

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: XI-106 CONTROLLED DRUGS: LOSS	POLICY #: 1267
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DATE APPROVED: 09/15/2017	

PURPOSE: To describe the procedure that ensures accountability in the event of a controlled drug loss.

POLICY: When controlled drugs are classified as lost, the following procedure will be completed with.

DEFINITION:

Control Drug Loss: When any of the following situations is applicable to a controlled drug:

- Spilled (liquid) or dropped on the floor
- Accidental breakage of ampule, vial, or injectable cartridge
- Contents damaged or missing from a secured controlled drug package with a broken seal
- Missing

PROCEDURE:

1. When a controlled drug from the Controlled Drug Drawer of the Pyxis machine is deemed to be lost, a Controlled Drug Reporting Form must be completed as follows:
 - a. The form is completed by the nurse or provider reporting the loss.
 - b. If the medication needs to be discarded, a witness must sign the form.
 - c. The completed form is forwarded to ASC Nursing Director or designee.
 - d. The ASC Nursing Director or designee assigns a number, from the Lost
 - e. The ASC Nursing Director or designee, reviews and signs the completed form.

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- f. The completed form is forwarded to the ASC Medical Director and the Pharmacy Director for signature.
- g. The original signed form will be kept in the ASC Medical Director’s office.
- 2. A report of the loss will be entered into the SI system.
- 3. The Loss of Controlled Drug Reporting Forms are kept on file in the ASC for a period of at least three years.
- 4. A trend report of losses of controlled drugs will be presented to the ASC Medical Advisory Committee when any action is required to be taken by the Committee.
- 5. In instances of missing controlled drugs, the Medical Director’s designee must complete a Form DEA-106, Report of Theft or Loss of Controlled Substances on the DEA website (<http://www.deadiversion.usdoj.gov/>). The report will be forwarded to:
 - a. Original and one copy to the Drug Enforcement Agency, Los Angeles Office **within 24 hours of discovery**
 - b. California State Board of Pharmacy **within 30 days of discovery**
 - c. ASC Administration
 - d. ASC Medical Director
 - e. HDHS Pharmacy Director

ATTACHMENTS:

Loss of Controlled Drug Reporting Form

Original Date: 07/01/2003
Reviewed: 09/15/2017
Next Review Date: 09/15/2020
Previous Review Dates: 07/17/08; 07/03/13
Previous Revise Dates: 07/22/08; 07/09/13