Chain of Custody for Controlled Substance Infusions

PHSA 14574

Providence AK Learning Institute
2015 by Providence Health & Services Alaska
3220 Providence Drive, Suite E 3020
Anchorage, AK

Course Description:

This course will present the procedure for handing off controlled substance infusions between one caregiver and another.

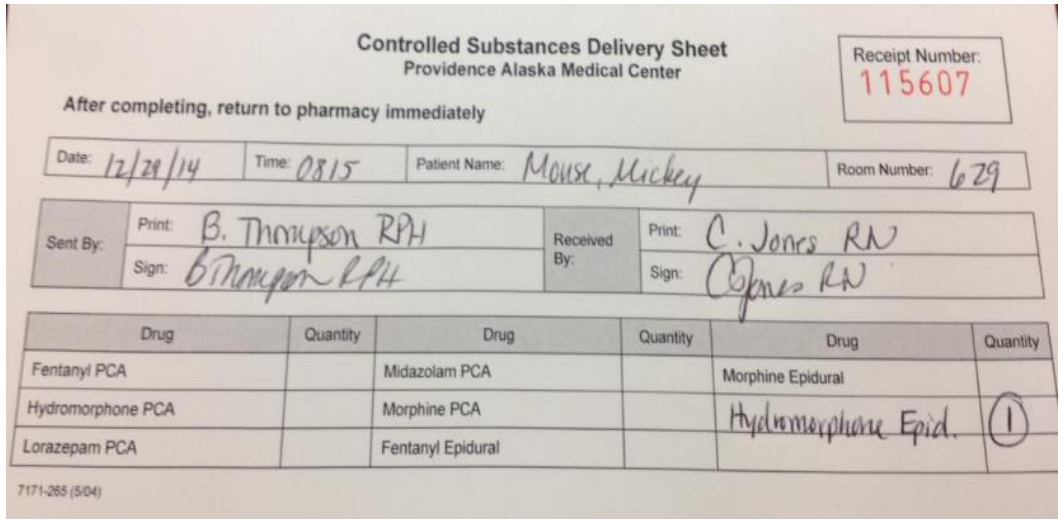
Learning Objectives:

- Define chain of custody for handling controlled substance infusions.
- Discuss the process for handing off IV or epidural controlled substances infusions between one caregiver and another.
- Describe the method for documenting the handoff of controlled substance infusions in EPIC

Controlled Substance Chain of Custody

- Controlled substances, such as opioids and benzodiazepines, must be transferred from one caregiver to another caregiver in a manner that establishes a clear chain of custody.

- Chain of custody: Complete documentation record showing the trackable receipt, custody, control, transfer, and disposition of a controlled substance in its entirety.



Controlled Substances Delivery Sheet
Providence Alaska Medical Center

Receipt Number: 115607

After completing, return to pharmacy immediately

Date: 12/29/14	Time: 0815	Patient Name: Mouse, Mickey	Room Number: 629

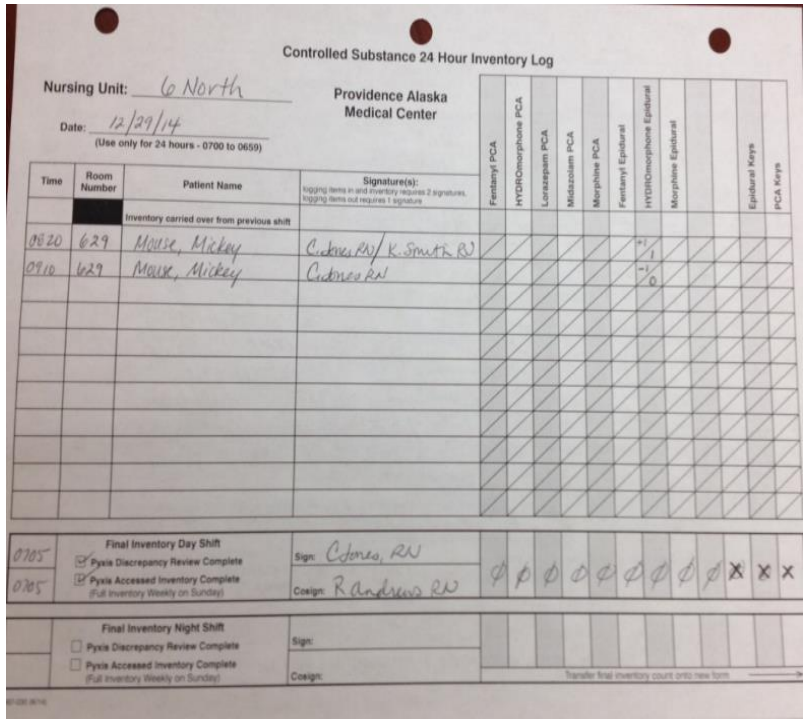
Sent By:	Print: B. Thompson RPH	Received By:	Print: C. Jones RN
	Sign: B Thompson RPH		Sign: C Jones RN

