
Subject: Controlled Medications Inventory Audit

Report to: Audit Committee

Report date: Monday, February 4, 2019

Recommendations

1. That report AC-C 7-2019 in addition to Appendix 1 and Confidential Appendix 2 **BE RECEIVED** for information.
2. That staff **BE DIRECTED** to implement the recommendations in Confidential Appendix 2 of Report AC-C 7-2019, respecting Controlled Medication Inventory Audit.

Key Facts

- The purpose of this report is to provide Audit Committee a summary of findings noted during the Controlled Medication Inventory Audit.
- This report contains the findings, implications and recommendations for the observations discovered during the Audit in addition to a Management Action Plan (MAP) for each of the recommendations.
- Three detailed audit observations and associated recommendations are found in Confidential Appendix 2 of the report.

Financial Considerations

There are no immediate budgetary considerations associated with this report. It is anticipated that some of the recommendations may have an implementation cost associated to them. If Management chooses to pursue the recommendations then all costs will be funded through the regular annual budget process.

Analysis

The audit report is intended to provide Audit Committee with information regarding the handling of controlled medications at Niagara Region in Niagara Emergency Medical Services (NEMS) and Long Term Care Homes within the Seniors Services division. This report includes the detailed observations from the audit.

Please note that a limited portion of the report is being provided to Audit Committee on a confidential basis in closed session in reliance upon section 239(2)(a) of the Municipal Act by reason of the fact that those recommendations/observations provide detail regarding NEMS practices/procedures related to controlled medications that could

represent a risk to the security of the property of the municipality and safety of staff if disclosed to the public.

Alternatives Reviewed

No other alternatives were reviewed at this time.

Relationship to Council Strategic Priorities

Value-for-money (VFM) audits were identified and approved as the previous term of Council's Strategic Priority – Advancing Organizational Excellence. The goal of this Strategic Priority was to *“Build a strong internal foundation for Niagara Region to enable a more prosperous Niagara,”*

Following the completion of the 2015 and 2016 audits, Council approved having a permanent Internal Audit function situated with the renamed Internal Control and Organizational Performance division.

The 2018 Annual Audit Plan, which included an audit of controlled medications was approved by Audit Committee on October 31, 2017.

Other Pertinent Reports

AC-C 6-2017 2018 Internal Audit Plan

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Appendices

Appendix 1	Controlled Medications Inventory Audit
Appendix 2	Confidential Appendix to AC-C 7-2019: A Matter Respecting the Security of the Property of the Municipality