

<b>River Valley Therapeutic Residence Policy and Procedure</b>		
<b>Checking in Controlled Substances</b>		
Effective: 4/28/2023	Revised:	Due to Review: 4/28/2025

## **POLICY**

The River Valley Therapeutic Residence has established a protocol for the receiving and tracking of all medications considered to be federally regulated controlled substances.

## **PROCEDURE**

When a new medication card for controlled substances is delivered, it must be accompanied by a new Controlled Medication Utilization Record and a “Prescriptions delivered to facility” slip.

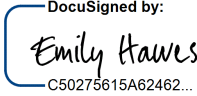
- 1) Verify that the count on the medication card matches the “Prescriptions delivered to facility” slips by signing and dating. Slips will be retained by both staff and the Pharmacy Delivery Technician.
- 2) Complete the Controlled Medication Utilization Record by documenting the *Date Received, Qty. Received, two staff signatures under Received By* and place the form alphabetically in the Narcotics Binder.

If the current controlled medication is a re-order and there is a current active controlled medication utilization record, follow the instructions below:

- 1) Verify that the count on the medication card matches the “Prescriptions delivered to facility” slips by signing and dating. Slips will be retained by both staff and the Pharmacy Delivery Technician.
- 2) Complete the NEW Controlled Medication Utilization Record by documenting the *Date Received, Qty. Received, two staff signatures under Received By*.
- 3) In the next empty line on the PREVIOUS Controlled Medication Utilization Record document the following:  
*date, time, “# (pills) transferred to new CMUR”, two staff signatures in the CHECKED BY column.*
- 4) In the first line of the NEW Controlled Medication Utilization Record add the number of pills from the previous Controlled Medication Utilization Record as follows

*Date; Time; “# (pills) transferred from PREVIOUS CMUR”, place the total amount in the AMOUNT REMAINING column, two staff signatures in the CHECKED BY column.*

- 5) Lastly place the NEW Controlled Medication Utilization Record alphabetically in the Narcotics Binder, and place the Previous Controlled Medication Utilization Record in the Completed Controlled Medication Utilization Record Binder.

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: Emily Hawes C50275615A62462...</p>	5/1/2023