### FAQ and Scenarios

#### Scenario 1 – Late Call

If a late call occurs and performing the departing check would cause a delayed response, the unit will respond without performing the departing check. A quick visual of the controlled substances should be performed. Once available, the on-duty battalion chief shall be notified who will perform the departing check. The oncoming crew will complete the arriving check as normal procedure. A good practice to establish is to perform the departing check as soon as oncoming personnel are ready to take a call.

#### To the BC performing above:

Log into the Station where this incident occurred. Select departing check with yourself and a the on-coming medic. As of today, you will have to be at the station to visually confirm there are no issues with the controlled substances and have the oncoming medic be the witness as normal procedure. A feature update may allow the unlocking remotely in the near future.

### Scenario 2 – No Departing Check was Completed

The actions will be the same as above by the BC. The on-duty BC will complete the departing check on their behalf and document in the notes the reason (employee went home sick/injured, late call, etc.)

#### Scenario 3 – Accidentally removing the wrong vial or entering incorrect used information

When the wrong vial is entered for the "Use/remove" check or when the wrong information is entered (alarm number, amount administered/wasted, etc) - The on-duty BC can edit this vial using the "cs transaction log."

#### To the BC performing above:

The BC will select the check type column, select the number 1 (or however many was accidentally removed) and scroll down on the bottom of this entry and select "return vial to the unit." If the information was just documented incorrectly (wrong amounts, incident number, etc) the BC can edit the incorrect field and then save the entry.

#### Scenario 4 - My "arriving check" information does not match my current inventory

Notify the on-duty BC immediately. PS Trax will display what is the expected inventory reported to the system compared to what you have on hand. Depending on what issue is occurring will determine the next action. (i.e. missing controlled substances = PD report, incident report, etc. Forgetting to log a use/remove check when cs were administered = BC having to complete the "Use/Remove" check to remove the vial from the system with the call information.)

# Scenario 5 – I'm doing a 48 and will keep possession of the controlled substance keys for the entire 48 hours.

Only 1 arrival check will be done for all 48 hours at the start of your shift. Complete the departing check at the end of your 48.

#### FAQ

What check is needed when leaving? "Departing check." Offgoing medic with keys initiates departing check while logged in and the oncoming medic taking the keys is the witness.

What check is needed when arriving? "Arriving check." Oncoming medic taking the keys will sign as the witness on the departing check. Then the arriving check will be performed with another medic as witness.

What check is needed for replacing a controlled substance? There are three events listed as a "Use/Remove" check – Used, Expired (don't use this check) and Broken. Information for each of these events will be added to the entry (if used: alarm number, amount administered, etc.) The use/remove check will be entered to remove this vial from our system. The BC will complete the add/restock entry when they are at the station with you. The BC will complete the add/restock information and the medic will sign as witness. This new vial number will now be loaded to your expected inventory on your unit.

What documentation is completed for a broken tag? Notification to the on-duty BC immediately. The on-duty BC will inspect the vial and tamper seal and reissue a tag. No documentation will be performed in PS Trax by the medic. The key reminder with the "Use/Remove" check is that the vial will be removed from our records. So this check should NOT be used for a broken tag. When a tag breaks, an administrative user will edit the vial to include the broken tag number and the new tag number.

What check is needed for inventorying spare controlled substances on a detail unit? The station captain will complete the "Inventory" check for each detail/out of service unit at their station. This is the only check that does not require a witness signature, because an audit trail is available through MedVault.

When are the controlled substance used form completed? The on-duty BCs will keep spare copies of this form in the event that PS Trax was down for an extended amount of time and a cs transaction is needed. Once PS Trax is back online, the form will be scanned/photographed and entered as an attachment for the PS Trax transaction (an entry in PS Trax will still be required when the system is back online) and the original cs used form will be destroyed.

When is the logbook used? PS Trax has never had an offline time greater than 1 minute. However, it is a requirement to have a source for completing controlled substance transactions the logbook will be kept on the units for this backup requirement. In the event of a natural disaster/prolonged power outage/malfunctioning website, etc. the logbooks will be used for completing all transactions. Once PS Trax is back online, all of the transactions will be entered into the system and the logbook will be photographed/scanned as an attachment for each digital entry.

