

<p>1. Review the ascribe transaction report for any unusual patterns in controlled drugs supplied</p>	<p>Enter details of any discrepancies in this column</p>				
<p>2. Select 5 random issues (exclude drugs where safe custody and documenting in the register are not required and those that have a “case number” listed beside the entry on the report) from the BOXI report and check that there is a corresponding entry in the CD register and order book. For each issue, check that that the order book has been signed by the recipient and the following has been recorded correctly in the CD register:</p> <ul style="list-style-type: none"> • Date received (<i>BOXI, order book and register match</i>) • Amount received (<i>BOXI, order book and register match</i>) • Serial number of requisition (<i>order book and register match</i>) • Received by (<i>signature in order book and register</i>) • Witnessed by (<i>signature in register</i>) • Stock balance (<i>balance in register</i>) 					

<p>3. Select 5 random issues from the CD register and check that the following details have been recorded correctly:</p> <ul style="list-style-type: none"> • Date • Time • Patients name • Amount given • Dose discarded (if applicable) • Given by • Witnessed by • Stock balance 	<p>Enter details of any discrepancies in this column</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>																																								
<p>4. Check the stock balance for all liquid CDs in the cupboard. Where a minor discrepancy (i.e. it can be explained by losses from administration or overage in the bottle) is identified, the actual balance should be documented in the register. Where any amendments are made to the balance in the register the nurse in charge should check the amended balance and countersign.</p> <p><i>(A discrepancy of 5% of the <u>total</u> volume of bottle is allowed up to a maximum of 10mL)</i></p>																																									
<p>5. Review the stock held in the cupboard, particularly with regard to the following:</p> <ul style="list-style-type: none"> • Check that all stock is within date • Where multiple strengths of the same drug, high strength opiates or potassium chloride concentrate injection are stocked, ensure this is appropriate. • Ensure high strength opiates are separated from low strength opiates. 																																									
<p>6. Check that the daily check has been undertaken by nursing staff</p>																																									
<p>7. Check that the order book(s), keys and register are stored correctly</p> <p><i>(Order book <u>must</u> be stored in locked cupboard; registers do not need to be, but can if space allows. If there are 2 keys, we advise that they are on separate keyrings and in the possession of 2 different members of staff.)</i></p>																																									

<p>8. Check that patients own CDs are recorded under a designated section or separate register and that documentation of these is clear.</p> <p><i>(One page per patient <u>and</u> per drug <u>OR</u> Consecutive lines in the register – no spaces between)</i></p>	<p>Enter details of any discrepancies in this column</p>
<p>9. Review any medicine transfer forms from the past 4 months, particularly with regard to the following:</p> <ul style="list-style-type: none"> • Any unusual borrowing patterns, particularly with attractive / desirable medicines. • Ensure the forms have been completed correctly. • Where controlled drugs have been transferred, ensure the pharmacy check of the transfer has taken place. 	
<p>10. Additional comments</p>	

Check carried out by:

Name: Signature:

Designation:

Name: Signature:

Designation:

Drafted by: Paula Whyte
 Approved by: Medicines Policy Group
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