



# Milwaukee County

Office of Emergency Management

Christine Westrich, Director

Kenneth Sternig, EMS Division Director

M. Riccardo Colella, DO, MPH, EMS Medical Director

## N U M B E R E D   N O T I C E

Number: 18-01 REVISED

Date: January 17, 2018

From: Linda Mattrisch, Priyanka Biswas

Section: EMS Division- Quality Assurance and Analytics sections

To: All Milwaukee County Paramedics

Subject: Controlled Substance Accountability – Daily Audit Requirement

Purpose: Directive

Management of controlled substances within the Milwaukee County EMS system is a collaborative effort of several system stakeholders to ensure compliance with system and federal standards. The operational policy for controlled substance management requires the following be completed:

### DAILY documentation and VISUAL inspection

- After transferring ownership of narcotics from the off-going shift, inspect the narcotics box, pouch, and seals for integrity. Inspect loose drugs for broken seals, volume, and expiration.
- OEM EMS has simplified the process for confirmation of your daily inspection by adding the following mandatory answer field onto the transfer/pickup screen in Operative IQ:  
 **Controlled substances have been examined for tampering, expiration dates, and counts**
- Crewmembers working multiple sequential shifts must use the 'Audit' feature in Operative IQ to confirm their daily inspection, since you cannot transfer controlled substances to yourself. The mandatory answer field listed above will also appear on this screen.

OEM EMS expects all units to complete their daily inspection of controlled substances confirming the count and integrity of their inventory as well as account for the process electronically in Operative IQ through the Transfer/Pickup or Audit feature.

Regular inspection and quality auditing of daily entries will be conducted system-wide to verify adherence to the controlled substance management policy.

### Target Solutions Resources:

- Tutorial: File Center >> Operative IQ >> My Control Numbers Video Tutorial
- Manual: File Center >> OIQ CS >> Paramedic Role Functions

Additional questions should be directed to your fire department EMS liaison.