Drug	Quantity	Drug	Quantity	Drug	Quantity
Fentanyl PCA		Midazolam PCA		Morphine Epidural	
Hydromorphone PCA		Morphine PCA		Hydromorphone Epid.	(1)
Lorazepam PCA		Fentanyl Epidural			

7171-265 (5/04)

- **Chain of custody begins with:**
  - **Receipt of infusion by removal from Pyxis or obtaining from Rx**
  - **The RN whose name is on the Pyxis removal or the Controlled Substances Delivery Sheet is fully responsible and accountable for the infusion until the documented transfer of custody to another RN**

- **Chain of custody ends with:**
  - **Entire infusion accounted for between charted administration volumes + waste records; documented transfer of remaining infusion to another RN; or return of entire intact infusion to Rx.**



Controlled Substance 24 Hour Inventory Log

Nursing Unit: 6 North

Date: 12/29/14

(Use only for 24 hours - 0700 to 0659)

Providence Alaska Medical Center

Time	Room Number	Patient Name	Signature(s): logging items in and inventory requires 2 signatures, logging items out requires 1 signature	Fentanyl PCA	HYDROmorphone PCA	Lorazepam PCA	Midazolam PCA	Morphine PCA	Fentanyl Epidural	HYDROmorphone Epidural	Morphine Epidural			Epidural Keys	PCA Keys
		Inventory carried over from previous shift													
0820	629	Mouse, Mickey	C Jones RN / K. Smith RN							+1					
0910	629	Mouse, Mickey	C Jones RN							-1					
										0					
0705		Final Inventory Day Shift ☑ Pyxis Discrepancy Review Complete ☑ Pyxis Accessed Inventory Complete (Full Inventory Weekly on Sunday)	Sign: C Jones, RN Cosign: R Andrews RN	ø	ø	ø	ø	ø	ø	ø	ø	ø	X	X	X
0705															
		Final Inventory Night Shift ☐ Pyxis Discrepancy Review Complete ☐ Pyxis Accessed Inventory Complete (Full Inventory Weekly on Sunday)	Sign: Cosign:												

Transfer final inventory count onto new form →

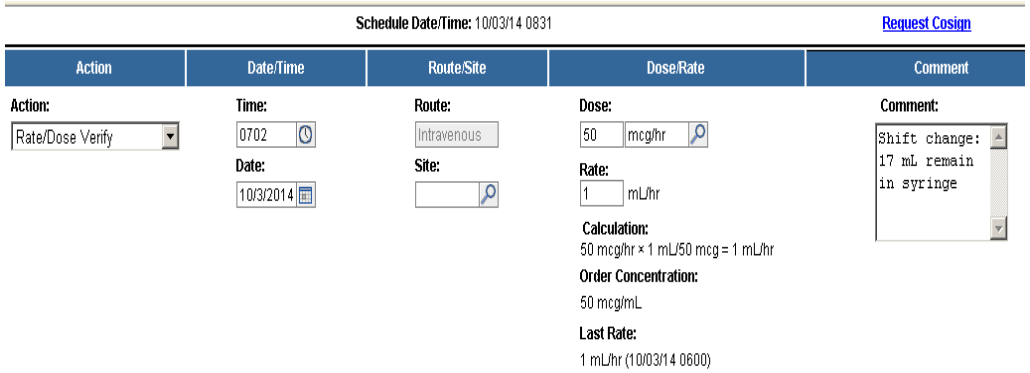
Documentation for Controlled Substance Infusions:

