Children's National

INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Trainee Drug Enforcement Administration & Controlled Dangerous Substance Registration Policy

DATE EFFECTIVE: July 1, 2022

POLICY: DEA & CDS

I. PURPOSE:

Provide institutional Drug Enforcement Administration (DEA) and Controlled Dangerous Substance (CDS) registration numbers for all trainees through the Office of Graduate Medical Education.

II. POLICY SCOPE:

The institutional DEA and CDS registration numbers provide authorization to prescribe controlled substances for patients seen in connection with residency and fellowship duties at Children's National Hospital (CH). All institutional DEA and Controlled Substance numbers are valid for the entire duration of the training program.

III. DEFINITIONS:

DEA Number
A unique identifier that enables medical practitioners to write controlled drug prescriptions**.** Two letters, six digits, and one check digit make up DEA numbers. DEA numbers are intelligent numbers, which means that some of the digits are meaningful.
Many individual states including the District of Columbia also require a practitioner to hold a CDS certificate in addition to a DEA certificate.

Trainee
Trainee refers to all interns, residents and fellows participating in an ACGME accredited, or non-ACGME training programs sponsored by CH.

Training Program
Training program or program refers to an ACGME accredited or non-ACGME internship, residency or fellowship training program sponsored by CH.

IV. POLICY:

CH Graduate Medical Education Office assigns all in-house trainees requiring either an MTL or MTR training license and rotating trainees an institutional DEA and CDS number at the beginning of their training at CH. This number will be used to order prescription drugs during clinical service for as long as the physician is in a training position. At affiliate institutions (i.e., Holy Cross Hospital, Fairfax Hospital, National Institutes of Health, MedStar, etc.) the trainee must use a different temporary DEA number covered by the registration of the institution concerned. All temporary DEA and Controlled Substance numbers are valid for the duration of the training program. Temporary DEA numbers are not given out by telephone.

All in-house trainees, eligible for a full DC Medical License, must apply for personal DEA and CDS numbers through the DC BOM. Institutional DEA and CDS numbers can be temporarily assigned to these trainees as they wait for their DCBOM DEA and CDS applications to be approved, if necessary.

V. APPROVAL:

Approved by:

Dinesh Agarwal MD

DIO/Vice Chair, Medical Education

5/8/2024

Date

VI. REVIEW OR REVISION DATE:

Approved by the GMEC: June 15, 2022
Modified and approved by GMEC: September 13, 2023
Reviewed and Approved by GMEC: May 8, 2024