

Appendix D



Narcotic Letter of Understanding

This document outlines the policies and procedures you agree to follow for compliance with Bridgeport Hospital and State of CT controlled substance policies. Failure to comply with all provisions can lead to the withdrawal of controlled substance privileges.

1. Security and Storage

- a. Controlled substance kits will only be carried in vehicles that are authorized to carry the same. These vehicles are listed explicitly by the number filed with the State of CT.
- b. Controlled substance kits will be kept in a double-locked safe except when in use or when anticipated to be in use. You may carry controlled substance kits on your person if:
 - i. You are doing a kit exchange
 - ii. You are on a call where you might reasonably expect to need the controlled substances, and distance from the vehicle might adversely impact patient care.
- c. The vehicle doors do not constitute a second lock in the double lock requirement.
- d. Vehicles that have controlled substance kits onboard will be locked at all times when unattended. This includes hospital bays, service garages, and all other locations.
- e. The keys to the onboard safe will be in possession of the paramedic who has signed for them at all times.

2. Kit Exchange

- a. Controlled substance waste must be done and witnessed before returning a kit to the Pyxis system. Kit exchange can only be done at Bridgeport Hospital.
- b. Controlled substances dispensed under STANDING ORDERS may have the words PER PROTOCOL written into the MD/CRNA signature spot by the paramedic, and an MD/CRNA signature may be omitted. Controlled substances dispensed with online medical direction, whether or not on standing orders, require an MD/CRNA signature in that spot.
- c. If there is waste, it must be signed for by the MD or CRNA, or by an RN or PA at the receiving hospital.
- d. Deposit waste in specially marked bins in the ER if the ER is so equipped.
- e. If controlled substances are drawn up but not used due to change in the patient's condition, both the amount that was drawn up as well as the remainder should be counted into waste and so documented.
- f. The kit should be resealed with the remaining seal before placing the kit in the return bin.
- g. A signature form of each paramedic who may administer controlled substances will be kept on file at the pharmacy. This signature form must be renewed yearly. An exchange will be denied if the paramedic requesting the exchange does not have a valid signature form on file.

3. Controlled Substance Receipt and Exchange

- a. By your required daily signature on the controlled substances log maintained by your service, you are affirming visual inspection and acceptance of a controlled substances kit with intact seals and valid drug expiration dates. Any deviation from this must be noted on the log and the kit exchanged out with the pharmacy at once. Service supervisors will contact the EMS Coordinator to report the deviation.
- b. In the event of damage to a kit or damage to seals while the kit is in your possession, contact service supervision to arrange for documentation of the same and replacement of the kit. Leave all contents of the kit as is, do not attempt to clean or repack it. Pictures should be taken of the damaged kit ASAP.
- c. All damaged kits or missing items must be returned to the pharmacy, not Pyxis.
- d. If the Controlled Drug Accountability record cannot be found, notify your supervisor, who will notify the EMS Coordinator who will call the pharmacy. The sheet will be reprinted.
- e. Only one kit may be kept in a vehicle. In the event a supervisor is doing an emergency resupply, more than one kit may be on that vehicle only for the duration of that resupply.
- f. Failure to correctly complete all required paperwork and waste before the kit being returned to the Pyxis system will result in the following:
 1. First offense results in a warning placed in the file.

2. Second offense results in a suspension of Pyxis privileges, and all kits must be returned to the pharmacy for two months.
 3. Third offense results in permanent removal from Pyxis system for narcotic exchanges.
- g. Any kit turned in without properly completed paperwork will require to the paramedic to return to the pharmacy to correct within 24 hours of notification or potentially lose the ability to handle narcotics in the future.

4. Use of Controlled Substances

- a. Drug administration will encompass best practices, including verification of drug, indication, and expiration. Whenever possible, a third party will visually confirm that the drug selected is the drug desired and the same documented in the call report. Many bottles look similar, and cap colors can change based on supply.
- b. Patient age, sex, and weight (estimated in kg) will be documented in all call reports.
- c. Drug concentrations can vary depending on supply. Care must be taken in drawing up the intended dose.
- d. Deviations, errors, or adverse reactions to medication will be reported to the appropriate parties without delay.
- e. Dosages will follow the SHCGB protocol exactly. For exceptional circumstances, the online medical direction will be used for deviation from protocol and the same documented.

By my signature, I acknowledge I understand and agree to follow the policies outlined above and have received a copy of this document.

Print Name:

_____ Services _____

Signed: _____ Date _____

Copy: Provider Training File
Bridgeport Hospital EMS Department/Pharmacy Department

Revised 10/17, 07/20