

## CHECKLIST FOR CONTROLLED SUBSTANCE PLAN

**Each ALS Provider that carries controlled substances shall develop a Controlled Substance Plan (CSP). The CSP will describe, in detail, how the provider will obtain initial stock, securely transport, document use, waste, and restock, and, if necessary, maintain a secure onsite lock-up of all controlled substances. While CSPs may vary in structure, CSPs must contain specific documentation, forms, and procedures, for each of the following elements:**

\_\_\_\_\_ Controlled Substance Security:

- Each cartridge/syringe shall have a tamper-proof seal.
- Will be secured together inside a key-locked container.
- Containers shall be secured in either a cabinet inside the ALS vehicle, or storage cabinet inside a key-locked storage room.

\_\_\_\_\_ List the method of Drug Enforcement Agency (DEA) Registration that will be used.

\_\_\_\_\_ Process of obtaining an initial stock for each ALS vehicle:

- Must be delivered to the ALS vehicle by a Provider Supervisor.
- Each drug box must be numbered.
- Maximum amount of controlled substances carried in each box.

\_\_\_\_\_ Restock following administration in the field.

\_\_\_\_\_ Restock following loss or breakage of container.

\_\_\_\_\_ List methods of testing those who are suspected of abusing/diverting drugs.

\_\_\_\_\_ Develop an internal orientation for new employees.

\_\_\_\_\_ Develop an internal on-going training program.

\_\_\_\_\_ Develop a quality improvement program.

\_\_\_\_\_ Designate a CSP Oversight Coordinator and submit name and signature.

\_\_\_\_\_ Obtain a service Medical Director's signature of approval.

***Each ALS Provider shall submit a CSP to the Office of Emergency Medical Services for approval prior to applying to the DEA.***

**NOTE: This is merely a checklist intended to notify ALS Provider's of the requirements for the initial and continuous acquisition of controlled substances.**