

SOP - Daily CD Stock Checks in IUC Treatment Centre and Cars

It is a legal requirement for Brisdoc to safely store, record, transport and account for Controlled Drugs (CDs) and for Best Practice Brisdoc adopts the same schedule 2 principles for managing schedule 3, 4 and 5's. It is the clinician that handles the CDs and are ultimately responsible for CDs under all circumstances.

Operational

1. Security

Host/Driver to accompany clinician to unlock and lock drug cupboard after daily CD checks.

Host/Driver will possess the keys at all times and remain present during the entire process.

3. Witness

Host/Driver to sign as witness in Controlled Drug Register.

The host/driver may write the date and details of the check on the CD Register

Use black pen

Report

Any **discrepancies** or **breakages** must be reported as a Learning Event

Error in CD Register

It is the responsibility of the clinician to make an amendment in the CD register.

A single line through the error with a initial of the clinician – the corrected line below

It may be necessary to asterix a line and provide a narrative below the page.

This must be signed and dated by the clinician

A Learning Event must be completed

Clinical

2. Drug Check

A drug check is a **count** of each drug and formulation. It also entails ensuring all **seals** in boxes of medication are intact.

- **Oramorph** is measured in millilitres
- **Out of date medication** stored separately from part of the count

The Clinician handles the controlled drugs including placing them back in the shelf

There are two CD Register Books – one for Schedule 2 and one for Schedule 3,4 and 5 Controlled drugs.

Use a black pen

Report

Any **discrepancies** or **breakages** must be reported as a Learning Event

SOP – Using EPS to generate an Electronic Prescription - IUC

This is the standard way to generate a prescription - prescribe electronically using EPS (Electronic Prescribing Service)

Clinical

1.Prescribing

- EPS is available within Cleo
 - It may be necessary to choose the tick boxes such as ‘Include Full Formulary’ ‘Include CD’ ‘Include High Risk’ to get the necessary medication
- Options are to convert the EPS to a FP10 and choose option ‘Print later’ if medication is given at a base or you are arranging a base pick up for a patient
- Or prescribe via EPS – this will generate a prescription to your chosen pharmacy
 - You may need to choose to 24 hours if it is overnight or a weekend.
- The final screen gives the prescriber a 12 digit prescription code .
 - The code could be sent by message to a patient with the pharmacy location by text
- This generates a prescription to the selected pharmacy.

Operational

SOP – Writing A Prescription - IUC

It is best practice to prescribe electronically using EPS (Electronic Prescribing Service) but in the rare event it may be necessary to physically write an FP10

Clinical

1. Prescribing

Prescriptions are securely stored at base and need to be logged against the script number in the folder

The prescription must contain:

- Patient's full name, address, NHS number (if available), age (if appropriate), date of birth
- The name and form of drug (even if one form exists)
- The strength of preparation
- The frequency and number to be taken (dose)
- The total quantity of the preparation or the number of dose units to be supplied in words and figures
- A start date
- Signed by prescriber and dated
- Professional registration

Prescriptions are given to the patient.

Please cross any remaining space on script to reduce fraud

Record against Cleo



2. Prescription Log and Storage

All prescription pads to be stored securely.

Ensure the prescription log is updated if a hand written prescription is issued including where any are voided/completed in error.

If a Prescription is missing a learning event must be completed

Operational

SOP - Prescribing and Dispensing Medication from IUC Treatment Centre Stock

Medication should only be dispensed from stock in exceptional circumstances, if a chemist is closed and is needed for immediate treatment

Clinical

1. Prescribe

Responsible prescribing clinician enter the medication details into Cleo as a prescription (not as free text). This should be **created as FP10 and Print later** instead of sending it through the Electronic Prescription Service (EPS)

3. Sign

All **controlled drugs** must be recorded in the appropriate **Controlled Drug Register book** and witnessed with Host

Clinicians to handle all controlled drugs

5. Record

All medication must be recorded on the **'Medication issued from stock'** form by the Prescribing Clinician

7. Dispense

Prescribing Clinician to complete medication label with patient information, date issued, prescribing instructions

Check Patient Information Leaflet inside medication box

Ensure medical advice given

2. Collect

Host to accompany clinician to unlock and lock drug cupboard after drug collection

Host is to keep the keys at all times and remain present during the entire process

4. Witness

Host to sign as witness in **Controlled Drug Register book** if Controlled Drugs are being dispensed

6. Record

Ensure that **all** medication is recorded in the **'Medication Issued from Stock'** form by the clinician

Operational

SOP – Remotely Prescribing & Dispensing Medication in IUC Treatment Centre

Medication should only be dispensed from stock in exceptional circumstances, if a chemist is closed and is needed for immediate treatment

Clinical

1. Prescribe

Remote prescribing clinician enter the medication details into Cleo as a prescription (not as free text) –**FP10**. Then select be **print later** instead of sending it through the Electronic Prescription Service (EPS)

2. Check

Treatment Centre prescribing clinician checks prescription.

