



# PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

<b>Section - PSYCHIATRIC HEALTH FACILITY</b>	<b>Effective: 11/14/1998</b>
<b>Policy- NARCOTIC COUNT/KEYS</b>	<b>Revised: 1/30/2012</b>
PHF CEO's Approval <u><i>Ann DeVille</i></u>	Date: <u>10/29/12</u>
Executive Medical Staff Chair's Approval <u><i>Al Schwartz</i></u>	Date: <u>10/26/12</u>
Committee Chair's Approval <u><i>Al Schwartz</i></u>	Date: <u>10/26/12</u>
Form Ref. NG--4.6	

## POLICY:

The Narcotic/Controlled Substance Box will be monitored by the assigned medication nurse per shift to promote accountability and eliminate errors.

## PROCEDURE:

1. A nursing staff (RN or LPT) will be assigned each shift to be the Medication Nurse.
2. *The Medication Nurse will hold the controlled substance keys and sign for all deliveries. The Team Leader/Charge Nurse will co-sign all controlled substances delivered and wasted.*
3. The oncoming Med Nurse will be responsible for counting inventory of narcotics at change of shift. The outgoing Med Nurse will monitor the narcotic/controlled substance binder.
4. Only the Med Nurse will sign out and administer controlled substances to the patient.
5. If the reason for a discrepancy is not determined, a formal incident report will be filed.
6. Exception to the above procedure will result in investigations and discipline as appropriate.