

Non-Hospital Medical and Surgical Facilities Accreditation Program

ACCREDITATION STANDARDS

Medication Management

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MEDS1.4.2	M Keys or code to the controlled drugs and substances safe are carried by/provided to regulated health professionals only. <i>Guidance: The keys are to be carried by regulated health professionals (e.g. nurse, physician). When there is no regulated health professional on site, the keys are stored in a locked compartment that is accessible only to authorized regulated health professionals. When a combination lock is used, only regulated health professionals are provided with the code. The code should be changed every six months, when it is suspected the code may be in the possession of unauthorized personnel, and following any loss or theft of controlled drugs and substances.</i>
MEDS1.4.3	M Controlled drugs and substances are counted and reconciled at the start and end of each surgical day. <i>Guidance: Count discrepancies are immediately investigated and if unresolved are reported to the medical director. Any loss or theft of controlled drugs and substances must be reported to the federal minister within 10 days of discovery.</i>
MEDS1.4.4	M Controlled drugs and substances counts are performed by two regulated health professionals concurrently. <i>Guidance: Controlled drugs and substances counts and reconciliation are documented and signed by a regulated health professional. The second regulated health professional witnesses the count, records the count and co-signs the log. In facilities where there is only one regulated health professional (physician) the count is witnessed, recorded and co-signed by a second unregulated staff member.</i>
MEDS1.4.5	M Controlled drugs and substances administered, dispensed or wasted are recorded in a log. <i>Guidance: The controlled drugs and substances log header includes the name of the facility, page number, medication name(s) and strength and unit of issue (e.g. tablet, ampoule). The controlled drugs and substances log main body includes the date, time, patient's name, the name of the practitioner who ordered the medication, the medication quantity retrieved, amount given, (if applicable) amount wasted and signature/initials of the regulated health professional. Wastage is witnessed and signed/initialed by a second regulated health professional.</i>
MEDS1.4.6	M Expired, recalled or contaminated controlled drugs and substances are segregated from the regular stock. <i>Guidance: The expired, recalled or contaminated controlled drugs and substances are stored in a metal safe that is securely anchored to the building and are separated from the regular stock (e.g. placed on a different shelf). These may be returned to the pharmacy for disposal or destroyed on site, with prior authorization from the federal Office of Controlled Substances in accordance with their procedures.</i>
MEDS1.4.7	M Controlled drugs and substances logs are retained for at least three years from the day of the last transaction in the log. <i>Guidance: Controlled drug and substance receipt vouchers or the copy of the purchase order provided by the supplier are retained. The documentation must include the medication name and quantity, the supplier name and the date received.</i>

References

Centers for Disease Control and Prevention (US). Injection safety: frequently asked questions (FAQs) regarding safe practices for medical injections [Internet] Atlanta, GA: Centers for Disease Control and Prevention; 2010. Questions about single-dose/single-use vials [updated 2011 Feb 9; cited 2018 Feb 15]. Available from: https://www.cdc.gov/injectionsafety/providers/provider_faqs_singlevials.html

Centers for Disease Control and Prevention (US). Injection safety: frequently asked questions (FAQs) regarding safe practices for medical injections [Internet] Atlanta, GA: Centers for Disease Control and Prevention; 2010. Questions about multi-dose vials [updated 2016 Aug 16; cited 2018 Feb 15]. Available from: https://www.cdc.gov/injectionsafety/providers/provider_faqs_multivials.html

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