

QTP4P0X1-6
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PHARMACY TECHNICIAN

Controlled Substances Management



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INTRODUCTION

1. This Qualification Training Package (QTP) was developed to enhance and standardize on-the-job training for 4POX1 personnel. As a trainer, the QTPs provide teachable elements of task breakdowns. The teachable elements will assist in guiding the trainee towards **independent** task performance, **proficiency**, and serve as an **evaluation** tool for trainers/certifiers.
2. Review the volume(s) of the Career Development Course(s) (CDCs) and identify which module(s) of the QTP is needed for the trainee's job position or upgrade skill-level training. The QTP training for each module should be accomplished in the order which most closely mirrors the area in which the trainee is working. Items in column 2 of the Pharmacy Job Qualification Standard (JQS)/Specialty Training Standard (STS) marked with a 5 or 7 are core tasks for the 4P career field. Additional proficiency training may be required for these tasks at the supervisor's discretion.
3. Ensure the trainee reviews the training references in each module prior to attempting any task or QTP evaluation. Review the performance checklist and training objective with the trainee. If the trainee has questions about the objective, clarify the desired outcome/results of performance, demonstration or completion of the task. Remember the objective of each QTP is to standardize training and allow sufficient time for the trainee to learn each task thoroughly to be able to perform the task **independently**.
4. When the trainee has received sufficient training and is ready to be evaluated on the objective, follow the evaluation instructions. The performance checklist must be used as you evaluate each task objective. When the trainee successfully demonstrates and accomplishes the objective, document the task completion appropriately in the member's Air Force Training Record (AFTR).
5. The QTP task completion is to be annotated as a 623A comment in the trainee's AFTR. **NOTE:** The individual checklists and final evaluations are **not** filed in each member's user files.
6. If the trainee does not accomplish the objective, review the areas needing further instruction. Conduct feedback for each module with the trainee, and document appropriately in the member's AFTR. The trainee will be re-evaluated until the objective is met.
7. If a task being trained requires third party certification by a certifier/certifying official, the trainer ensures trainee is qualified to perform the task **independently**. The trainee will then be evaluated by certifier/certifying official. Tasks requiring certification are identified in column 2 of JQS with a number sign (#). The certifier/certifying official will ensure that a trainer has signed off the task in the trainer column prior to signing off the task in the certifier column in AFTR.

8. Tasks associated with a QTP are identified in column 4D of the STS. The QTPs are a necessary tool for standardizing task qualifications for upgrade training or job position training. Such standardization benefits the JQS training concept throughout a member's career. These documents may also be used in assessing/certifying pharmacy technicians upon arrival at a new duty station.

9. Feedback is a vital and important part of improving our educational process for pharmacy technicians. Your first hand expertise is valued and your feedback is highly encouraged to ensure we have the most up-to-date information and training possible. Trainees should direct all inquiries to their immediate supervisor.

SUBJECT AREA: Controlled Substances Management

TASK NAME(S): Procedures: Adding new drug to CHCS; New Issue Entry; Decrement from Controlled Inventory; Add to Controlled Inventory; Adjust to Inventory; Complete RX Transaction; Return RX Transaction; Remove RX Transaction; Cancel a Prescription; Discontinue a Prescription

JQS/STS REFERENCE(S): 8.4.1.; 8.4.2.; 8.4.3.; 8.4.4.; 8.4.5.; 8.4.6.; 8.4.6.1.

EQUIPMENT REQUIRED:

1. Composite Healthcare System (CHCS)
2. Vault
3. Controlled Substances

TRAINING REFERENCES:

AFI 44-102, Medical Care Management; CDC 4P051A, Volume 3; CHCS User's Manual; Pharmacy Practice Manual; Pharmacy Law Digest; AFMAN 23-101; Air Force Medical Management; AFI 31-101, Integrated Defense (FOUO); AFI 41-209, Medical Logistics Support

REMARKS/NOTES: Controlled Substances Management is vital to compliance with all guidelines and the success of accreditation inspections. Reports for CII and CIII - V medications must be filed separately. Trainees must have Narcotic System Reports key enabled by Systems (or Database Administrator) to perform task(s).

