

POLICY STATEMENT(S):

The pharmacy manager must ensure that narcotic counts and reconciliations are completed:

- a) at a minimum of every 3 months and
- b) after a change of manager and
- c) after a break-in or robbery.

BACKGROUND:

Federal Narcotic Control Regulations state that a pharmacist must report to the Federal Minister any loss or theft of narcotic within 10 days of discovery. Shortages which cannot be accounted for must be reported to Health Canada as per federal legislation.

DEFINITION:

Reconciliation: means the quantity of narcotics on hand must equal the quantity received (as shown on invoices) minus those dispensed (as shown on the narcotic report) over a specified time period.