

AT A GLANCE – 1 ORDERING (REQUISITIONING) CDS IN ST JOHNS HOSPICE [V2]

ROLE	TRUST WIDE		ST JOHNS HOSPICE SPECIFIC ^{1,2}
	Last Review: November 2020	Next Review: November 2023	
REQUISITION of CDs - INPATIENTS	<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 (<i>WOP100</i>). 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 nominated clinician who MUST also print their name next to the signature ○ Completed requisition book must be sent to the provider in a sealed tamper proof pouch which will be placed inside the black collection box • TTO (or labelled supply) – to be ordered on the TTO pad (<i>WZT810</i>). 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 nominated clinician <p>The original TTO form must be sent in the box to the provider for dispensing.</p>		<ul style="list-style-type: none"> • Ward CD Order Book (<i>WOP100</i>) 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 (<i>WOP100</i>) are ordered via NHS Supplies • TTO forms (<i>WZT810</i>) MUST be kept securely on the ward and are located: <i>Designated Drawer in locked Nurses office, locked Doctors Office and locked store cupboard</i> • Provider for this ward is <i>Doncaster Royal Infirmary</i> • Nominated clinicians who can sign stock and TTO forms for this ward are: <i>Qualified Nurse for Stock book and authorised Prescribers in the hospice for TTOs</i> • TTO pads (<i>WZT810</i>) are ordered via Print Services.

1. Ward manager should update this column with
 - Ward name and last review date
 - complete the suggested specific details of the SOP for the 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 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

