

**AT A GLANCE – 1.0 ORDERING (REQUISITIONING), RECEIVING AND STORING OF CDS ON RDaSH CARE GROUPS COMMUNITY SERVICES (PHYSICAL HEALTH) [v3.0]**

ROLE	TRUST WIDE		[TEAM NAME] TEAM SPECIFIC <sup>1,2</sup>
	Last Review: May 2022	Next Review: May 2025	Last Reviewed: [enter date]
<b>REQUISITION of CDs</b>	<ul style="list-style-type: none"> <li>• CDs are not generally ordered by RDaSH Physical Health Community Services, but they may be sometimes ordered on patient's behalf from their GP.</li> <li>• When CDs need to be reordered, staff should advise patients or their carer when stock levels are getting low.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorised to request repeat prescriptions are (xxxxx)</li> <li>• As per GP specific request for requesting repeat CDs for example verbal or written request</li> </ul>
<b>RECEIVING CDs</b>	<ul style="list-style-type: none"> <li>• Each such CD received must be checked for accuracy of drug, strength, form, and quantity.</li> <li>• When a member of staff is aware of new CD stock in the patient's home, which community staff will be responsible for administering, they must document the number of boxes received and total number of ampoules and check the tamper evident seal is intact. If in place presume the quantity to be correct and to record the expected quantity.</li> <li>• Any discrepancies should be reported Immediately to               <ul style="list-style-type: none"> <li>○ Senior nurse in working hours and out of hours the senior nurse and Band 8a on call and</li> <li>○ The supplying pharmacy if not rectified to the Trust CD Accountable Officer (via the Pharmacy Department) and completion of <a href="#">Ulysses safeguard IR1</a> system</li> </ul>               Appropriate records must be made in the CD register/medication record sheet and all necessary action taken to resolve the discrepancy.             </li> <li>• Receipt of the CDs <b>MUST</b> be entered into the CD register/medication record sheet.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorised to sign the delivery note are (xxxxxx)</li> <li>• Staff authorised to receive and record CDs are (xxxxxxx)</li> <li>• Team CD Register book (WOP105) are ordered via NHS Supplies</li> <li>• Staff authorised to act as witness for the CD record are (xxxxxxx)</li> </ul>

<b>STORAGE</b> of CDs and CD stationary	<ul style="list-style-type: none"> <li>• The storage of “Patient’s Own Drugs” remains the services user’s responsibility however patients should be advised around the safe storage of medications.</li> <li>• If the patient is in a care home, CDs (Schedule 2 and 3a) will be stored in the CDs locked cupboard.</li> </ul>	
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1. Team managers should update this column with
  - team name and last review date
  - complete the suggested specific details of the SOP for the team
  - 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 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

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Staff members should sign below to indicate that they have read and understand the process required to order, receive and store of CDs for this team

STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE