



CONTROLLED SUBSTANCE COMPETENCY AND PERFORMANCE CHECKLIST

Residential

Staff Name: _____

Date: _____

Purpose: For all staff administering or supervising medication administration to demonstrate competency and safeguards around countable controlled substances.

Directions: The trainer must be a nurse or MAP certified supervisor who has passed the controlled substance competency train the trainer class. Training should be conducted during MAP Overview, during the MAP class, 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
Person One (staff going off-duty) gives the keys to Person Two (staff coming on-duty).			
Person One (using the index) finds correct page for the medication, and reads out loud the name of the individual and the medication.			
Person Two 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, Person Two inspects the blister pack/bottle for any signs of tampering, i.e., holes, slices in blister pack/liquid label, glue, etc.			
Person One 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.			
Person One and Person Two will verify the number of pills/cc/ml remaining in blister pack or cc/ml in bottle under 'Amount Left' column on count page, 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 Person One and Person Two.			
Person One and Person Two 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 notification of on call; i.e., when count is off, medication looks tampered with, etc.			

Signature of Staff

Print Name

Date

Signature of Trainer

Print Name

Date