



DEPARTMENT OF THE NAVY

NAVAL DENTAL CENTER
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SAN DIEGO, CALIFORNIA 92136-5596

NAVDECENSDDIEGOINST 6710.ID

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19 SEP 1996

NAVDECEN SAN DIEGO INSTRUCTION 6710.ID

Subj: DRUGS REQUIRING SPECIAL CUSTODY, CONTROLS AND RECORD
KEEPING

Ref: (a) MANMED Chapter 21

1. Purpose. To promulgate regulations, policies and guidelines applicable to the management of controlled drugs. This instruction applies to designated branch dental clinics having a regularly assigned, fully trained, oral and maxillofacial surgeon.

2. Cancellation. NAVDENCLINICINST 6710.IC.

3. Policy. The Pharmacy at Branch Medical Clinics (BMC) will, when requisitioned by branch oral and maxillofacial surgeons, furnish on a "direct turn-over" basis to branch oral and maxillofacial surgeons, the following controlled drugs:

- a. FENTANYL CITRATE INJECTION (SUBLIMAZE)
- b. DIAZEPAM INJECTION (VALIUM)
- c. MIDAZOLAM MCL INJECTION (VERSED)
- d. MEPERIDINE HCL (DEMEROL)

4. Security. To provide adequate protection, the following measures shall be enforced:

a. The oral and maxillofacial surgeon is responsible for the custody and security of these items in accordance with this instruction and will not allow any of these substances to be placed in the possession of other personnel.



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b. The branch oral and maxillofacial surgeon shall maintain a locked container, cabinet, or compartment of non-portable nature in which all such drugs shall be kept. The container key or combination shall remain at all times in the custody of the oral and maxillofacial surgeon and shall be personally transferred to the relieving oral surgeon. In the event a key is lost, broken, or otherwise unavailable for any reason, the Security Officer shall be notified immediately. The oral surgeon shall also be responsible for maintaining the required records in accordance with this directive and reference (a).

5. Record Keeping. At each branch dental clinic having controlled drugs, the oral surgeon shall maintain a loose leaf notebook containing a separate serially numbered Narcotic and Controlled Drug Account Record (NAVMED 6710/22) for each issue of controlled drugs issued. With each use of a medication, the appropriate line entries must be made on the 6710/22. After depletion of the stock on a 6710/22, the form should be returned to the issuing BMC Pharmacy.

6. Controlled Drug Order Submission. Each one of the controlled drugs will be ordered on a separate prescription, titled "For Clinic Use", turned in to the BMC Pharmacy. The pharmacy will maintain a small inventory of these medications for this purpose. The pharmacy will then generate a NAVMED form 6710/22 for each medication issued.

a. Only the branch oral and maxillofacial surgeon shall receive narcotics or other controlled drugs, which will be issued directly from BMC Pharmacy.

b. Controlled drugs may also be requisitioned from Naval Medical Center, San Diego Pharmacy, by following prescription requirements of that facility.

c. At the time of issue, the receiving oral surgeon shall:

(1) Check the amount of the drug.

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(2) Check to ensure that the serial number is on the NAVMED 6710/22, the NDC 4235/1, and the drug container. If a discrepancy exists, a report shall be made immediately to the Fiscal/Supply Department via the clinic director.

(3) Sign the NAVMED 6710/22 in the appropriate space, date and sign the bottom of the NDC 4235/1. The carbon copy receipt portion is maintained in the BMC Pharmacy.

7. Controlled Medicinal Inventory Board

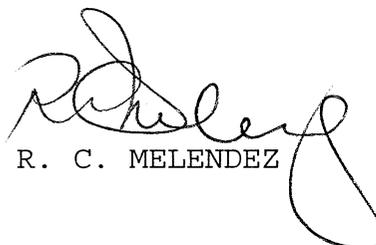
a. Composition and Duties. The composition and duties of the board shall be in accordance with reference (a).

b. Frequency of Inventory. Controlled drugs shall be inventoried monthly, or more frequently if necessary.

c. Submission of Report. An inventory report shall be prepared and submitted to the Commanding Officer in accordance with reference (a). Losses, thefts, or any significant irreconcilable differences between physical inventory findings and accounting records shall be reported to the Commanding Officer. A copy of this inventory report should be given to the BMC Pharmacy.

8. Action. Branch dental clinics authorized to maintain controlled drugs requiring special custody and the oral and maxillofacial surgeons designated by the command responsible for custody or issue of said drugs will be designated in writing by the Commanding Officer.

9. Reports and Forms Availability. Inventory Report is a monthly report due by the 10th of the month. NDCSD 4235/1 (Rev. 8-94), S/N 0105-LL-800-0004 may be obtained from the NDC Materiel Management Department.


R. C. MELENDEZ

Dist:

List I, Case 1, 2