# MIAMI-DADE FIRE RESCUE

# CONTROLLED SUBSTANCE eLOG

# CHEATSHEET

This Controlled Substance eLog (CS eLog) Cheatsheet is a guide governed by and is subordinate to Procedure 37 and at no time supersedes its authority or its direction.

## 3 Functions of the CS eLog

**OIC Exchange**: The transfer of the CS eLog ownership at morning shift change or at any OIC exchange of responsibility.

**Medication Administration**: Logging patient controlled substance administrations.

**Unit Transfer**: Transferring controlled substances to another MDFR unit.

## Things to Know !

**Access CS eLog from Tablet?**

On the Tablet → CS eLog Icon

**Access CS eLog from Station Computer**

MDFRNET → Controlled Drugs eLog

**Login & Witness Signatures?**

MDC: (User name / password)

## OIC Exchange

### When to do an OIC Exchange?

- Every morning @ face-to-face, exchange of responsibility.

- @ Every shift change including (holdover, OT) when on the same unit.

- ASAP when off-going, face-to-face is not possible.

### Who logs in to the CS eLog at the OIC exchange?

- The On-coming OIC.

### What to do?

- Click, 🔄 Exchange
- Count all available narcotics.
- Enter counts in the CS eLog.
- Get Witness signature.

### Who Witnesses / Signs?

- Off-Going OIC
- (or) Units' Paramedic, only if OIC face-to-face is not possible.

## Medication Administration

### How to enter?

1. Click, ⊞ Administer

2. Click, ↓ Add  – next to the pre-populated ePCR medication entry, to auto-fill fields. (if available)

3. Verify/Correct info. entered.(edit if req.)

4. Get Paramedic / Witness signature and click save.

### Medication given & Not Pre-populated?

1. Contact an EMS Captain to do an Override

2. Add "Narrative Addendum" to EMS report if needed.

3. EMS Captain will make the entry in the units log as an Override.

## Unit Transfer

↔ Transfer

### When to do a transfer?

- Any time a MDFR unit transfers controlled medications to another unit.

### Who can do a transfer?

- Any MDFR unit.

### Who Logs the transfer and Where?

- The sending MDFR unit documents the transfer in their log.

### Who Witnesses / Signs?

- The receiving units OIC must witness the sending units CS eLog.