



Paramedic Narcotic Tracking



All actions for controlled medications will now take place in Operative IQ – My Control Numbers.

- Click on the truck check shortcut and sign in
- On the left side you will find “My Control Numbers” – Click here
 - This will take you into the back office where all the functions for Controlled Medications will occur.

Pick up from Safe

- Click on “Pick up from Safe” tab
- Choose the Safe Location
- Where it states “Quick Add Control Number” type in the box name (eg. Narc-1)
- This will bring up all the control numbers associated with this box
- Click on one control number or the little box in the gray header. This will choose all control numbers associated with this box.
- Hit submit
- You will enter your Operative IQ Password and your PIN
- You will then have your partner witness it by entering their login information (name & password) and their PIN
- Click OK (you do not need to print)
- You will then see all the control numbers that you now have in your possession.

Pick Up From Crew

- Click on “Pick up from Crew” tab
- Crew ID – Your Oasis #
- Select the Crew Member who is giving you the box (Medic leaving shift)
- “Quick Add Control Number” enter the box ID (eg. Narc-1)
- Click on one control number or the little box in the gray header. This will choose all control numbers associated with this box.
- Hit submit
- You will enter your Operative IQ Password and your PIN
- You will then have your partner Witness it by entering their login information (name & password) and their PIN
- Click OK (you do not need to print)
- You will then see all the control numbers that you now have in your possession.

Returning to Safe

- Click on the little box in the gray header. This will choose all control numbers associated with this box.
- Click on "RETURN"
- Choose the Safe Location you are returning the controlled medications to
- Click "Submit"
- Enter credentials and password
- This will then show you have no control numbers in your possession. If you have not already, do not forget to put the controlled medications in the safe.

Administering a medication

- Click on the control number(s) you used on the call.
 - I **do not** suggest you keep the broken sharp (top or bottom of the ampule); however, you can use process of elimination.....what you have left is obviously what you did not use
- Click on "Administer"
- Enter your dosages that you administered. The waste is automatically calculated.
- Fill out the information on the other side of the page.
- Click "Submit"
- You will enter your Operative IQ Password and your PIN
- You will then have your partner Witness it by entering their login information (name & password) and their PIN
- Click OK

Medication Drawn Up but Not Used

- If you Opened an Ampule or Vial but did not administer, you still use the administer tab
 - Choose the control number used
 - Click administer
 - Enter "0" zero for dose and the waste will be the entire vial
 - Same information will be enter on the other side. What you drew up the medication for
 - Outcome will be no change

BROKEN VIAL OR AMPULE – YOU MUST DO BOTH THE INCIDENT REPORT AND ADMINISTER

Incident Report (part 1)

- Choose the control number of the broken narcotic
- Click on “incident report”
- Enter all the information asked for....
 - Date
 - Time of occurrence
 - Truck #
 - Run number if it occurred on a call
 - Why medication was wasted
 - What happened? How did the narcotic get broken?
 - What actions will you take? (eg. Notified Superintendent, put narcotic amp/vial in sharps container, completed incident report) what action, if any, will you take in the future so this does not happen again? (no action, narcotic broken when I found it, take more care when I open amp/vial to mitigate spilling drug)
 - Which Superintendent did you notify
 - Click “Submit”
- You will enter your Operative IQ Password and your PIN
- You will then have your partner Witness it by entering their login information (name & password) and their PIN
- Click OK
- The incident report is emailed directly to Q&A

Administer (part 2)

To remove the controlled medication from your box you will administer the medication

- Choose the control number of the broken amp/vial
- Click “Administer”
 - Zero (0) dosage (which will give you full waste)
 - Who Gave Medication – choose yourself
 - Run Number – N/A
 - Patients Last Name – N/A
 - BHP – N/A
 - Call Type – “Other”
 - Reason – “Waste – Broken Vial/Ampule”
 - “No Change”
 - Click “Submit” – a warning will come up asking if you want to waste the entire control number – this is the time to verify you have chosen the correct control number before you proceed. If everything looks fine...
 - Click “OK” and “OK” again
- You will enter your Operative IQ Password and your PIN
- You will then have your partner Witness it by entering their login information (name & password) and their PIN
- Click OK