OBJECTIVE:

1. Effectively and accurately manage controlled substances according to Air Force, Federal, State, and local laws/instructions.

EVALUATION INSTRUCTIONS:

1. After the trainee has received instructions, allow sufficient practice on each part of the task.
2. Use the performance checklist to ensure all steps of the task are accomplished without assistance and without error.
3. Document task competency upon completion of the evaluation in the trainee's AFTR. The initial evaluation should be documented in AFTR as a part of upgrade training. All recurring evaluations should also be documented as a 623A comment in the trainee's AFTR.

STEPS IN TASK PERFORMANCE:

1. Identify appropriate need and information required to Add a new drug into CHCS; Issue a New Entry; Decrement Controlled medication from Inventory; Add Controlled to Inventory; Adjust Inventory; Complete RX Transaction; Return RX Transaction; Remove RX Transaction; Cancel a Prescription, Discontinue a Prescription.

2. Insert pertinent information in required fields in CHCS.

ATTACHMENT(S): None

PERFORMANCE CHECKLIST:

PROCEDURES

PERFORMANCE ITEMS	SAT	UNSAT
<p>1. Add New Drug to Formulary (ADN) <i>Summary: This function is used to add a new drug into CHCS. NOTE: There are two additional steps needed to successfully add controlled items to the inventory, those include formulary maintenance (FRM) and adding the medication to the controlled inventory record (CIR).</i></p>		
a. Identify appropriate need and information required to add medication to the formulary		
b. Follow menu path - SFM - FOM - ADN		
c. Drug name		
d. NDC		
e. Route		
f. Dosage strength		
g. Content unit		
h. Dosage form		
i. Drug check		
j. Legal status		
k. Label print name		
l. Synonym		
m. Drug type (inpatient data)		
n. Drug type		
o. Drug Authorization key (under ordering restrictions...enter doc if POE)		
<p>2. New Issue Entry (NEW) <i>Summary: This function is used to issue new controlled item orders.</i></p>		
a. Identify appropriate need and information required to inquire about a controlled item issue		
b. Receive order/issue request		
c. Follow menu path - NSM {Enter Site} ISM - NEW		
d. (P)ackage or (I)nventory		
e. Medication		
f. Requestor's Name		
g. Issue to Location		
h. Units Dispensed		
i. Received by		
j. Expiration Date of Product		

k. Manufacturer		
l. Lot Number		
m. Device		
3. Decrement from Controlled Inventory (DCI) <i>Summary: This function is used to decrement from controlled inventory</i>		
a. Identify appropriate need and information to decrement from controlled inventory (return medication to medical logistics)		
b. Follow menu path - NSM {Enter Inventory Site} INV - DCI		
c. Voucher number for medication		
d. Controlled item being decremented		
e. Quantity		
f. Verify controlled item/quantity is correct		
4. Add to Controlled Inventory (ADD) <i>Summary: This function is used to add supply issued items to the vault.</i>		
a. Identify appropriate need and information required to increment controlled inventory (receive controlled items from medical logistics)		
b. Follow menu path – NSM {Enter Inventory Site} INV - ADD		
c. Voucher number provided on delivery list from logistics		
d. (P)ackage or (I)nventory		
e. Medication being incremented		
f. Quantity		
g. Verify controlled item/quantity is correct		
h. Verify correct inventory site		
5. Adjustments to Inventory (ADJ) <i>Summary: This function is only used to adjust inventory with an AF Form 85, Inventory Adjustment Voucher.</i>		
a. Identify appropriate need to adjust controlled inventory (manufacturer overage or shortage)		
b. Follow menu path – SFM – NAR – ADJ		
c. Controlled item		
d. Vault for adjustment		
e. Increment or Decrement inventory		
f. Quantity		
g. Reason for adjustment (be exact)		
6. Complete RX Transaction (CRT) <i>Summary: This function is used to decrease a quantity from a vault after the transaction has been completed.</i>		

