

AT A GLANCE – 1.0 ORDERING (REQUISITIONING) CDS ON INPATIENT (EXCEPT ST. JOHN'S HOSPICE) AND COMMUNITY SERVICES (EXCEPT DONCASTER CARE GROUP COMMUNITY SERVICES (PHYSICAL HEALTH) [v2.0]

ROLE	TRUST WIDE		[WARD, TEAM NAME] WARD, TEAM SPECIFIC ^{1,2}
	Last Review:	Next Review:	Last Reviewed: [Enter Date]
REQUISITION of CDs – INPATIENTS (non - Hospice)	<ul style="list-style-type: none"> All CDs (Schedule 2, 3a and 3b) are to be ordered in one of two ways STOCK (unlabelled supply) – to be ordered on a Ward CD Order Book (WOP100). The following MUST be completed: <ul style="list-style-type: none"> Name of the hospital or site Ward, unit or team Full drug name, strength and quantity details. Quantity MUST be in words and figures for Stock Use. Signed and dated by a doctor (F2 or above) who MUST also print their name next to the signature Completed requisition book must be sent to Lloyds Pharmacy in a sealed tamper proof pouch which will be placed inside the blue collection box (in Grimsby, CD order book is delivered to Lloyds Pharmacy) TTO (or labelled supply) – to be ordered on the TTO pad (WZT697). The following MUST be completed <ul style="list-style-type: none"> Patient name, address and unit number Full drug name, strength and quantity details Quantity MUST be in words and figures Signed and dated by a prescriber <p>The original TTO form must be sent in the box to Lloyds Pharmacy for dispensing.</p> 		<ul style="list-style-type: none"> Ward CD Order Book (WOP100) is controlled stationary and kept locked separate to the CD cupboard. On the ward the CD Order Book is kept in Drug Cupboard. Staff identifying that CD's need ordering should bring it to the attention of Shift Senior Qualified. Ward CD Order book (WOP100) are ordered via NHS Supplies TTO forms (WZT697) MUST be kept securely on the ward – and are INSERT LOCATION Local pharmacy provider for this ward is INSERT LOCATION Only authorised Trust prescribers can sign TTO forms. TTO pads (WZT 697) are ordered via Print Services.
REQUISITION of CDs – COMMUNITY	<ul style="list-style-type: none"> All CDs (Schedule 2, 3a and 3b) should be supplied as labelled medication and are to be ordered on the Trust TTO pad (WZT697) 		<ul style="list-style-type: none"> Staff identifying that CD's need ordering should bring it to the attention of the shift senior qualified staff.

MENTAL HEALTH SERVICES	<ul style="list-style-type: none"> ○ Patient name, address and unit number ○ Full drug name, strength and quantity details ○ Quantity in words and figures ○ Signed and dated by a prescriber ● The original TTO form must be sent in the box to Lloyds Pharmacy for dispensing. 	<ul style="list-style-type: none"> ● TTO forms (WZT697) MUST be kept securely on the team – and are INSERT LOCATION ● Local pharmacy provider for this team is INSERT LOCATION ● Staff authorised to complete Trust TTO forms are (xxxxxx) ● TTO pads (WZT 697) are ordered via Print Services.
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1. Ward/team managers should update this column with
 - Ward/team name and last review date
 - complete the suggested specific details of the SOP for the team/ward
 - add any further details of clarification to support a member of staff carrying out this particular aspect of managing medicines.
2. Where a task is carried out within the ward/team which is either not covered by the SOP or cannot conform to the guidance within the middle column then the Trust Pharmacy Department should be contacted for guidance

