

LONG TERM CARE NARCOTICS AND CONTROLLED DRUGS AUDIT

(This document is to be kept on the unit for 3 years)

Date: _____

Neighbourhood: _____

Auditor: _____

Designation: _____

AUDIT	Yes	No	N/A	Comment
There is a current and valid prescriber's order for the drug.				
Dose administered is equal to or within the range of the dosage ordered.				
Date withdrawn coincides with date administered.				
Time withdrawn coincides with time administered.				
Dose administered and the dose wasted equals the dose withdrawn.				
Nurse who withdrew the drug is the one who administered the drug.				
Wastage (if applicable) was documented and co-signed.				
NCR quantity/volume remaining is correct for the quantity/volume that was withdrawn.				
Nurse(s) who documented on the NCR was working on the unit at that time.				
Resident for whom the withdrawal is documented was a resident on the unit at the time of the withdrawal.				
Signatures on the NCR include the nurse's first initial and full last name.				

AUDIT DOCUMENTATION:

If all is verified correct:

Document legibly on the Narcotic and Controlled Drugs Registry in the signature column to the right of the existing signature(s) of the line item that has been audited: Date, 'MAR' and your first initial and full last name.

OR

If an Unresolved Discrepancy is noted:

1. Document on the Narcotic and Controlled Drugs Registry '-D' beside 'MAR' (i.e. MAR-D) to indicate the line item has an unresolved discrepancy, and then fill out a 'Narcotic and Controlled Drug Incident Report'.
2. Fax the Narcotic and Controlled Drug Incident Report to Pharmacy.
3. Send the Narcotic and Controlled Drug Incident Report to the Resident Care Manager of the unit. The Resident Care Manager will complete the necessary investigations.