

August 15<sup>th</sup>, 2023

### Attention all Nurses

Effective September 1<sup>st</sup>, the way we count our scheduled narcotics is changing.

Going forward, each individual resident will have their own form for their scheduled medication, similar to how we count and keep track of our PRN medications. With each administration, please ensure that you document Date, time, reason, dose (1 tab or 1.5 tabs depending on dose) and amount remaining.

The scheduled narcotics will be now organized alphabetically, to match the order of the sheets in the binder, which will be alphabetically. This will be so you can flip easily and find your sheet/narcotics. PRN medications will be counted and organized the same way also.

There has been too many discrepancies with the previous sheets, and this way we can document time count is being done, and ensure amount of narcotics is appropriate for the time in which they are being counted. Count should be done at the end of each shift when a new shift is coming on. For units one and 3, you should be doing a count at 1430 when your receiving nurse is arriving. Please specify for reason (shift count) and time.

The sheets will be ongoing, and once a sheet is filled completely front and back, please pass on to Terri.

When receiving narcotics from pharmacy, please write in "Received" and add in amounts to create new count.

When creating a new sheet, please ensure that the "order as written" is carried over and ensure starting amount/carried forward amount is written so we know from previous sheet how many narcotics are in the drawer. Please ensure there is always one extra sheet ready to go to avoid running around during count.

Nursing supervisors will be creating new sheets so the transition in September is as seamless as possible.

This will be an adjustment period with growing pains so please be patient and ask questions along the way.

Nursing Management