

CONTROLLED PRESCRIPTION PRINTING PROCEDURE

Summary of Changes

	NEW	Previous
BC Cancer	New document January 2024	

CONTROLLED PRESCRIPTION PRINTING PROCEDURE

1. Introduction

1.1. Focus

To describe the procedure related to ordering, receiving, restocking and management of narcotic printer prescriptions.

1.2. Health Organization Site Applicability

BC Cancer Abbotsford Centre.

1.3. Practice Level

- Designated Health Care Professionals
- Clinical Nurse Leader (CNL)
- Pharmacy staff
- Clerical Staff
- Health Information Management (HIM)

1.4. Definitions

Designate Physician: Designate physician to be identified by each regional center pre-Cerner implementation and is responsible for the ongoing narcotic paper procurement and any follow up activities related to lost, stolen, or forged narcotic paper. Recommend that the Regional Medical Director (RMD) assume this responsibility.

Designated Health Care Professionals (DHCP): Refers to both Regulated Health Care Professionals and Approved Non-regulated Health Care Professionals.

- Regulated Health Care Professionals:** Professionals (including students) governed by regulatory colleges under the Health Professions Act (e.g. Physicians, Midwives, Pharmacists, Nurses, and Dietitians). For complete list see BC Ministry of Health Professional Regulation.
- Approved Non-regulated Health Care Professionals:** Additional non-regulated professionals (including students) designated through the health organizations approval process (e.g. Medical Imaging Technologists, Cardiology Technologists, HIM staff, Clerks).
- Students** in Designated Health Care Professions.

1.5. Need to Know

- All lost or stolen narcotic keys **must be reported to the Pharmacy Professional Practice Leaders as soon as possible.**

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For ordering and Receiving narcotic printer prescriptions:

- All narcotic paper must be procured through the BC College of Physicians and Surgeons – Manager of Drug Programs.
- The [Designate Physician](#) (Abbotsford Executive Medical Director) will be required to place paper inventory requests with the College of Physicians and Surgeons Controlled Prescription Program.
- Turnaround time for paper procurement is volume dependent (best estimate is 10-14 Business days)
- The Narcotic Paper and Narcotic Printer Keys will be stored in a secure location in Pharmacy.

2. Procedure

2.1. Steps and Rationale

2.1.1 Narcotic Paper Restocking

Narcotic Printer restocking will be done by a [Designated Health Care Professional \(DHCP\)](#) (Clinical Nurse Leader) on the **3rd Friday of each month**. Please see [Appendix 3](#) for CNL rota.

#	Step	Role
1.	Sign out narcotic prescription paper and printer keys from pharmacy.	DHCP -Clinical Nurse Leader (CNL)
2.	Retrieve the Narcotic Prescription Paper and Printer Keys from the secure location in the Pharmacy (Section 2.1.2 Procedure).	Pharmacy Staff
3.	Follow the 'Narcotic Prescription Inventory Log for Pharmacy' instructions to sign the paper out of the pharmacy (Appendix 1) using the Binder 'Narcotic Prescription Paper and Printer Key Binder' in the purchasing and receiving area.	CNL and Pharmacy Staff
4.	Return to their clinical area with the paper and keys. Rationale: The 'Narcotic Prescription Paper Restocking Log for each Printer' (Appendix 2) is used to account for all paper stocked into each printer. Each printer will have its own restocking log that will be stored in the clinical area.	CNL
	Note: Two signatures are required to account for all paper restocking activities.	
6.	Once restocking is complete, return the Narcotic Printer Keys to the pharmacy. Lost or stolen keys must be reported to the Pharmacy Professional Practice Leader as soon as possible.	DHCP
7.	In the event that the narcotic printer runs out of paper prior to routine restocking, contact the Pharmacy and follow the restocking process themselves.	CNL in the clinical area

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In the meantime, providers are instructed to use their own personal Duplicate Prescription pads, as per downtime procedures.	
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2.1.2 Signing Out/In Narcotic Prescription Paper and Printer Keys Pharmacy Procedure

1. Access secure storage location in Pharmacy
2. Remove appropriate number of the pre-counted packs of 20 of the controlled medication paper.
3. Remove one printer key.
4. Sign out each pre-counted pack of 20 into the Controlled Medication Prescription and Printer Key Inventory Log and:
 - Record the Folio Range of each pack using blue or black pen
 - Include Printer Location
 - Pharmacy staff initial
 - [DHCP](#) signature
 - [DHCP](#) contact number
5. Sign out printer key and record the initials of the issuing Pharmacy staff.
6. Sign in printer key, when [DHCP](#) returns the key record and record the initials of the receiving Pharmacy staff.

2.1.3 Management of Duplicate Prescription Copy

#	Step	Role
1.	Provider gives original signed narcotic prescription to the patient and the duplicate copy is given to clerical staff within each clinical area.	Provider
2.	Mount duplicate copy using the 'Controlled Prescription Program Mounting Form'.	Clerical Staff
3.	Place completed 'Controlled Prescription Program Mounting Form' in patient's chartlet to send to Health Information Management (HIM) for scanning. For those where there is no chartlet, the mounting form is sent to HIM.	
4.	Scan and attach to patient's electronic health record. The controlled Prescription Program Mounting Form is printed from FormFast via PowerChart. Note: This form must be printed with the patient's unique demographic data and validated against the duplicate narcotic prescription.	HIM

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2.1.4 Lost, Stolen or Forged Narcotic Prescriptions and Narcotic Keys