Instruction for "Arriving Check"

Log/sign into PS TRAX

Click on your station

Click on "Performed Controlled Substance Check"

Select/confirm the correct date

CHECK TYPE will be "Arriving Check"

Select your Unit number

Press "BEGIN CHECK" Box

Enter the quantities on hand: i.e. (Fentanyl "4", Versed "2")

Press "CONTINUE" Box

Confirm that the information listed under your Unit's assigned narcotics correlates with the narcotics in your CSB's. (i.e. tag number, expiration date, etc.)

Click on the "Green Check" for each narcotic, for confirmation

Click "CONTINUE" box

Enter/Confirm your "Pin" information is correct in the box

Click on the "VERIFY" box and sign in the pop-up window

Have the second medic Enter/Confirm their "Pin" information

Click on the "VERIFY" box, and sign in the pop-up window

Click "FINISH" box

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	Davie Fire Rescue				
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			tion 38		
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DATE Mon Jun 1 CHECK TYPE Arriving C UNIT Engine 38	5, 2020 2:57 PM heck	CHECK			× ×
Performed	gine 38: Arriving C by Daniel Moran 06-15-202 Input T	heo 0 2:57	K PM Number of	Vials Below	
4 🔸					
VERSED					
2 🔶					

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resent	Control	11 Lot		Concentration	11	Volume <sup>1</sup>	Expires	
	0	0793	78	50mcg/ml		2ml	06-10-2020	
•	<b>5</b> 91	0793	78	50mcg/ml		2ml	06-10-2020	
	592	0793	78	50mcg/ml		2ml	06-10-2020	
	<b>4</b> 593	0793	78	50mcg/ml		2ml	06-10-2020	
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Instruction for "Departing Check"

Log/sign into PS TRAX

Click on your station

Click on "Performed Controlled Substance Check"

Select/confirm the correct date

CHECK TYPE will be "Departing Check"

Select your Unit number

Press "BEGIN CHECK" Box

Enter the quantities on hand: i.e. (Fentanyl "4", Versed "2")

Press "CONTINUE" Box

Confirm that the information listed under your Unit's assigned narcotics correlates with the narcotics in your CSB's. (i.e. Tag number, expiration date, etc.)

Click on the "Green Check" for each narcotic, for confirmation

Press "CONTINUE" box

Enter/Confirm your "Pin" information is correct in the box

Click on the "VERIFY" box and sign in the pop-up window

**Have the On-coming medic** Enter/Confirm their "Pin" information (VERY important this is the oncoming medic)

Click on the "VERIFY" box, and sign in the pop-up window

Click "FINISH" box

CONTROLLED SUBSTANCE CHECK	
DATE	
Mon Jun 15, 2020 3:09 PM	<b>#</b>
CHECK TYPE Departing Check	~
UNIT	
Engine 38	~
BEGIN CHECK	

Engine 38: Departing Check Performed by Daniel Moran 06-15-2020 3:09 PM

	Input Total Number of Vials Below
FENTANYL	
4 VERSED	
2	<b>—</b>
	CONTINUE

Fentanyl: 4	Verify the Fentanyl vials that are present				
Present	Control <sup>† </sup>	Lot 11	Concentration 11	Volume 🌐	Expires
	590	079378	50mcg/ml	2ml	06-10-2020
	591	079378	50mcg/ml	2ml	06-10-2020
	592	079378	50mcg/ml	2ml	06-10-2020
	593	079378	50mcg/ml	2ml	06-10-2020

Versed: 2	ersed: 2 Verify the Versed vials that are present				
Present	Control <sup>† </sup>	Lot 11	Concentration 🌐	Volume 🕕	Expires
	854	04302DK	5mg/ml	2ml	04-01-2021
	855	04302DK	5mg/ml	2ml	04-01-2021



Instructions for **"Inventory Check"** (To be used at Station 38/Station 65 for inventory of detail controlled substances)

Log/sign into PS TRAX

Click on your station

Click on "Perform Controlled Substance Check"

Select/confirm the correct date

CHECK TYPE will be "Inventory"

Select your Unit number/location (one will need to be done for each detail rescue at your station)

Press "BEGIN CHECK" Box

Enter the quantities on hand (Fentanyl "1", Versed "1")

Press "CONTINUE" Box

Confirm that the information listed under your Unit's assigned narcotics correlates with the narcotics in your CSB's. (i.e. Tag number, expiration date, etc.)