a. Identify appropriate need and information required to complete RX transaction		
b. Follow menu path - NSM {Enter Inventory Site} CPM - CRT		
c. RX number (or select all, then choose appropriate RX number)		
d. Verify controlled item		
e. Complete process as required		
7. Return RX Transaction (RRT) <i>Summary: This function is used to return a prescription quantity to a vault inventory that has been completed (CRTd).</i>		
a. Identify appropriate need and information required to return RX transaction		
b. Follow menu path - NSM - CPM - RRT		
c. Select/enter appropriate RX number		
d. Verify controlled item/accuracy		
e. Complete process as required		
8. Remove RX Transaction (REM) <i>Summary: This function is used to remove a prescription from the CRT listing.</i>		
a. Identify appropriate need and information required to remove RX transaction (i.e. discontinued or expired)		
b. Follow menu path - NSM {Enter Inventory Site} CPM - REM		
c. Select appropriate RX number (or select all, then choose appropriate RX number)		
d. Complete process as required		
9. Cancel a Prescription (CAP) <i>Summary: This function is used to cancel a prescription that is input by the Pharmacy. NOTE: A POE cannot be CAPd.</i>		
a. Identify appropriate need and information required to cancel a prescription		
b. Follow menu path - OPM {Enter Site/Printer} PM - SPM - CAP		
c. Enter/select appropriate RX number		
d. Complete process as required		
10. Discontinue a Prescription (DAP) <i>Summary: This function is used to discontinue a prescription.</i>		
a. Identify appropriate need and information required to discontinue a prescription		
b. Follow menu path - OPM - PM - DAP		
c. Enter/select appropriate RX number		
FINAL RESULTS:		
Trainee:		

Trainer:		
Certifier:		
Date:		

FEEDBACK: Using the performance checklist as a review reference, discuss the trainee's performance, indicating strengths, weaknesses, suggested improvement, etc. If the trainee performed all task steps satisfactorily, document appropriately in trainee's AFTR.

SUBJECT AREA: Controlled Substances Management

TASK NAME(S): Reports: Supply Voucher Reports; Review; Specific/General Transaction Reports; Outstanding Issue Report; Narcotic Movement Report; Inventory Report

JQS/STS REFERENCE(S): 8.4.3.

EQUIPMENT REQUIRED:

1. Composite Healthcare System Program (CHCS)
2. Printer

TRAINING REFERENCE(S):

CDC 4P051A, Volume 3 and CHCS User's Manual

REMARKS/NOTES: Controlled Substances Management is vital to compliance with all guidelines and the success of accreditation inspections. Reports for CII and CIII - V medications must be filed separately. Trainees must have Narcotic System Reports key enabled by Systems (or Database Administrator) to perform task(s).

OBJECTIVE:

1. Generate Controlled Substance Reports

EVALUATION INSTRUCTIONS:

1. After the trainee has received instructions, allow sufficient practice on each part of the task.
2. Use the performance checklist to ensure all steps of the task are accomplished without assistance and without error.
3. Document task competency upon completion of the evaluation in the trainee's AFTR. The initial evaluation should be documented in AFTR as a part of upgrade training. All recurring evaluations should also be documented as a 623A comment in the trainee's AFTR.

STEPS IN TASK PERFORMANCE:

1. Identify appropriate need and information required to generate Supply Voucher Reports, Specific/General Transaction Reports, Outstanding Issue Report, Narcotic Movement Report or Inventory Report in CHCS.
2. Insert pertinent information in required fields in CHCS.