- Lost, stolen or forged narcotic prescription paper must be reported to the [Designate Physician](#) within each site.
- [Designate Physician](#) to follow procedures outlined by the College of Physicians and Surgeons. <https://www.cpsbc.ca/programs/drug-programs/cpp>
- All lost or stolen narcotic keys **must be reported to the Pharmacy Professional Practice Leaders as soon as possible.**

3. Related Documents and References

3.1. Related Documents

[Controlled Prescription Printing Policy](#)

3.2. References

College of Physicians and Surgeons of British Columbia: Controlled Prescription Program
<https://www.cpsbc.ca/programs/drug-programs/cpp>

British Columbia College of Nursing Professionals
https://www.bccnp.ca/Standards/RN_NP/NPScopePractice/scope/part2/prescribing/Pages/prescribing_standards.aspx

College of Dental Surgeons of British Columbia
<https://www.cdsbc.org/practice-resources/professional-practice/standards-and-guidelines/prescribing-and-dispensing-drugs>

College of Pharmacists of British Columbia: Drug Distribution – Controlled Prescription Program
<https://www.bcpharmacists.org/drug-distribution>

4. Appendices

[Appendix 1: Narcotic Prescription Inventory Log for Pharmacy](#)

[Appendix 2: Narcotic Prescription Paper Restocking Log](#) (for each narcotic printer)

[Appendix 3: Narcotic Printer Locations and Restocking Rota](#)

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Appendix 1-Narcotic Prescription Inventory Log for Pharmacy

This is an accounting tool used to track narcotic printing paper and keys in and out of the secure location in pharmacy. Two signatures are required to account for all paper restocking activities.

Date: Report the date of when the transaction occurs

Paper Inventory: Number of sheets of blank Narcotic Paper received, (Record Folio Range Numbers on Receipt ONLY)

Paper Dispensed for Restocking/Printer Location: Number of sheets of blank Narcotic Paper dispensed from Pharmacy to area designate and printer location

Total Number of Sheets: This number refers to the total number of blank Narcotic Printer paper in pharmacy inventory – there will be additions and subtractions to the total number of paper stock dependent on the transaction

Pharmacy Signature #1: Pharmacy staff signature

DHCP Signature #2: DHCP signature

Keys: DHCP initials for signing printer keys in and out

Example:

Date	Paper Inventory Received from College of Physicians and Surgeons (Record Folio Range Numbers on Receipt ONLY)	Paper Dispensed for Restocking/Printer Location	Total Number of Sheets	Pharmacy Signature #1	DHCP Signature #2	Keys Out/In	
Oct 1	1000 (Folio Range 1-1000)	0	1000	TWater	John Smith		
Oct 2	N/A	500 / ACU	500	JSuess	Jagbir Kaur	JK	JK
Oct 7	N/A	250 / 4 th Floor Offices	250	TWater	Jagbir Kaur	JK	JK

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Appendix 2- Narcotic Prescription Paper Restocking Log (for each Narcotic Printer)

This is an accounting tool used to confirm Folio numbers and quantity of blank Narcotic prescription paper stocked to each discreet Narcotic printer/location. Each Narcotic printer must have a separate Narcotic Prescription Paper Restocking Log that is stored in the clinical area. Two signatures are required to account for all paper restocking activities.

Printer Name: Record printer's alphanumeric name

Printer Location: Record printer's physical location

Date: Report the date restocking occurs

Number of Sheets: Total number of sheets of blank Narcotic Paper restocked

Range of Folio Numbers: Record the correct range of Folio numbers restocked

Signature #1: DHCP signature

Signature #2: DHCP signature

Keys Returned: Initials of DHCP who returned keys to pharmacy

Example:

Printer Location: ACU

Printer Name: BCCAB_ACU1_L1

Date	Number of Sheets restocked	Range of Folio Numbers	DHCP Signature #1	DHCP Signature #2	Keys Returned to Pharmacy
Oct 2	500	3000-3500	Jagbir Kaur	James Smith	JK

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Printer Location: _____

Printer Name: _____

Date	Number of Sheets restocked	Range of Folio Numbers	DHCP Signature #1	DHCP Signature #2	Keys Returned to Pharmacy

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Appendix 3- Narcotic Printer Locations and Restocking Rota

Narcotic Printer Location	Detailed Location	Printer Name (Cerner Queue)
ACU (Clinic Team Rooms 1, 2, 3, 4 and PSMPC)	A8.040 A8.007 A8.052 A8.040A A8.029	BCCAB_ACU1TEAM_N1 BCCAB_ACU2TEAM_N1 BCCAB_ACU3TEAM_N1 BCCAB_ACUTEAM4_N1 BCCAB_PAINMGMT_N1
Brachytherapy OR/PAR	A1.005	BCCAB_PAR_N1
Patient and Family Counselling	A11.001	BCCAB_PFC_N1
Radiation Therapy (PR)	A1.078	BCCAB_PTREVIEW_N1
Level 4 Administration (Secretary Team Areas x 3)	A16.024 A16.041 A16.063	BCCAB_ADMIN_N2 BCCAB_ADMIN_N1 BCCAB_ADMIN_N3

Clinical Nurse Leader Rotation

MONTH	CNL
JANUARY	ACU CNL
FEBRUARY	ST CNL
MARCH	RT CNL
APRIL	ACU CNL
MAY	ST CNL
JUNE	RT CNL
JULY	ACU CNL
AUGUST	ST CNL
SEPTEMBER	RT CNL
OCTOBER	ACU CNL
NOVEMBER	ST CNL
DECEMBER	RT CNL

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