- For infusions sent from Rx, receiving RN will print and sign his/her name on the Controlled Substance Delivery Sheet
- If infusion is not immediately hung on the patient, sign it in to the Controlled Substance 24 Hour Inventory Log and place in the secure “*Controlled Substances” bin in Pyxis.
  - Two RNs must sign infusion in
  - One RN signs infusion out
- Items on Controlled Substance 24 Hour Inventory Log are inventoried each shift.
- Hanging new infusion:
  - RN documents new bag or new syringe/cartridge action on the EPIC MAR

Bedside transfer of custody of infusing controlled substance

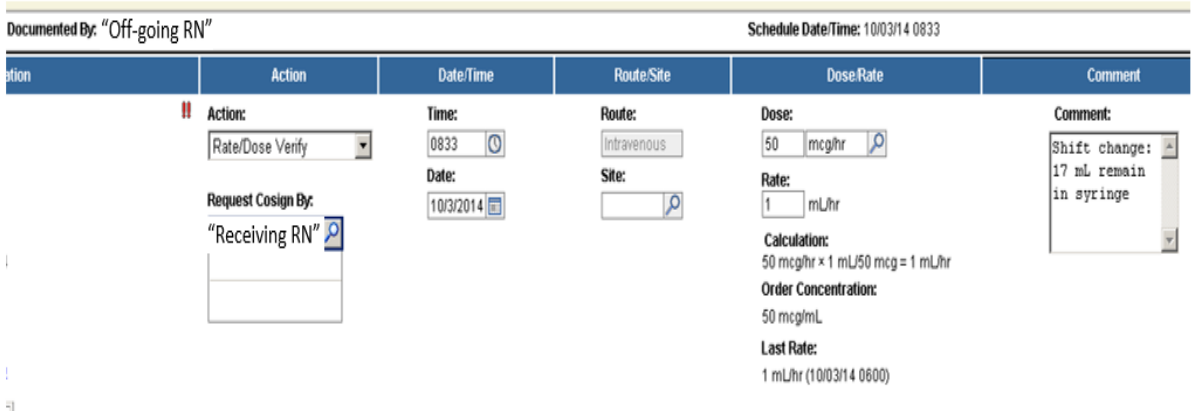
- When the care of a patient is transferred from one caregiver to another:
  - The 2 caregivers together will verify and document the volume remaining of the controlled substance infusion that is hanging.

