

Narcotic Count Sheet - shift change

A witnessed physical count at the moment custody passes from one staff member to another. Both sign.

PHARMACY NAME

DATE (YYYY-MM-DD)

TIME OF COUNT

OUTGOING STAFF MEMBER (PRINT NAME)

INCOMING STAFF MEMBER (PRINT NAME)

LOCATION (SAFE / VAULT / CABINET)

Drug (generic and brand)	Strength	Form	DIN	Expected on hand	Physical count	Variance	Out. initials	In. initials

If anything does not match

Recount the drug before recording a variance. If it still does not match, note it below and hand it over verbally as well as on paper - a variance found at shift change is far easier to trace while the transactions behind it are still recent.

OUTGOING - SIGNATURE

INCOMING - SIGNATURE

PHARMACIST VERIFYING (IF DIFFERENT)

Retention: in Ontario, pharmacy patient and dispensing records must be kept at least 10 years (O. Reg. 264/16 s. 21). Federally, at least 2 years, under a separate regulation for each class of drug: narcotics (Narcotic Control Regulations s. 40.1), Part G controlled drugs (Food and Drug Regulations s. G.03.010), and targeted substances (Benzodiazepines and Other Targeted Substances Regulations s. 75).

Cadence: the Ontario College of Pharmacists expects narcotics and controlled substances to be reconciled at least every six months. Nova Scotia and Prince Edward Island are stricter, reconciling narcotics and controlled drugs monthly. Alberta, British Columbia, Saskatchewan, Manitoba, and Newfoundland & Labrador generally require reconciliation every three months.

General information, not legal or professional advice. Confirm the current requirements with your provincial college and Health Canada.