is sealed and disposed of as cytotoxic waste.
 - iv. Records are to be kept in the Narcotic register for two years

Reference:

Communication from College of Pharmacist of BC – Professional Practice Policy – 65
 Health Canada notification – July 2016