5. Sign

All **controlled drugs** must be recorded in the appropriate Controlled Drug Register book and witnessed with Host

Clinicians to handle all controlled drugs

7. Record & Dispense

All medication must be recorded in the **‘Medication issued from stock’** form by the Prescribing Clinician

Prescribing Clinician to complete medication label with patient information, date issued, prescribing instructions

Check Patient Information Leaflet inside medication box

Ensure medical advice given

Closing Case – state the medication was **issued from stock**

Operational

3. Collect

Host to accompany clinician to unlock and lock drug cupboard after collection

Host is to keep the keys at all times and remain present during the entire process

4. Witness

Host to sign as witness in Controlled Drug Register book if Controlled Drugs are being dispensed

6. Record

Ensure that **all** medication is recorded in the **‘Medication Issued from Stock’** form by the clinician

SOP - Transporting and Dispensing Medication from the IUC Car

Medication should only be dispensed from stock in exceptional circumstances, if a chemist is closed and is needed for immediate treatment during a home visit

Note: On rare occasion Schedule 2 may need to be moved from Base to Base – this needs to be documented in all Base and car CD Register.

Clinical

1. Collect

A Home Visit may require End of Life Drugs and therefore Schedule 2 medication.

The Clinician is to accompany the Host to retrieve Schedule 2 drugs from the safe.

3. Sign

The Schedule 2 drugs must be recorded and signed out of the appropriate Controlled Drug Register book and witnessed with Host in a Treatment Centre

Clinicians to handle all controlled drugs

5. Transport

Schedule 2 medication must be securely transported to the car and put in the **car safe** accompanied by the Driver.

The Controlled Drug Register book is to be updated in the car

7. Dispense

Prescribing Clinician needs to sign the Controlled Drug Register book if medication is issued. This needs to be recorded within Cleo as a FP10 and **Print Later** instead of sending through Electronic Prescription Service. The medication will need to be signed back into base if not issued to a patient

Operational

2. Collect

Host to accompany clinician to unlock and lock drug cupboard after drug collection

Host is to keep the keys at all times and remain present during the entire process

4. Witness

Host to sign as witness in Controlled Drug Register book if Controlled Drugs are being signed out

6. Record

Driver to sign as witness in Controlled Drug Register book in car and ensure the Schedule 2 medication is securely stored in the **car safe**

8. Record

Host to ensure all CD Registers are completed as witness and car safe empty at end of shift

SOP – Breakages of Controlled Drugs Vials

It is a legal requirement for Brisdoc to safely store, record, transport and account for Controlled Drugs (CDs) and for Best Practice Brisdoc adopts the same schedule 2 principles for managing schedule 3, 4 and 5's.

Clinical

Breakage

There are a three types of breakages:

- 1) A vial is broken and there is active medication present inside the vial at the time of the event
- 2) A vial is broken and the active medication and vial is irretrievable
- 3) A vial is broken but intact within the packaging and can be visible though the blister packaging

Host / Driver to witness all breakage actions.

Complete a Learning Event.

Update the CD Register Books as appropriate.

Breakages 1 and 2 would be documented in the register in a similar way and the count will be reduced by the broken amount.

Breakage 3 will be included in the count but noted that broken and still in safe.

1

Deactivate

All bases contain Denaturing Kits of 100mls – please follow the instructions on the kit and denature the vial and medication. Label the kit and place inside the locked medication cupboard

Complete a learning event

Witness the CD Register Book update

2

Dispose

All bases contain cat litter – please use this

Using paper towels and Personal Protective Equipment pick the cat litter and dispose of in a sharps bin

Complete a learning event

Witness the CD Register Book update

3

Store

All bases have a plastic container 'expired medication' – please place inside the container which is stored inside the safe with Schedule 2 drugs.

Complete a learning event

Witness the CD Register Book update

Operational

SOP – Prescribing & Dispensing Medication as a Non-Prescriber

There are four methods to consider depending on where you are working and the time of your shift.

Methods of prescribing / supplying

There are a four methods for non-prescribers to dispense / supply medication to patients:

- 1) Face to Face consultations in treatment centre where medication is to be administered at the time of the consultation
- 2) Remote consultation requiring a prescription / patient can pick up from Treatment Centre
- 3) Home visits requiring a prescription between 8am and 11pm
- 4) Home visits requiring a prescription between 11pm and 8am (overnight)

1

Face to Face at Treatment centre

Discuss your case with a **prescribing clinician** at the Treatment Centre. Complete the patient notes on Cleo. Follow the Clinician Cleo handbook to forward the case to a clinician.

Message prescribing clinician to ensure they are aware to pick the case from the allocated queue. The completed prescription can be added to the case.

Good practice as a non prescriber is to have a **second checker** when **dispensing** the medication to the patient at the Treatment Centre.

2

Remote Consultation

Complete the patient notes. Follow the Clinician Cleo handbook to forward the case to a prescribing clinician or Clinical co-ordinator. If the prescription is urgent or the patient is waiting at the Pharmacy, **message** the CC to alert them of pending request to avoid a delay in completing the prescription.

