

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.

PS TRAX Controlled Substance Instructions

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

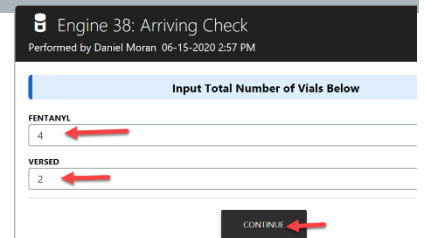
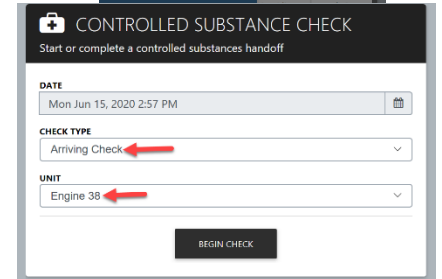
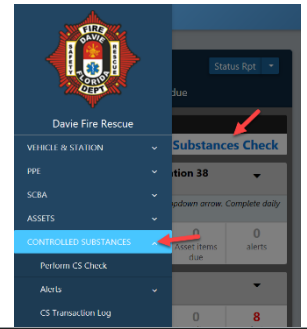
Enter/Confirm your "Pin" information is correct in the box

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

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

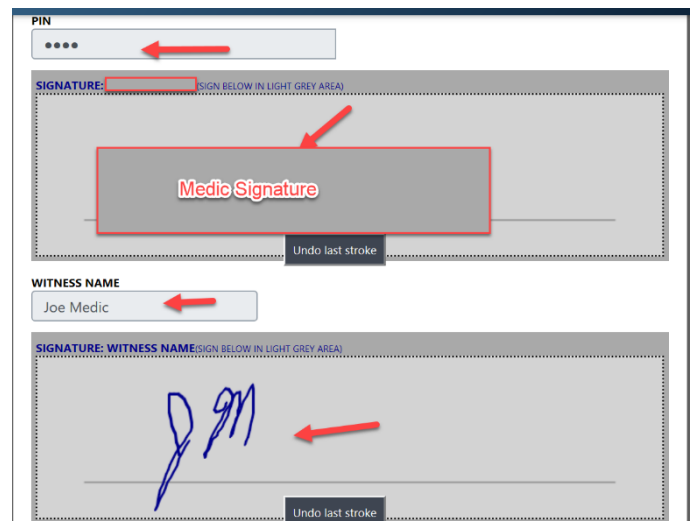
Click on the "VERIFY" box, and sign in the pop-up window

Click "FINISH" box



Present	Control	Lot	Concentration	Volume	Expires
<input checked="" type="checkbox"/>	590	079378	50mcg/ml	2ml	06-10-2020
<input checked="" type="checkbox"/>	591	079378	50mcg/ml	2ml	06-10-2020
<input checked="" type="checkbox"/>	592	079378	50mcg/ml	2ml	06-10-2020
<input checked="" type="checkbox"/>	593	079378	50mcg/ml	2ml	06-10-2020

Present	Control	Lot	Concentration	Volume	Expires
<input checked="" type="checkbox"/>	854	0430ZDK	5mg/ml	2ml	04-01-2021
<input checked="" type="checkbox"/>	855	0430ZDK	5mg/ml	2ml	04-01-2021



PS TRAX Controlled Substance Instructions

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
Start or complete a controlled substances handoff

DATE
Mon Jun 15, 2020 3:09 PM

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

CONTINUE

Fentanyl: 4 Verify the Fentanyl vials that are present

Present	Control	Lot	Concentration	Volume	Expires
<input checked="" type="checkbox"/>	590	079378	50mcg/ml	2ml	06-10-2020
<input checked="" type="checkbox"/>	591	079378	50mcg/ml	2ml	06-10-2020
<input checked="" type="checkbox"/>	592	079378	50mcg/ml	2ml	06-10-2020
<input checked="" type="checkbox"/>	593	079378	50mcg/ml	2ml	06-10-2020

Versed: 2 Verify the Versed vials that are present

Present	Control	Lot	Concentration	Volume	Expires
<input checked="" type="checkbox"/>	854	04302DK	5mg/ml	2ml	04-01-2021
<input checked="" type="checkbox"/>	855	04302DK	5mg/ml	2ml	04-01-2021

CONTINUE

PIN
.....

