

DEPARTMENT OF ANESTHESIOLOGY

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Standard Operating Procedure Title: Procedure for Controlled Drug Management

Residents/CRNAs/SRNAs and Faculty

Policy Number: C 71

Date Established: 12/10/07

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Date Revised: 03/19/10

1. Procedure for checking out drugs from the pharmacy:
 - a. Identification in the form of a current Vanderbilt University Medical Center ID is required to check out controlled substances from the pharmacy.
 - b. The clinician requesting controlled substances must complete the Anesthesiology Drug Administration Record (MC#1719). This is a two part form that allows up to three different controlled drugs to be signed out. The top (yellow) copy is to be left in the pharmacy and the bottom copy retained by the clinician.
 - c. Each controlled drug intended for infusion must be signed out on a separate Anesthesiology Drug Administration Record (MC#1719).
 - d. All controlled substances (benzodiazepines, opioids and ketamine) must be kept in the possession of the individual who has signed them out from the pharmacy. This includes unopened vials and syringes with controlled substances. Exceptions to this rule include medications planned in advance to be given by another clinician during a break (see #2, below) and infusions currently being administered to the patient.

2. Management of drugs during Break Relief:
 - a. Persons offering breaks are expected to carry controlled substances with them for use while relieving and controlled substances should not be left with the relieving staff. Exceptions are syringes and infusions currently being administered to the patient. Unopened ampoules of controlled substances should not be left in the room with the relieving staff unless there is an explicit plan to open an ampoule and begin administration during the break. The content of these syringes, ampoules and infusions must be verbally confirmed at the beginning and end of break relief by both parties.

3. Management of drugs during Permanent Relief:
 - a. Unopened vials and syringes containing drugs must be returned to the pharmacy and not “signed over.” The person assuming care of the patient must obtain his/her own controlled substances.
 - b. Controlled infusions may be “signed over” to the person assuming care. “Signing over” the controlled infusion requires the current anesthesia provider and relief anesthesia provider to sign, date, time and indicate the amount of controlled drug left to infuse on the Anesthesiology Drug Administration Record (MC#1719).

4. Procedure for the return of medications to the pharmacy:
 - a. The clinician’s copy of the Anesthesiology Drug Administration Record (MC#1719) and all unused controlled drugs must be returned to the pharmacy at the end of the clinician’s shift. Drugs remaining in syringes or bags must be discarded in the presence of pharmacy personnel and may not be wasted with other clinicians during the course of the day.
 - b. If the clinician’s copy of the Drug Administration Record is lost or misplaced the person who signed out the medication may duplicate the patient information on the yellow pharmacy copy of the record and note on this sheet that the original was lost.