A similar process can be used for medication pick up at Treatment Base.

3 & 4

Home Visits

Option 3 : Discuss your case with Clinical Coordinator on 0117 345 9083. Complete the patient notes. Follow the Clinician Cleo handbook to forward the case to a prescribing clinician or Clinical co-ordinator . **Option 4** : Contact Shift Manager and identify a prescribing clinician. Follow process above. Write the clinician's name for prescription follow up.

SOP - Facilities Monthly Stock Check of Controlled Drugs

This process reviews Stock Levels for all the Treatment Centres and Cars including checking the expiry dates for Schedule two, threes, fours and fives drugs for Facilities staff only

Operational

1. Review

At the beginning of each month the CD books are reviewed along with Monthly Controlled Drugs Count Form, and balances are shared with the Meds Management Lead

- Each Treatment Centre / Car has a minimum stock level
- Record all movements in CD Registers
- All CD drugs (except schedule 2) to be taken from Osprey Stock and distributed accordingly

3. Delivery

Medication Stock Officer to deliver in Brisdoc Car along with Meds Management Lead

5. Record

Medication Stock Officer completes Monthly Controlled Drugs Count form (earliest expiry date for each CD).

Update each CD Register at Treatment Centre and Car

2. Review

At the beginning of each month the CD books are reviewed, and balances are shared with the Medication Stock Officer

Record all movements in CD Registers

4. Delivery

Meds Management Lead to accompany Medication Stock Officer during delivery

Handling CDs

Meds Management Lead to handle all Controlled Drugs and update registers with Medication Stock Officer. Meds Management Lead to complete the Monthly Controlled Drug Form

This opportunity can be used to denature any Out of Date stock

Clinical

SOP – Ordering, Collecting and Dispersing IUC Schedule 2 Controlled Drugs

Schedule 2 Controlled Drugs are ordered by the Facilities team who liaise with Southmead Pharmacy

Operational

1. Order

Facilities team to check the balance of the Schedule 2 drugs. Estimate usage using best practice and discuss with Meds Management Lead. **FP10 CD Requisition Order Form to be completed by Authorised Clinician for Southmead Pharmacy.** This form is emailed to Southmead Pharmacy with a covering letter. These forms are to be stored by Facilities for two years.

3. Collection

Drugs to be collected in a Brisdor Car only.
A paper copy of the FP10 CD Requisition Order form needs to be taken to Southmead Pharmacy for collection of medication

ID badge must be worn for collection

5. Transporting & Documentation

Order documentation to be stored by Facilities for 2 years

Once collected the CDs are to be transported to each Treatment Centre.

To be added to the Schedule 2 CD Register. Usual Drug Count process to be followed.

Clinical

2. Prescribe

The designated signatory on the list of authorised signatories held by Southmead Pharmacy must sign the **FP10 and Requisition Form**

4. Collection

The Clinician collecting does not have to be the signatory however a covering letter from the signatory authorising the collecting clinician to do so on their behalf is required.

ID badge must be worn for collection

Clinician must check order against Requisition Form.

6. Transporting & Documentation

The clinician must handle Schedule 2 CDs and usual drug count process to be followed.

SOP – Ordering and storing IUC Schedule 3 to 5 Controlled Drugs

Schedule 3,4 and 5 Controlled Drugs are ordered by the Facilities team who liaise with suppliers to order direct to Osprey Court

Operational

1. Order

Facilities team to check the balance of the Schedule 3,4 and 5 drugs.

Estimate usage using best practice and discuss with Meds Management Lead.

Place an order on the relevant portal with the chosen supplier.

These forms are to be stored by Facilities for two years.

2. Delivery

When medication is delivered to Osprey Court.

Facilities Team once order checked and put the order away into the CD cupboard.

3. Record

A clinician cross checks Delivery Note with order received. The delivery note must be signed by a clinician

Clinical

SOP – Destroying and Recording the Controlled Drugs in IUC

Schedule 3,4 and 5 Controlled Drugs are ordered by the Facilities team who liaise with suppliers to order direct to Osprey Court

Clinical

1. Nominated Clinician

- Only a nominated Clinician can denature and destroy controlled drugs.
- This will be done by a designated clinician monthly in all the Treatment Centres
- The nominated Clinician will always have a witness.
- A stock count must be completed on the Controlled Drug Register
- The Controlled Drug Register will have a further entry with the Controlled Drugs destroyed so the Register reconciles.
- A CD Destruction kit will be used and labelled with a date and stored in the CD cupboard for 24 hours before transporting

All Clinicians

Only a nominated Clinician can denature and destroy controlled drugs.

If clinicians incidentally find out of date Controlled Drugs, please place them in the designated plastic container in the safe and include in the CD Register count.

A specific NHSE form must be used if there is no nominated clinicians and there is a requirement to denature CDs

Operational

2. Witness

A witness is to be present during this process and to counter sign all CD Registers.