Click on the "Green Check" for each narcotic, for confirmation

Press "CONTINUE" box

Enter/Confirm your "Pin" information is correct in the box

Click on the "VERIFY" box and sign in the pop-up window

Click "FINISH" box

CONTROLLED SUBSTANCE CHECK Start or complete a controlled substances handoff	
DATE	
Mon Jun 15, 2020 3:40 PM	<b>#</b>
СНЕСК ТҮРЕ	
Inventory	~
UNIT	
Rescue 365	~
BEGIN CHECK Rescue 365: Inventory Reformed by David Moran 05-15-2020 3:40 PM	
Input Total Number of Vials Below	
FENTANYL 1 VERSED 1 CONTINUE	



#### Instructions for "Add/Restock" for Battalion Chiefs

Log/sign into PS TRAX

Click on your station

Click on "Perform Controlled Substance Check"

Select/confirm the correct date

CHECK TYPE will be "Add/Restock"

Select your Unit number/location

Press "BEGIN CHECK" Box

Select source that narcotic was received from: (Station 38 Med Vault, or Station 65 Med Vault)

Enter the quantity received (i.e. Fentanyl "1", Versed blank)

Press "CONTINUE" Box

Select/Confirm the narcotic received from the list

Have the issuing Battalion Chief Enter/Confirm their "Pin" information is correct in the box

Click on the "VERIFY" box and sign in the pop-up window

The receiving Lt/CL/Medic, Enter/Confirm their "Pin" information is correct in the box

Click on the "VERIFY" box and sign in the pop-up window

Click "LOG EVENT" box

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M	on Jun 15, 2	020 3:42 P	М		<b>m</b>
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			BEGIN CHECK		
	by Daniel	SCUE 65 Moran 06-1	5: Add/Restoc 15-2020 3:49 PM	K ad to Stock	
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• CONTROLLED SUBSTANCE CHECK Instructions for "Use/Remove" Start or complete a controlled substances handoff Log/sign into PS TRAX DATE Mon Jun 15, 2020 3:58 PM Click on your station СНЕСК ТҮРЕ Use/Remove Click on "Perform Controlled Substance Check" UNIT Rescue 365 Select/confirm the correct date CHECK TYPE will be "Use/Remove" 🖹 Rescue 365: Use/Remove by Daniel Moran 06-15-2020 3:59 PM Select your Unit number/location Select reason for removal: Press "BEGIN CHECK" Box O Used O Expired O Broken NOTE: This form should only be used for vials that are being removed from stock. Once logged, the selected vials will be archived in PSTrax. DO NOT use this form for vials that are being TRANSFERRED to another location. Select "Use/Remove" reason: i.e. Used, Expired (DO NOT USE THIS CHECK), or Broken Input Total Number of Vials Removed from Stock. Enter number of vial/vials to be replaced FENTA Press "CONTINUE" box VERSED 🍐 Select and confirm the correct narcotics that were Used, Expired, or Broken Lot Volum Expires Concent <mark>- 5</mark>99 079378 50mcg/m 2ml 2020-06-10 Fill out the required fields for each narcotic. "Required Fields" are the boxes outlined in red **INCIDENT #** DV200001234 Enter/Confirm your "Pin" information is correct in the box DOSAGE ADMINISTERED 50mcg Click on the "VERIFY" box and sign in the pop-up window DOSAGE DISPOSED 50mcg Have the second medic Enter/Confirm their "Pin" TIME ADMINISTERED 1230 information TIME DISPOSED 1235 Click on the "VERIFY" box, and sign in the pop-up window AUTHORIZING PHYSICIAN (PROTOCOL / MEDCOM) Protocol Click "LOG EVENT" box .... VERIFY SIGNATURE:



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Instructions for handling an Expired Controlled Substance

Medic – Notifies BC that a controlled substance is due to expire at midnight.

BC – Two Add/Restock checks are needed:

Add/Restock to the unit for replacement vial (see Page 4 for directions on procedure)

Add/Restock from the unit to the expired safe

Select Add/Restock

Select the "Expired Narcotics" unit

Select the unit the controlled substance is being removed from, enter the number of vials and select enter.

Select the vial from the list and enter your pin and signature.

Thu Jul 2, 2020 1:27 PM			
HECK TYPE			_
Add/Restock			~
NIT			
Expired Narcotics			_
	Wait		
Expired Narcotics: Add/ by PSTrax Admin 07-02-2020 1:28 PM	Restock		
Input Total Number of Vials Adde	d to Stock.		
Enter whole numbers only. I have Nank if	t the unit as		
Engine 38	e source.	v	
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Select the	e)		
verset number of V	rials		
	CONTINUE		
Expired Narcotics: A by PSTrax Admin	dd/Restock		
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