ATTACHMENT(S): None

PERFORMANCE CHECKLIST:

REPORTS

PERFORMANCE ITEMS	SAT	UNSAT
<p>1. Supply Voucher Report (SVR) <i>Summary: This function is used to run reports that will print supply voucher information for any items received or by turn-ins. NOTE: This option will print the Supply Voucher information by (R)ceipts or (T)urn-ins to Logistics or Returns Company.</i></p>		
a. Identify need and information required to generate Supply Voucher Report		
b. Follow menu path - PRM - NRR - SVR		
c. (R)ceipts or (T)urn-ins		
d. Vault		
e. Date logged (depending on how far back you need to review)		
f. Last date logged (normally current date)		
g. Select device/print report		
<p>2. Specific/General Transaction Reports (STR)/(GTR) <i>STR summary: This function is used to print all transaction records for a particular item by Drug, Issue, Prescription or Supply Voucher.</i> <i>GTR summary: This function is used to print transaction records of all controlled items by Drug, Prescription Number, Issue Number, Supply Voucher Number and Adjustment Number.</i></p>		
a. Identify need and information required to generate a specific or general transaction report		
b. Follow menu path - PRM - NRR - STR or GTR		
c. Select (D)rug, (P)rescription Number, (I)ssue, (S)upply Vouchers, or (A)djustment Number (for GTR only)		
d. Select Vault		
e. Complete process as required		
f. Select device/print report		
<p>3. Outstanding Issue Report (OIR) <i>Summary: This function is used to print all outstanding AF Form 579, Controlled Substance Registers.</i></p>		
a. Identify need and information needed to generate Outstanding Issue Report (new calendar year)		
b. Follow menu path – PRM – NRR - OIR		
c. Select (A)ll, (D)rug-Specific, (L)ocation-Specific, (R)ange of Dates Asked		
d. Select Vault		
e. Complete process as required		
f. Select device/print report		

4. Narcotic Movement Report (NMR) <i>Summary: This function is used to print the detailed or total movement of all controlled items.</i>		
a. Identify need and information required to generate narcotic movement report		
b. Follow menu path – PRM – NRR- NMR		
c. Select Vault		
d. Enter Earliest Date		
e. Enter Latest Date		
f. Select device/print report		
5. Inventory Report (INR) <i>Summary: This function is used to print the inventory records of all active controlled items, regardless of the quantity on hand.</i>		
a. Identify need and information required to generate an inventory report (biennial, disinterested, or perpetual inventory)		
b. Follow menu path - PRM - NRR - INR		
c. Select (A)lphabetic Name, (D)EA Schedule, or (N)ational Stock Number		
d. Select Vault		
e. Complete process as required		
f. Select device/print report		
FINAL RESULTS:		
Trainee:		
Trainer:		
Certifier:		
Date:		

FEEDBACK: Using the performance checklist as a review reference, discuss the trainee’s performance, indicating strengths, weaknesses, suggested improvement, etc. If the trainee performed all task steps satisfactorily, document appropriately in trainee’s AFTR.

SUBJECT AREA: Controlled Substances Management

TASK NAME(S): Forms and Files: AF Form 85, Inventory Adjustment Voucher, Inventory Adjustment Voucher; AF Form 579, Controlled Substance Register, Controlled Substance Register; AF Form 781, Multiple Item Prescription; AF Form 582, Pharmacy Stock Record; AF Form 115a, Register of Controlled Numbers, Register of Controlled Number; Standard Form (SF) 701, Activity Security Checklist; SF 702, Security Container Check Sheet

JQS/STS REFERENCE(S): 8.4.4.

EQUIPMENT REQUIRED:

1. Computer Terminal
2. Access to Air Force Forms and Publications Website
3. Printer
4. Blue or Black Pen

TRAINING REFERENCE(S):

AFI 44-102, Medical Care Management; AFI 31-101, Integrated Defense (FOUO); CDC 4PO51A, Volumes 1 and 2; AFMAN 33-363, Records Disposition Schedule; Pharmacy Practice Manual, Chapter 3

REMARKS/NOTES: Controlled Substances Management is vital to compliance with all guidelines and the success of accreditation inspections. Reports for CII and CIII - V medications must be filed separately. Trainees must have Narcotic System Reports key enabled by Systems (or Database Administrator) to perform task(s).