EPIC Documentation

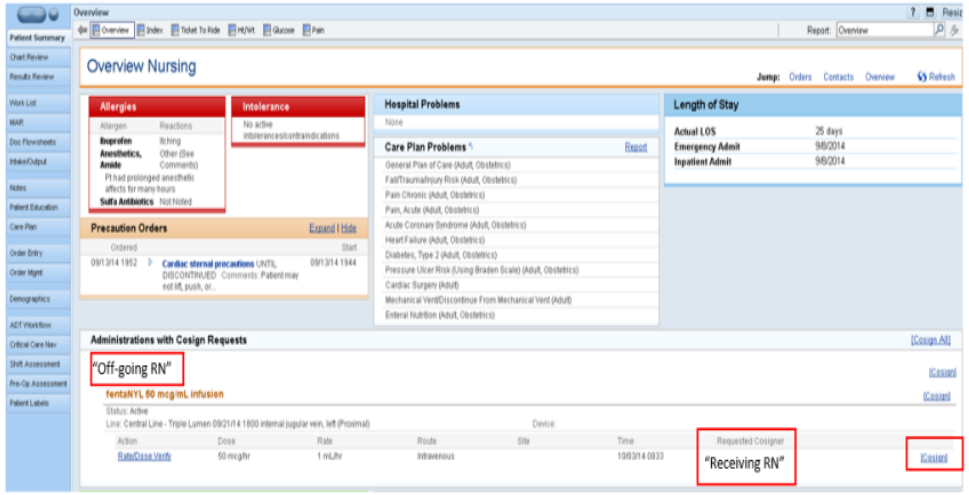


The off-going/transferring RN will access the MAR in EPIC

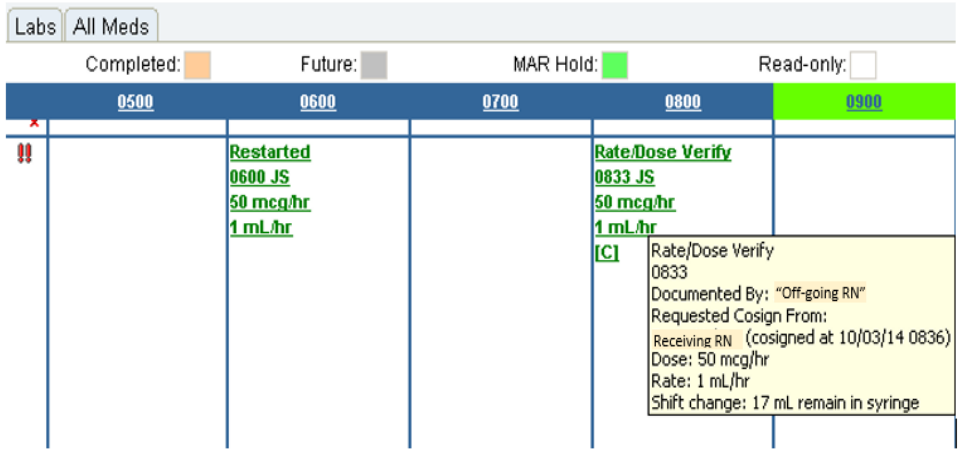
- **Click on the current time cell**
- **Select rate/dose verify**
- **Enter “Volume Remaining ____ mL” in the comments box**
- **Click “request co-sign”**



In the "Request Cosign By" field, indicate the name of the RN assuming care of the patient who also verified volume remaining and is accepting custody of documented volume.

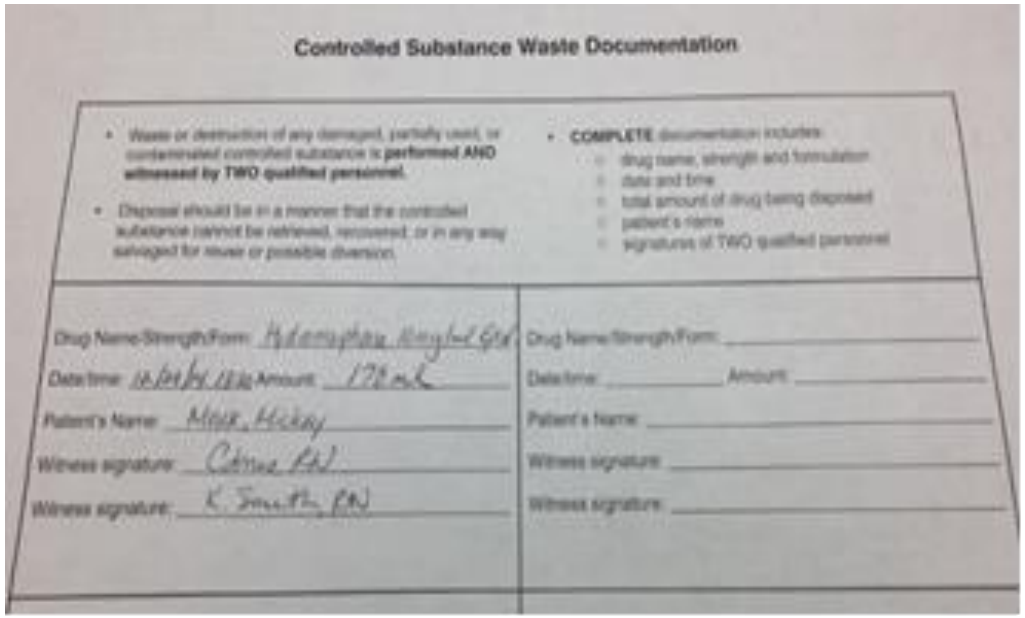


- The receiving RN will log into EPIC and note the request for co-signature on the Overview tab under the Administration with Cosign Requests.
- The receiving RN will click on the EPIC co-sign link to document verification of the remaining volume.



- By co-signing this action, the receiving RN accepts custody of the documented remaining volume of the infusion and is now fully responsible and accountable for this volume.

Waste of Unused Infusion



- If obtained from Pyxis – two RNs document waste electronically in Pyxis
- If obtained from Rx – two RNs document on the Controlled Substance Waste form located on the back of the Controlled Substance 24 Hour Inventory Log

Summary:

- Chain of custody for controlled substance infusions will be fully maintained and documented between caregivers
- The controlled substance infusion volume remaining must be verified by 2 RNs at the change of shift and any upon patient transfer to another department
- The 2 verifying RNs will document the volume remaining of the controlled substance infusion on the EPIC MAR

Information Contact:

- Your Manager, Supervisor, or Clinical Educator
- PAMC Pharmacy