

CONTROLLED DRUG TOOLKIT QUESTIONS

2022-23

(Completion of the CD toolkit is voluntary)

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| Introduction | <p>This online controlled drug self assessment is best practice and not mandatory and only specific to Wales; however it is recommended that this is completed prior to the monitoring and inspection visit. In order to ensure that the visit can be undertaken as efficiently as possible please complete all questions on the form. This should be verified by the Pharmacist. The information you provide will be used by the GPHC(W) Inspectorate and HB for assessment purposes. The information should be accurate and complete and may be disclosed to the relevant accountable officer at your Health Board and/or other appropriate authorities. These answers may also contribute to aspects of Service Improvement and inform Medicines/Waste Management</p> |
| Question 1 | <p>Does the pharmacy premises? (please tick all that apply)</p> <ul style="list-style-type: none">Prescribe controlled drugsSupply controlled drugs against requisitionsSupply controlled drugs against private prescriptionSupply controlled drugs to substance misusersAdminister controlled drugs to substance misusersTransport controlled drugsSupply controlled drugs against NHS prescriptions |
| Question 2 | <p>Does the pharmacy premises have documented SOPs covering; the handling and supply, including labelling, of controlled drugs?</p> |
| Question 3 | <p>Does the pharmacy premises have documented SOPs compliant with Legislation & Regulations and appropriate to the activities carried out at the premises?</p> |
| Question 4 | <p>Where the pharmacy delivers controlled drugs are they transported in accordance with a SOP?</p> |
| Question 5 | <p>Does the pharmacy maintain and retain documented records showing:</p> <ul style="list-style-type: none">Controlled Drugs supply sourceOrdering & receipt of Controlled DrugsVerification of staff training (for those involved |

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| | <p>in handling & supply of controlled drugs)</p> <p>Date checking of Controlled Drugs stock (& frequency)</p> <p>Controlled Drugs patient returns</p> <p>Stock destruction</p> <p>Running Balances</p> |
| Question 6 | If you have these records documented, are they audited? |
| Question 7 | Do you have procedures in place to prevent unauthorised access to Controlled Drugs? |
| Question 8 | <p>How are all relevant controlled drugs stored under safe custody on the pharmacy premises?</p> <p>A cabinet or safe which is of a specification (in build and fixings) in accordance with the Misuse of Drugs Act Safe Custody Regulations</p> <p>Other</p> <p>if 'other' please describe below</p> |
| Question 9 | Does the pharmacy premises have any controlled drugs awaiting destruction? |
| Question 10 | Where are controlled drugs awaiting destruction kept? |
| Question 11 | How often is controlled drugs stock destroyed at the pharmacy premises? |
| Question 12 | Is unwanted controlled drug stock (e.g. date expired, patient returned, incorrectly prepared) at the pharmacy premises appropriately marked and segregated? |
| Question 13 | Are 'patient returned'/out of date stock controlled drugs destroyed in accordance with legislation and best practice? |
| Question 14 | Is the controlled drug register at the pharmacy premises maintained in compliance with the Misuse of Drugs Regulations and any relevant guidance? |
| Question 15 | What type of controlled drug register do you use? |
| Question 16 | If the controlled drug register is stored electronically, are regular back ups done? |
| Question 17 | Do you have a procedure in place to identify discrepancies with controlled drugs and its investigation? |
| Question 18 | Is the pharmacy aware of any signs of unusual, excessive or inappropriate prescribing of controlled drugs? |