OBJECTIVE:

1. Accurately complete Forms as directed by Air Force Instructions (AFIs) and local policies
2. Disposition forms IAW AFIs and local policies

EVALUATION INSTRUCTIONS:

1. After the trainee has received instructions, allow sufficient practice on each part of the task.
2. Use the performance checklist to ensure all steps of the task are accomplished without assistance and without error.
3. Document task competency upon completion of the evaluation in the trainee's AFTR. The initial evaluation should be documented in AFTR as a part of upgrade training. All recurring evaluations should also be documented as a 623A comment in the trainee's AFTR.

STEPS IN TASK PERFORMANCE:

1. Identify appropriate need and information required for AF Forms 85, 579, 781, 582, 115a and SFs 701 and 702.
2. Retrieve the correct form and complete the required information
3. Disposition as required

ATTACHMENT(S): None

PERFORMANCE CHECKLIST:

FORMS AND FILES

PERFORMANCE ITEMS	SAT	UNSAT
1. AF Form 85, Inventory Adjustment Voucher <i>Summary: This form is used to report any controlled item discrepancies (overages/shortages).</i>		
a. Identify appropriate need and information required for AF Form 85, Inventory Adjustment Voucher		
b. Voucher number (may create local policy/form for voucher number tracking)		
c. Select pharmacy		
d. NDC number		
e. Medication name and justification		
f. Complete the narrative portion with the required information		
g. Unit of issue		
h. Unit cost		
i. Actual recorded balance in CHCS or automation unit (PYXIS Etc.)		
j. Actual inventory count		
k. Over/short quantity and cost		
l. If only 1 item is listed, it must be immediately followed by a "Last Item" entry		
m. Prepared by		
n. Reviewed by		
o. Total over/short cost		
p. Route for approval (Flight, Squadron and MTF Commander)		
q. File AF Form 85, Inventory Adjustment Voucher as indicated on file plan. NOTE: Technicians should be able to describe the time period required to keep voucher as indicated by AFRIMS and AFMAN 33-363		
2. AF Form 579, Controlled Substances Register <i>Summary: This form is used to issue controlled items to wards, clinics, or other approved units.</i>		
a. Identify appropriate need and information required to complete and AF Form 579, Controlled Substances Register		
b. Requesting unit/clinic		
c. Complete form (issue from CHCS) or return form (in CHCS)		
d. Date initiated		
e. Initiated by		
f. Medical Treatment Facility		
g. Register number		

h. Article nomenclature		
i. Unit of issue		
j. Balance transferred from previous form or zero balance if it is the initial issue		
k. Initials of individual that transferred/transcribed balance and the receiver		
l. Date of issue		
m. Time of issue		
n. Identify if item was issued from/returned to pharmacy		
o. Enter transaction number if item was issued		
p. Identify the amount issued or returned		
q. Identify balance of item		
r. Initials of pharmacy personnel and unit/clinic representative		
s. Identify if balance will be forwarded to new AF Form 579, Controlled Substances Register		
t. File AF Form 579, Controlled Substance Register as indicated on file plan. Technician should be able to describe time period required to keep controlled substances register as indicated by AFRIMS and AFMAN 33-363		
3. AF Form 781, Multiple Item Prescription <i>Summary: This the prescription form used by military providers to prescribe medications.</i>		
a. Identify appropriate need and information required to verify accuracy, completeness and enter pertinent AF Form 781, Multiple Item Prescription information into CHCS		
b. Medication nomenclature		
c. Strength		
d. Amount (up to 90 days depending on local policy) must be identified by both alpha and numeric documentation		
e. Directions		
f. Refills (No refills on CII; up to 6 months or 5 refills on CIII-V)		
g. Full name of patient (age and weight if under 12)		
h. SSN of sponsor		
i. Address		
j. Work/home telephone number		
k. Date		
l. Signature of prescriber		
m. Prescriber Identification (Name, SSN or BNDD, Grade, Degree, Service, Facility, and DEA # if civilian provider)		
n. Attach appropriate pharmacy generated label to AF Form 781, Multiple Item Prescription		
o. File AF Form 781, Multiple Item Prescription as indicated on file plan. Technician should be able to describe time period required to keep multiple item prescription form as indicated by AFRIMS and AFMAN 33-363		

