



CONTROLLED SUBSTANCE COMPETENCY AND PERFORMANCE CHECKLIST

Day Services

Staff Name: _____

Date: _____

Purpose: For Licensed Nurses, Program Directors (PD) and Day Hab Service Managers (DHSM) to demonstrate competency and safeguards around countable controlled substances.

Directions: The trainer must be a nurse who has passed the controlled substance competency train the trainer class. Training should be conducted during MAP Overview, and at any time a supervisor deems necessary. The employee being evaluated should demonstrate and verbalize all competencies on the checklist.

Staff must complete all steps successfully:	Met	Partially Met	Comments
Program Director or DHSM (using the index) finds correct page for the medication, and verbalizes the name of the individual, and the medication			
Program Nurse reads blister pack/liquid label out loud stating individual's name, medication name, medication strength, medication prescription number, and the number of pills/cc/ml. At the same time, PD/DHSM (same person as above) inspects the blister pack/bottle for any signs of tampering, i.e., holes, slices in blister pack/liquid label, glue, etc.			
PD/DHSM reads out loud individual's name, medication name, medication strength, medication number, and verifies the number of pills/cc/ml in the 'Amount Left' column of the Countable Controlled.			
Amount listed in the Controlled Substance Book is equivalent to the number of pills/cc/ml remaining in the blister pack or bottle.			
Program Nurse and PD/DHSM verify the number of pills/cc/ml or cc/ml in bottle under 'Amount Left' column on count page, and at the same time, both people inspect the blister pack/bottle for any signs of tampering, i.e., holes, slices in blister, glue, etc.			
In the same manner, all countable controlled substances are counted and verified by the Program Nurse and PD/DHSM.			
Program Nurse and PD/DHSM sign on the count verification page.			
While demonstrating, verbally explain documentation of administration of a Countable Controlled Substance.			
Verbally explain documentation of a dropped pill/spilled medication.			
Verbally explain documentation when transferring pages in the Countable Controlled Substance Book.			
Verbally explain Supervisor notification when count is off, medication looks tampered with, etc.			

Signature of MAP Certified / Licensed Staff

Print Name Date

Signature of Trainer

Print Name Date