

The University of Iowa Hospitals and Clinics
Department of Radiology
Controlled substance Co-signing

What is a controlled substance? A controlled substance is a drug that is considered to have a high abuse potential. These drugs are categorized into 5 schedules. Enclosed is a list of the Schedules and their drugs.

In conjunction with the Pharmacy, nurses are responsible for keeping track of the drugs administered as well as disposition of the left over medication. They keep a count of the drugs daily and when ever a controlled substance is taken for a patient. To ensure accuracy and to diminish the risk of abuse of these scheduled drugs, you will be asked to co-sign the waste of scheduled drugs. The purpose of Co-signing is to validate that the controlled substance has been disposed of properly.

To co-sign the waste of a scheduled drug, the nurse will ask you to witness her wasting the drug into a sink or toilet. Once you have witnessed this procedure, you will be asked to sign your initials on the **controlled substance disposition record** which is kept in the narcotic drawer, see enclosed examples. You will sign your initials in the right hand column labeled witnessing RN Initial on the corresponding line with the patient's name and the drug taken. If the drug was taken out of the McKesson you will be asked to document on the McKesson by typing your sign on and password on the McKesson waste screen.

The dating and signing of this form is documentary evidence that the employee has exhibited satisfactory knowledge/understanding for this policy.

Signature _____

Date _____