SIGNATURE: SIGN BELOW IN LIGHT GREY AREA

Offgoing medic

Undo last stroke

WITNESS NAME
Joe Medic

Oncoming Medic

SIGNATURE: WITNESS NAME SIGN BELOW IN LIGHT GREY AREA

Oncoming Medic (VERY Important)

PS TRAX Controlled Substance Instructions

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

CHECK TYPE: Inventory

UNIT: Rescue 365

BEGIN CHECK

Rescue 365: Inventory
Performed by Daniel Moran 06-15-2020 3:40 PM

Input Total Number of Vials Below

FENTANYL: 1

VERSED: 1

CONTINUE

Rescue 365: Inventory
by Daniel Moran

Fentanyl: 1 Verify the Fentanyl vials

Present	Control	Lot	Concentration	Volume
<input checked="" type="checkbox"/>	599	079378	50mcg/ml	2ml

Versed: 1 Verify the Versed vials

Present	Control	Lot	Concentration	Volume
<input checked="" type="checkbox"/>	864	04302DK	5mg/ml	2ml

CONTINUE

PS TRAX Controlled Substance Instructions

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

CONTROLLED SUBSTANCE CHECK
Start or complete a controlled substances handoff

DATE
Mon Jun 15, 2020 3:42 PM

CHECK TYPE
Add/Restock

UNIT
Rescue 65

BEGIN CHECK

Rescue 65: Add/Restock
by Daniel Moran 06-15-2020 3:49 PM

Input Total Number of Vials Added to Stock.
Enter whole numbers only. Leave blank if zero.

Battalion Safe

FENTANYL
1

VERSED
Leave the field not being added blank

CONTINUE

Select the vial(s) that you're adding to stock & provide additional details below.

FENTANYL
1

Source: Battalion Safe
Select narcotic item added:

	Control #	Lot	Concentration	Volume	Expires
<input checked="" type="checkbox"/>	587	079378	50mcg/ml	2ml	2020-06-10
<input type="checkbox"/>	587	079378	50mcg/ml	2ml	2020-06-10
<input type="checkbox"/>	588	079378	50mcg/ml	2ml	2020-06-10

VERIFY

SIGNATURE: SIGN BELOW IN LIGHT GREY AREA
Battalion Chief Signature

Undo last stroke

WITNESS NAME
Joe Medic Receiving Medic

SIGNATURE: WITNESS NAME: SIGN BELOW IN LIGHT GREY AREA
Receiving Medic Signature

Undo last stroke

PS TRAX Controlled Substance Instructions

Instructions for "Use/Remove"

Log/sign into PS TRAX

Click on your station

Click on "Perform Controlled Substance Check"

Select/confirm the correct date

CHECK TYPE will be "Use/Remove"

Select your Unit number/location

Press "BEGIN CHECK" Box

Select "Use/Remove" reason: i.e. Used, **Expired** (DO NOT USE THIS CHECK), or Broken

Enter number of vial/vials to be replaced

Press "CONTINUE" box

Select and confirm the correct narcotics that were Used, Expired, or Broken

Fill out the required fields for each narcotic. "Required Fields" are the boxes outlined in red

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 "LOG EVENT" box

Control #	Lot	Concentration	Volume	Expires
<input checked="" type="checkbox"/> 599	079378	50mcg/ml	2ml	2020-06-10

INCIDENT #
DV200001234

DOSAGE ADMINISTERED
50mcg

DOSAGE DISPOSED
50mcg

TIME ADMINISTERED
1230

TIME DISPOSED
1235

AUTHORIZING PHYSICIAN (PROTOCOL / MEDCOM)
Protocol

PS TRAX Controlled Substance Instructions

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.

CONTROLLED SUBSTANCE CHECK
Start or complete a controlled substances handoff

DATE
Thu Jul 2, 2020 1:27 PM

CHECK TYPE
Add/Restock

UNIT
Expired Narcotics

Wait...

Expired Narcotics: Add/Restock
by PSTrax Admin 07-02-2020 1:28 PM

Input Total Number of Vials Added to Stock.
Enter whole numbers only. * save *Mark if >=10

Engine 38

FENTANYL
1

VERSE

CONTINUE

Select the unit as the source.

Select the number of vials

Expired Narcotics: Add/Restock
by PSTrax Admin

Select the vial(s) that you're adding to stock & provide additional details below.

FENTANYL
1

Source: Engine 38
Select narcotic item added:

Control #	Lot	Concentration	Volume	Expires	
<input checked="" type="checkbox"/>	0000504	019318	50 mcg/ml	2 ml	2022-01-31

COMMENTS/NOTES

ATTACHMENTS
Choose File | No file chosen

PIN

Select the expired vial