4. AF Form 582, Pharmacy Stock Record <i>Summary: This form or its automated equivalent is used to track the perpetual inventory for all controlled items. NOTE: Use one AF Form 582, Pharmacy Stock Record per item and keep a running tally of the item. If a mistake is made on the form, use the line thru and initial format.</i>		
a. Identify appropriate need and information required to complete an AF Form 582, Pharmacy Stock Record		
c. Article		
d. Unit of issue		
e. Date		
f. Pharmacy tracking number		
g. Name of provider		
h. Patient or inpatient unit		
i. Voucher number		
j. Amount received		
k. Amount dispensed		
l. Recorded balance		
n. Complete form as required and transfer information to a new form once the old form has been completed		
o. File AF Form 582, Pharmacy Stock Record as indicated on file plan. Technician should be able to describe time period required to keep pharmacy stock record as indicated by AFRIMS and AFMAN 33-363		
5. SF 701, Activity Security Checklist <i>Summary: This form is used to document the pharmacy's security and safety inspections.</i>		
a. Identify appropriate need and information required to complete an SF 701, Activity Security Checklist		
b. Division/branch/office		
c. Room number		
d. Month/year		
e. Physically check identified items to and follow security or resource protection protocols		
e. Complete form (checkmark appropriate blocks to indicate item was inspected, initials of individual that performed inspection, annotate time security inspection was accomplished)		
f. File SF 701, Activity Security Checklist as indicated on file plan. Technician should be able to describe time period required to keep security checklist as indicated by AFRIMS and AFMAN 33-363		
6. SF 702, Security Container Checklist <i>Summary: This for is used to record all openings and closings of a safe or vault.</i>		
a. Identify appropriate need and information required to complete the SF 702, Security Container Check Sheet		
b. Room number		

c. Building		
d. Container number		
e. Month/year		
f. Date		
g. Opened by initials/time		
h. Closed by initials/time		
i. Checked by initials/time		
j. Physically check to ensure security container is open/closed according with pertinent regulations and operating instructions		
k. File SF 702, Security Container Check Sheet as indicated on file plan. Technician should be able to describe time period required to keep security container check sheet as indicated by AFRIMS and AFMAN 33-363		
7. AF Form 115a, Register of Controlled Numbers <i>Summary: This form is used to track all issued AF Form 579, Controlled Substances Registers.</i>		
a. Identify appropriate need and information required to complete an AF Form 115a, Register of Controlled Numbers		
b. Organization or unit		
c. Date or fiscal year		
d. Control number		
e. Type of document (AF Form 579, Controlled Substances Register)		
e. Location issued to or received from		
f. Nomenclature of issued medication		
g. Date issued or returned		
h. Initials/signature of individuals involved in transaction		
i. File AF Form 115a, Register of Controlled Numbers as indicated on file plan. Technician should be able to describe time period required to keep register of controlled numbers as indicated by AFRIMS and AFMAN 33-363		
FINAL RESULTS:		
Trainee:		
Trainer:		
Certifier:		
Date:		

FEEDBACK: Using the performance checklist as a review reference, discuss the trainee's performance, indicating strengths, weaknesses, suggested improvement, etc. If the trainee performed all task steps satisfactorily, document appropriately in trainee's AFTR.

SUBJECT AREA: Controlled Substances Management

TASK NAME(S): Inventories: Biennial; Disinterested; Perpetual

CFETP/STS REFERENCE(S): 8.4.5.

EQUIPMENT REQUIRED:

1. Computer terminal with Composite Healthcare Computer System (CHCS) access
2. Printer

TRAINING REFERENCE(S):

CDC 4P051A, Volume 3 and CHCS User's Manual

REMARKS/NOTES: Controlled Substances Management is vital to compliance with all guidelines and the success of accreditation inspections. Reports for CII and CIII - V medications must be filed separately. Trainees must have Narcotic System Reports key enabled by Systems (or Database Administrator) to perform task(s).

