



Tip Sheet for Controlled Drug Audits

Key Things to Remember:

- Audits must be performed on all controlled drugs – regardless of the frequency of its use.
- The licensed veterinarian must review the controlled drug logs monthly.
- Audit must be completed monthly (every 21 – 31 days)**

Example of **compliant audit schedule** ↓

OCTOBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|------|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 ✓ | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

NOVEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|------|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 ✓ | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

DECEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|------|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 ✓ | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Other Useful Tips:

- If an audit was missed due to staff availability, make note of the reason, and complete the audit as soon as possible.
- To ensure a verifiable monthly inventory, a suggestion is to pre-schedule it each month and perform it on a consistent day of the week.
- If the seal on the bottle is unbroken, assume the amount indicated on the bottle is the same.
- To measure the amount of liquid controlled drugs, instead of drawing up the liquid in a syringe, consider 2 alternative methods:
 - 1). Place a small sticker on the bottle cap with the amount written on it. Every time an amount is used, subtract that amount from the total and place a new sticker on the cap with the amount remaining in the bottle. Example: Bottle has 10 mL. When 2 mL is used, place a new sticker on the cap indicating 8 mL is remaining in inventory.
 - 2). Using an empty bottle of the same drug, draw lines on the empty bottle with the amounts in milliliters (mL) written at each line. For example: place 5 mL of water in the empty bottle and mark that amount. Now, you can use it to visually compare with the bottle in use to know how much remains.

Tools from the CVO:

Please visit the [CVO website](http://www.cvo.org).

- Sample documents of controlled drug logs (with audits) and Audit Tracking Sheets.