

AUDIT REPORT TRACKING SYSTEM (ARTS)

SECTION I: SUMMARY INFORMATION			
Audit Title:	Fire Department: Safeguarding Controlled Substances	Audit Release Date:	10/19/2016
Department:	Fire Department	Last Report Date:	First ARTS Report
Department Director:	Paul Berardi	This Report Date:	07/25/2017
Contact Person/Phone:	Donna Maize 300-8825	Expected Presentation Date:	08/09/2017
SECTION II: RECORD OF IMPLEMENTED RECOMMENDATIONS			
1. Implemented 5-11-2017		5. Implemented 11/16/2016	
2. In Progress (expect full implementation 8/10/2017)		6. Implemented 12/6/2016	
3. Implemented 12/6/2016		7. In Progress (implementation expected 10/27/2017)	
4. Implemented 12/6/2016			
SECTION III: SUMMARY OF IMPLEMENTATION EFFORTS			
Recommendation 1: The fire chief should establish a procedure that ensures that paramedics have their access cards before they begin their shift.			
<i>Status of Recommendation: Implemented 5-11-2017</i>			
This recommendation is addressed in General Administrative Guideline GAG 1-48 Lost Stolen Misplaced City ID Badges.			
Recommendation 2: The fire chief should ensure employees with drug vault access who leave department employment or move to an ineligible department position for drug vault access have their drug vault access deactivated immediately.			
<i>Status of Recommendation: In Progress</i>			
A group email named "Changes" was established and is being utilized. This provides notification to internal City IT and City Security (among others) to ensure that access cards of employees who are separated from the fire department are deactivated. Any changes to employee status or work region within KCFD requiring de-activation of access to drug vaults is handled through the "Changes" email group i.e. moving to a different work region and no longer eligible to work overtime as a paramedic or EMT. The Employee Separation Policy was reviewed and updated by the KCFD Human Resources committee and recommended to pass at the next KCFD Labor Management Steering Committee meeting.			
Recommendation 3: The fire chief should ensure staff keeps a log of expired drugs, periodically performs a physical inventory of expired drugs, and compares logged expired drugs to the physical inventory.			
<i>Status of Recommendation: Implemented</i>			
This recommendation is fully implemented; inventory occurs daily and expired drugs are disposed of on a semi-annual basis in December and June. All expired drugs are recorded on a spreadsheet that is kept electronically and printed and located within the expired drug cabinet each time expired drugs are pulled from inventory and placed within the cabinet. Two disposal cycles have occurred since the audit, the first in December 2016 and the second in June 2017.			
Recommendation 4: The fire chief should ensure the department conducts and documents an annual inventory of all controlled substances.			
<i>Status of Recommendation: Implemented</i>			
This recommendation was implemented. The annual inventory takes place in December with the completion of the first annual inventory December 6, 2016.			

<p>Recommendation 5: The fire chief should ensure that ordering, picking up, and paying for controlled substances are segregated.</p>
<p><i>Status of Recommendation: Implemented</i></p>
<p>This recommendation was implemented. Ordering occurs through the lead Assistant Division Chief in Logistics, with a specific group notified via email. The Division Chief of Logistics picks up and purchases the Narcotics. With each transaction, Finance is notified so that the purchasing card is opened for the transaction. The orders are tracked and recorded by the Administrative Assistant for the Technical Services Bureau.</p>
<p>Recommendation 6: The fire chief should ensure that delivery staff and paramedics sign for custody of controlled substance drug boxes during field exchanges.</p>
<p><i>Status of Recommendation: Implemented</i></p>
<p>The Division Chief of Logistics reviewed this practice with delivery staff and the Assistant Division Chiefs in Logistics during November 2016. The documented policy was sent to Fire Administration on 12/2/2016 and reviewed at the 12/6/2016 meeting. All Shift Deputies subsequently reviewed with their Battalion Chiefs, who were charged with dissemination to field personnel.</p>
<p>Recommendation 7: The fire chief should update and/or develop written policies and procedures for controlled substances.</p>
<p><i>Status of Recommendation: In Progress</i></p>
<p>General Operating Guideline 10-26 addresses chain of custody for controlled substances. This policy is currently in the review process and should be completed April 26th. Beginning January 2017, drug logs were revised as monthly logs that are distributed and picked up every 30 days. Each shift is responsible to review drug logs for signatures and accuracy every 10 days. Any discrepancies are reviewed with the responsible employee by the supervisor and reported through the chain of command, to be tracked in a centralized manner. The fire department is currently working to utilize information from MAST SOPs to develop written policies and procedures for working with controlled substances within the EST department that will include written guidelines on purchasing, transporting, inventory, packing drug boxes and ambulance buckets, and disposal of expired drugs. This project is expected to be completed by mid-October, 2017.</p>
<p>SECTION IV: ADDITIONAL OUTCOMES</p>
<p>This audit reinforced practices and procedures related to the chain of custody, distribution, and disposal of narcotics. While many policies were already in place, the audit provided a mechanism to review and reinforce those policies, and to strengthen compliance. A positive outcome has been improved checks and balances due to splitting responsibility for ordering and picking up narcotics. This ensures no single person has full control over this process.</p>