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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Amount on Hand</th>
<th>Amount Used</th>
<th>Amount Left</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>9</td>
<td>Transfer</td>
<td>9</td>
<td>Karen Mason, Lisa Long</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>9</td>
<td>One</td>
<td>8</td>
<td>Karen Mason</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 PM</td>
<td>8</td>
<td>Two</td>
<td>6</td>
<td>Lisa Long</td>
</tr>
<tr>
<td>12/20/yr</td>
<td>8:00 AM</td>
<td>6</td>
<td>One</td>
<td>5</td>
<td>Karen Mason</td>
</tr>
<tr>
<td>12/20/yr</td>
<td>11:00 AM</td>
<td>5</td>
<td>received 60</td>
<td>65</td>
<td>Karen Mason</td>
</tr>
<tr>
<td>12/20/yr</td>
<td>3:00 PM</td>
<td>verifying 60</td>
<td>received 60</td>
<td>65</td>
<td>Reggie Newton</td>
</tr>
</tbody>
</table>
**Count Sheet Scenario 2**

Name: **Joseph Smith**  ❑ Original Entry
Doctor: **Paula Whiten**  ❌ Transfer from page 10
Pharmacy: **Cornerstone**
Medication & Strength: **Ativan 0.5mg**
Directions: Take 1 tab by mouth every morning  
Take 2 tabs by mouth at bedtime

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Amount on Hand</th>
<th>Amount Used</th>
<th>Amount Left</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>9</td>
<td>Transfer</td>
<td>9</td>
<td>Karen Mason/Lisa Long</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>9</td>
<td>One</td>
<td>8</td>
<td>Karen Mason</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 PM</td>
<td>8</td>
<td>Two</td>
<td>6</td>
<td>Lisa Long</td>
</tr>
<tr>
<td>12/20/yr</td>
<td>7:45 AM</td>
<td>9</td>
<td>Transfer</td>
<td>9</td>
<td>K. Mason notified. Lisa Long</td>
</tr>
<tr>
<td>12/20/yr</td>
<td>8:00 PM</td>
<td>5</td>
<td>Two</td>
<td>3</td>
<td>Lisa Long</td>
</tr>
</tbody>
</table>

12/21/yr 6a Late entry On 12/20/yr 8a med was given and not documented at that time. Reggie Newton
## Count Sheet Scenario 4

**Name:** Joseph Smith  
**Doctor:** Paula Whiten  
**Pharmacy:** Cornerstone  
**Medication & Strength:** Ativan 0.5mg  
**Prescription Date:** 11/22/yr

**Directions:**
- Take 1 tab by mouth every morning
- Take 2 tabs by mouth at bedtime

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Amount on Hand</th>
<th>Amount Used</th>
<th>Amount Left</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>9</td>
<td>Transfer</td>
<td>9</td>
<td>Karen Mason/Lisa Long</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>9</td>
<td>One</td>
<td>8</td>
<td>Karen Mason</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 PM</td>
<td>8</td>
<td>Two</td>
<td>Error 5</td>
<td>Lisa Long</td>
</tr>
<tr>
<td>12/19/yr</td>
<td>8:00 AM</td>
<td>6</td>
<td>One</td>
<td>5</td>
<td>Reggie Newton</td>
</tr>
<tr>
<td>12/20/yr</td>
<td>8:00 AM</td>
<td>6</td>
<td>One</td>
<td>5</td>
<td>Reggie Newton</td>
</tr>
</tbody>
</table>

**Error:** RN
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](http://www.medicationadministration.com)
- MAP Policy Manual [www.mass.gov/dph/dcp](http://www.mass.gov/dph/dcp)