Course Title:
Chain of Custody for Controlled Substance Infusions

Course Number:
14574
Course Description:

This course will present the procedure for handing off controlled substance infusions between one caregiver and another.
Learning Objectives:

Define chain of custody for handling controlled substance infusions.

Discuss the process for handing off IV or epidural controlled substances infusions between one caregiver and another.

Describe the method for documenting the handoff of controlled substance infusions in EPIC.
Controlled Substance Chain of Custody

- Controlled substances, such as opioids and benzodiazepines, must be transferred from one caregiver to another caregiver in a manner that establishes a clear chain of custody.

- Chain of custody: Complete documentation record showing the trackable receipt, custody, control, transfer, and disposition of a controlled substance in its entirety.
Chain of custody begins with

- Receipt of infusion by removal from Pyxis or obtaining from Rx
- The RN whose name is on the Pyxis removal or the Controlled Substances Delivery Sheet is fully responsible and accountable for the infusion until the documented transfer of custody to another RN

Chain of custody ends with

- Entire infusion accounted for between charted administration volumes + waste records
- Documented transfer of remaining infusion to another RN
- Or return of entire intact infusion to Rx.
Documentation for Controlled Substance Infusions:

- For infusions sent from Rx, receiving RN will print and sign his/her name on the Controlled Substance Delivery Sheet.

- If infusion is not immediately hung on the patient, sign it in to the Controlled Substance 24 Hour Inventory Log and place in the secure “*Controlled Substances” bin in Pyxis.
  - Two RNs must sign infusion in
  - One RN signs infusion out

- Items on Controlled Substance 24 Hour Inventory Log are inventoried each shift.

- Hanging new infusion:
  - RN documents new bag or new syringe/cartridge action on the EPIC MAR
Bedside transfer of custody of infusing controlled substance

- When the care of a patient is transferred from one caregiver to another:
  - The 2 caregivers together will verify and document the volume remaining of the controlled substance infusion that is hanging.

**EPIC Documentation**

- The off-going/transferring RN will access the MAR in EPIC
  - Click on the current time cell
  - Select rate/dose verify
  - Enter “Volume Remaining ____ mL” in the comments box
  - Click “request co-sign”
In the “Request Cosign By” field, indicate the name of the RN assuming care of the patient who also verified volume remaining and is accepting custody of documented volume.

The receiving RN will log into EPIC and note the request for co-signature on the Overview tab under the Administration with Cosign Requests.

The receiving RN will click on the EPIC co-sign link to document verification of the remaining volume.
EPIC Documentation cont.:

- By co-signing this action, the receiving RN accepts custody of the documented remaining volume of the infusion and is now fully responsible and accountable for this volume.
Waste of unused infusion

- If obtained from Pyxis – two RNs document waste electronically in Pyxis
- If obtained from Rx – two RNs document on the Controlled Substance Waste form located on the back of the Controlled Substance 24 Hour Inventory Log
Summary:

- Chain of custody for controlled substance infusions will be fully maintained and documented between caregivers
- The controlled substance infusion volume remaining must be verified by 2 RNs at the change of shift and any upon patient transfer to another department
- The 2 verifying RNs will document the volume remaining of the controlled substance infusion on the EPIC MAR

Information Contact:

Your Manager or Clinical Educator or PAMC Pharmacy