

# Facility Logo

## Controlled Substance Administration Competency Demonstration

Criteria for successful completion: Successful **demonstration** of all steps.

Met  Not Met

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Validator Signature: \_\_\_\_\_ Score: \_\_\_\_\_

Steps	Met	Not Met
Validator uses a resident situation where a controlled substance could be an appropriate intervention or if an appropriate situation does not occur during the orientation process, presents learner with a simulated resident scenario.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Learner <b>verbalizes</b> assessment of resident and identifies some alternatives or adjuvant interventions to controlled substances, if appropriate. Learner <b>verbalizes</b> reason for choosing controlled substance for the specific resident presentation.	<input type="checkbox"/>	<input type="checkbox"/>
Learner <b>verbalizes</b> physical security set-up and process for the unit, neighborhood or facility, including keys, combinations, proximity cards, or biometrics.	<input type="checkbox"/>	<input type="checkbox"/>
Learner <b>demonstrates</b> obtaining access to controlled substances.	<input type="checkbox"/>	<input type="checkbox"/>
Learner <b>demonstrates</b> using documentation system to prepare medication, <b>comparing</b> the five remaining rights of medication administration (Learner demonstrated “right reason” during Step 2) to the medication administration record (MAR) for accuracy.	<input type="checkbox"/>	<input type="checkbox"/>
Learner <b>demonstrates</b> correct documentation of assessment and administration in the medical record.	<input type="checkbox"/>	<input type="checkbox"/>
Learner <b>demonstrates</b> correct documentation of administration in the facility’s “count” tracking system, ensuring the chain of custody remains intact and that the facility can account for each dose of controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
Learner either <b>verbalizes</b> or <b>demonstrates</b> re-assessment process and documentation to ensure controlled substance dose was effective.	<input type="checkbox"/>	<input type="checkbox"/>
Validator discusses several examples of times when “waste” could be created. Teaches learner the facility process for waste and documentation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Learner <b>verbalizes</b> the importance of a second person witnessing all waste — and the risks of documenting witness to another clinician’s waste without visualizing the destruction.		
Learner <b>demonstrates</b> <enter correct facility process> for wasting medication.		
Learner <b>demonstrates</b> <enter correct facility process> for documenting waste		
Learner <b>verbalizes</b> reporting process if a waste/destruction action does not occur as planned (e.g. spilled controlled substance).		

Validator Use Only – If criteria for successful completion not met, plans for remediation:

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If employee is remediated, please file this form *along with* the new form showing successful completion.