



Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Division of Drug Control

Controlled Dangerous Substances (CDS) Inspection Report For Long Term Care Facilities

1. Permits and Licenses

Facility Name _____
Address _____
City _____ Zip _____ County _____
Maryland CDS Registration Number _____ Expiration _____
OHCQ License Number _____ Expiration _____
Pharmacy Provider _____
Inspection Date _____ Arrival Time _____ Departure _____

2. Security

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Does the facility have a policy and procedure for the storage and administration of CDS to guard against theft and unlawful diversion? (COMAR 10.07.02.15 D) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Are Schedule II CDS stored in a double locked container? (COMAR 10.07.02.15 C (1)(k)) |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Is access to Schedule II CDS limited? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Is ordering/reordering Schedule II – V CDS restricted to specific personnel? If yes, who may order/reorder? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Is receipt of Schedule II – V CDS restricted to specific personnel? If yes, who may receive? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Is administration of Schedule II - V CDS limited to specific personnel? If yes, who may administer? _____ (COMAR 10.07.02.15 C (1)(b)) |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Is administration of all CDS recorded? (COMAR 10.07.02.15 C (1)(l)) |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Is a declining inventory sheet used to record administration of all CDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Is a shift to shift count made of all Schedule II CDS? (COMAR 10.07.02.15 C (1)(m)) |
| <input type="checkbox"/> | <input type="checkbox"/> | j. Is a shift to shift count made of all Schedule III – V CDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | k. Are any discrepancies in shift to shift count reported to supervisory personnel? |

- l. Are discontinued or unused CDS destroyed in the facility?
If yes, how are they destroyed? _____
Who is authorized to destroy CDS? _____
(COMAR 10.07.02.15 C (1)(n) and (o))
- m. If a significant loss of CDS is discovered, to whom is report made?

- n. If a theft of CDS is suspected, how is it handled? _____

- o. Is a locked dispensing device (i.e. Omnicell or Pyxis) used?
If yes, who is authorized to access and withdraw medications? _____
If yes, how is it replenished and by whom? _____

3. Record Keeping

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Are Schedule II – V CDS received from the pharmacy using a signed receipt system? |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Are CDS delivered to a central location? If not, where are they delivered?
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Are receipts maintained in a central location? Where? _____
If no, where are they maintained? _____
How long are they maintained? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Are records of the destruction of CDS maintained?
(COMAR 10.07.02.15 C (1)(n))
If yes, where are they maintained? _____
If yes, how long are they maintained? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Are copies of destruction reports being forwarded to DDC?
(COMAR 10.19.03.10 D(3)(d)) |

4. Inspection Summary

Inspector comments and recommendations: _____

Actions required by this report: _____

Date required action(s) to be completed: _____

Name of Director of Nursing or designee: _____

Signature of Director of Nursing or designee: _____

Inspector: _____

Signature: _____