OBJECTIVE:

1. Correctly perform inventory procedures
2. Disposition inventories IAW AFI's and local policies

EVALUATION INSTRUCTIONS:

1. After the trainee has received instructions, allow sufficient practice on each part of the task.
2. Use the performance checklist to ensure all steps of the task are accomplished without assistance and without error.
3. Document task competency upon completion of the evaluation in the trainee's AFTR. The initial evaluation should be documented in AFTR as a part of upgrade training. All recurring evaluations should also be documented as a 623A comment in the trainee's AFTR.

STEPS IN TASK PERFORMANCE:

1. Identify appropriate need and information for completing biennial, disinterested or perpetual inventories.
2. Insert pertinent information into required fields in CHCS.

3. Perform biennial, disinterested or perpetual inventory functions.
4. Disposition as required.

ATTACHMENT(S): None

PERFORMANCE CHECKLIST:

INVENTORIES

PERFORMANCE ITEMS	SAT	UNSAT
<p>1. Biennial Inventory <i>Summary: This is the complete and accurate inventory of all controlled medications that is to take place every 2 years on 1 May of every odd numbered year IAW AFI 44-102, Medication Management. NOTE: Ensure easily missed areas are not excluded: Home Station Medical Response medications (HSMR), destruction vaults, outlying units with Pyxis or 579s.</i></p>		
a. Identify appropriate need and information needed to complete a biennial inventory		
b. Obtain Outstanding issue report		
c. Obtain PYXIS inventory reports		
d. Obtain CHCS inventory reports		
e. Perform biennial inventory (physically count on-hand quantity of every controlled item)		
f. File Biennial Inventory as indicated on file plan. Technician should be able to describe time period required to keep biennial inventory as indicated by AFRIMS and AF MAN 33-363		
<p>2. Disinterested Inventory <i>Summary: This is an inventory of the MTF's controlled medications that is to be completed at least monthly IAW AFI 44-102, Medical Care Management.</i></p>		
a. Identify appropriate need and information required to complete a disinterested inventory		
b. Perform disinterested inventory		
c. File Disinterested Inventory as indicated on file plan. Technician should be able to describe time period required to keep disinterested inventory as indicated by AFRIMS and AF MAN 33-363		
<p>3. Perpetual Inventory <i>Summary: This is an inventory that provides continuously, updated/on-hand amounts of all controlled items that is to be completed IAW 44-102, Medical Care Management.</i></p>		
a. Identify appropriate need and information required to complete a perpetual inventory		
b. Insert pertinent information into required CHCS fields and print out reports		
c. Perform perpetual inventory		
d. File perpetual inventory as indicated on file plan. Technician should be able to describe time period required to keep perpetual inventory as indicated by AFRIMS and AF MAN 33-363		

*** NOTE *** If any numbers do not match up, an explanation of why must be at the bottom of inventory report. Here are 3 examples of what may be written at the bottom:		
<ol style="list-style-type: none"> 1. Medication +1 pending AF Form 85, Inventory Adjustment Voucher for signature 2. RXJ2011109 not CRTd before inventory 3. RXJ2011109 filled and CRTd after inventory 		
FINAL RESULTS:		
Trainee:		
Trainer:		
Certifier:		
Date:		

FEEDBACK: Using the performance checklist as a review reference, discuss the trainee's performance, indicating strengths, weaknesses, suggested improvement, etc. If the trainee performed all task steps satisfactorily, document appropriately in trainee's AFTR.

REFERENCES

AFI 31-101, Integrated Defense (FOUO), 8 October 2009

AFI 41-209, Medical Logistics Support, 10 March 2004

AFI 44-102, Medical Care Management, 1 January 2012

AFMAN 23-101, Air Force Medical Management, 8 August 2013

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Pharmacy Law Digest. St. Louis, Missouri: Facts and Comparisons.

Pharmacy Technician Career Development Course (CDC) Set A and Set B