### COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH

## Ambulance Service Inspection of Controlled Substances

Name of Service	Date _			
Address	Name of	Inspe	ctor	
MA. Controlled Substances Registration #				
Initial Renewal Modification				
ALS Level Number of EMT's _				
Schedule Expiration			No	
Drug Storage  1. Does the service have a written policy on storage	are of			
controlled substances?	age or			
2. Are schedule II, IV, drugs doubled locked/sealed?	•			
3. Does the service keep controlled substances locked when not in use?	boxes			
4. Describe construction of the controlled substance	s box			
5. Does the service utilize sealed locks?				
6. Did the Surveyor inspect the contents of controlled substances box?	the			
7. Did the Surveyor break the seal to inspect contents of the medication box?	t the			
8. Are schedule II, IV, VI drugs properly labeled?				
9. Are controlled substances that are expired or illegible incomplete, worn soiled or missing being returned to the pharmacy?	have labels			
10. Does the service remove the controlled substance for the vehicle when not in use?	es box			
11. Does the service inventory CTC medication?				
12. Are I.V. solutions stored in such a way to procontamination?	revent			

- 13. Are controlled substances requiring refrigeration stored properly?
- 14. Are there excessive amount of any controlled substances stored in either the vehicle or place of business?
- 15. Are needles and syringes kept out of sight?
- 16. Are needles and syringes sealed?
- 17. Are internal and external controlled substances kept separated?
- 18. Is there a list conspicuously posted in the vehicle of all controlled substances indicating quantities and dosages stored in the ambulance?
- 19. Is a list of all controlled substances stored in the posted in the place of business?
- 20. Are proper inventory records maintained?
- 21. Are keys to the controlled substances box on authorized EMT's?
- 22. Is there any evidence of theft, loss, adulteration or lack of records?

# Medication Administration

- 23. Does the service have a written policy for the administration of controlled substances?
- 24. Are records of administering controlled substances being kept?
- 25. Are patient records being maintained?

# Medication Re-supply

- 26. Does the service have a written policy for re-supply of controlled substances?
- 27. Are drugs replaced on a one-for-one basis? (I.V. solutions, needles and syringes are exempt from this requirement.)
- 28. Are replacement orders signed?
- 29. Are purchase records of needles and syringe being kept?

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### Ambulance Service Review

- 30. Is a monthly inspection of controlled substances being conducted by the Director?
- 31. Are the names of all EMT's available upon request?
- 32. Are the levels of EMT's consistent with ALS licensure?
- 33. Are inventory records reviewed by the Director?
- 34. Has an ALS licensure survey been conducted?
- 35. Was affiliation agreement reviewed by the Inspector?

#### Registration

- 36. Is there a controlled substances registration at each place of business?
- 37. Is this service registered for the appropriate drug schedules?

DPH/DFD 4/87

## Comments