OFFICIAL PROTOCOL

**FIELD SERVICE INVENTORY CONTROL**

To fulfill legal requirements and maintain inventory accurately, field service vehicles must be locked at all times when not in use. When the vehicles are parked in their permanent location, they need to be secured (i.e. doors locked and garage doors closed). In addition, keys to field service vehicles will only be available through Cubex and must be in the possession of the person that has checked them out (i.e. not laying out on counters or loaned to someone else). It is important that the person that has checked the keys out of Cubex returns them as soon as they are done using them. It is cautioned that the longer the keys are in one’s possession, the more liability/responsibility is placed upon that person if there are issues with inventory/controlled substances.

Inventory Request Forms will be the procedure for obtaining items from the Dispensary to re-stock field service inventory. As such, each section will work with the Dispensary to have up-to-date/accurate forms to use for their requests. A signed Dispensary Inventory Request Form needs to be presented to the Dispensary to obtain inventory. If inventory is removed by a House Officer after hours to restock a truck, the Dispensary must be notified as soon as possible of what was taken. The Dispensary staff will maintain an electronic inventory utilizing the Hospital Information System (VetStar) of what has been transferred to each service.

Controlled substance logs will be accurately maintained for controlled drugs utilized in the field. If there is a discrepancy, it is the responsibility of the primary operator of the vehicle to audit and resolve the discrepancy. All logs will be returned to the Dispensary for storage.

It is imperative that all multiple dose vials on field service trucks are marked immediately with the date on the day they are first punctured. This is to ensure that bottles are not used after their expiration or outdated prematurely, creating unnecessary medical waste. If Dispensary staff find a multiple dose vial that has been punctured but not dated, they must assume it to be expired and will replace it as such, and the replacement vial inventory will be recorded in Vetstar via an Inventory Request Form.

Dispensary staff are responsible for completing monthly outdates on all field service trucks. Items that are outdated and have been used will be replaced automatically unless otherwise discussed with the field service clinician. The replacement inventory will be documented on an Inventory Request Form and transferred to department inventory using Vetstar.