

Gradation method for Controlled Drug Audits

Equipment:

- Empty control drug bottles
- water, syringe, needle
- permanent marker
- Audit log sheet
- Dispensing log sheets

Create bottles with gradations to use as reference:

- Collect empty bottles for each liquid control drug you stock
- Depending on the bottle size add water to each bottle in increments ex. 0.25ml for the 1 ml bottles and perhaps 5 ml increments for the 50 mls bottles (you choose what works best for you)
 - mark each addition with marker to note the total volume in the bottle at that point
 - for the 250 ml bottles adding in 10 ml increments may work
 - *the more gradations the easier the volume is to approximate*
- KEEP these bottles for future use during audits

Auditing:

- Done with two people that the DR has specified to do audits. Can also be the DR themselves.
- Log your expected volume from the dispensing log
- Hold the current open bottle/vial up to the marked/gradated bottle and compare to estimate how much is in the in-use vial
- Log your “actual” amount
- Compare to the volume you expect to have
 - hopefully your volumes are close!
 - if not see below...
- Add notes to your audit log to explain the volume discrepancy
- Both individuals sign off on the audit

If volumes do not match:

- Check your bottle to your marked gradated bottle- did you read it right?
- Check the math from previous entries- dispensing log
- Check that you are accounting for hub loss (usually 0.05 ml/withdrawal)
- Check the surgery log for any missed entries
- Check computer for any charges that have been missed
- Reweigh the bottles for a final check

- Add notes to your audit log to explain the volume discrepancy
- If there is an irreconcilable loss or theft of drugs, it must be reported to the police immediately and to Health Canada within 10 days.

Cons for the weighing method:

- Inaccuracy!!
- Extra drug bottles in clinic than can get mixed up (keep the audit ones well away from the in use supply)
- A bottle of water can be mixed up with the real drug
- Keep gradation bottles well marked- ex. pink Vetrap around the top

Tips:

- Start new dispensing log sheets for each bottle/box
- *We are tracking trends for volumes under or over at the end of each bottle*