

Controlled Substances Orientation

This is intended as a resource to look at how controlled substance administration is addressed and assessed during orientation. Along with the demonstration competencies, a preceptor should minimally review the following with a new employee.

Process/Policy Review	Yes	No	Comments
Controlled Substance Storage/Security- According to facility process for various medications forms and security requirements for each (e.g. oral, topical, temperature sensitive).	<input type="checkbox"/>	<input type="checkbox"/>	
Pharmacy Packaging/Labeling How medications are labeled and where employees can look to find safety information.	<input type="checkbox"/>	<input type="checkbox"/>	
PRN Usage- According to facility PRN policies and practices, including appropriate circumstances in which to administer PRNs	<input type="checkbox"/>	<input type="checkbox"/>	
Re-ordering Controlled Substances <i>(Including partial fills)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Discontinuing Medications- According to facility policies and practices for proper discontinuation and documentation of controlled substances.	<input type="checkbox"/>	<input type="checkbox"/>	
Controlled Substances in an Emergency Process for ordering, obtaining, and documenting controlled substance administration during an emergency situation	<input type="checkbox"/>	<input type="checkbox"/>	