

Example of Asda Pharmacy Controlled Drug Register

ASDA PHARMACY

REGISTER OF CONTROLLED DRUGS OBTAINED AND SUPPLIED

This Register contains 10 pages to be used for Drugs obtained and supplied. The only drug contained in this book is listed below.

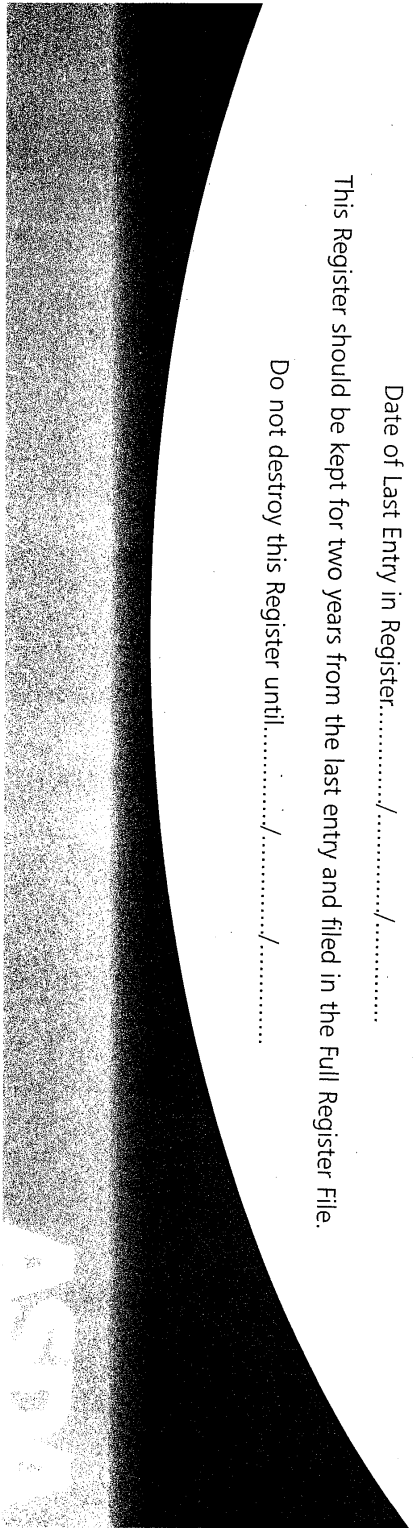
DRUG	FORM	STRENGTH

Date of First Entry in Register...../...../.....

Date of Last Entry in Register...../...../.....

This Register should be kept for two years from the last entry and filed in the Full Register File.

Do not destroy this Register until...../...../.....



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Instructions for use.

The following instructions are to be used in conjunction with the requirements of the Misuse of Drugs Act 1971. They do not replace them. These can be found in the current issue of the Medicines, Ethics and Practice Guide.

1. It is the pharmacist on duty's responsibility to ensure that the entry has been made.
2. Each drug, dosage form and strength should use its own booklet (i.e. MST tabs 10mg should be in a separate booklet from MST Tabs 30mg).
3. A separate line should be used for 'drugs obtained' and a separate line used for drugs supplied, scoring through the unused section of the line (see example below)
4. The record of drugs obtained and the record of drugs supplied should be completed as soon as possible following the transaction but it must be completed by the end of the day.
5. Once the prescription has been collected, the name of the person collecting or their relationship to the patient should be made in the relevant column.
6. The running balance of the drug remaining should be calculated and entered into the relevant column after each transaction.
7. At the end of each week, on a Saturday afternoon, and before CD prescriptions are dispatched to the PPA or PPD, the balance should be checked with the physical amount of drug in the CD cabinet. Any discrepancy should be investigated checking Mediphase dispensing records, and Wholesaler invoices. A note should be made in the register correcting the discrepancy in the balance. If after investigation, the discrepancy can not be resolved, you should contact the Pharmacy Superintendent and Chemist Liaison Officer with details of the drug and pharmacists who have worked in the pharmacy since the last verified check.
8. Once the register is full, the date of the last entry should be entered onto the front cover of the register and the date of destruction of the register should also be completed. This is 2 years from the last entry. The full register should be filed in the 'Full Controlled Registers File' and kept in the pharmacy.
9. Entries should only be made in this Register when the CD is received or leaves the pharmacy (ie when the CD is collected, not when it is dispensed and awaiting collection).
10. Stockholding of CD's should be kept to a minimum to facilitate easier stock control.

