Facility Logo

Controlled Substance Count Competency Demonstration

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

☐ Met   ☐ Not Met

Name: _____   Date: _____

Validator Signature: _____   Score: _____

Steps	Met	Not Met
Discuss the concept of confirmation bias and how it relates to double-checks and counts in healthcare. Learner **verbalizes** why it is important for the nurse counting to be the originator of the comparison number, while the second nurse compares the actual count with the documentation.		
Learner **demonstrates** with trainer how to complete an accurate count of controlled substances from the "counting" side.		
Learner **demonstrates** with trainer how to complete an accurate count from the "documentation" side and completes documentation according to facility standards. 1. <List facility standards (with specific paperwork or computer documentation requirements) here> 2. <		

Discuss the process for when a discrepancy is found. Learner **verbalizes** correct facility process: <Insert correct facility process here. It may be similar to the following, or it may involve a completely different process based on facility resources.> 1. Look for the missing medication and attempt to put together the story of what happened (or, if the count discrepancy is an overage, look for documentation that could be miscalculated.) 2. If found or easily explainable (e.g. missed documentation for a given dose that is documented elsewhere,) document the discrepancy and the resolution. Both nurses should sign this documentation. 3. If unable to immediately resolve the issue, report to clinical leadership. If clinical leadership is unavailable, report to facility leadership. DO NOT delay or wait to report.		
Discuss the concept of tampering. 1. Learner **verbalizes** the definition of tampering. 2. Learner **identifies** 3 signs of tampering to look for with pills. 3. Learner **identifies** 3 signs of tampering to look for with liquid medication.		
Discuss the process for when potential is found. Learner **verbalizes** correct facility process: <Insert correct facility process here. It may be similar to the following, or it may involve a completely different process based on facility resources.> 1. If a facility-owned phone/camera and secure transmission (HIPAA compliant) is available, take picture of what was found. (**DO NOT** take pictures of resident information on personal phones.) 2. Secure the medication that is of concern and report findings to clinical leadership. (If clinical leadership is not available, report findings to facility leadership. DO NOT delay or wait to report.)		
Learner either demonstrates or verbalizes process for security hand-off between nurses (either via key hand-off or sign-off/sign-in/biometrics.)		

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.