

Queries on CD signed orders/requisitions

As of 1st January 2008 new requirements came into force in relation to signed orders and requisitions for Schedule 1, 2 and 3 Controlled Drugs supplied by community pharmacies.

The requirement to mark the signed order/requisition with the name and address of the supplier and for such a signed order/requisition to be sent away to the relevant NHS agency does not apply to hospital pharmacies, wholesalers or signed orders/requisitions for veterinary medicines.

In England new forms, FP10PCDF, should be used from 1st January 2008.

In Scotland new forms, CDRF, for private signed orders/requisitions should be used from 1st January 2008.

In Wales new forms, WP10CDF, should be used from 1st January 2008.

1. Do signed orders or requisitions need to be written on special forms?

In England standardised forms for signed orders/requisitions (FP10PCDF forms) should be used from 1st January 2008 to order Schedule 1, 2 or 3 Controlled Drugs.

In Scotland, standardised forms for **private** signed orders/requisitions (CDRF forms) should be used from 1st January 2008 to order Schedule 1, 2 or 3 Controlled Drugs.

The current NHS stock order form (GP10A) in use in Scotland already meets the new Misuse of Drugs Regulations requirements, therefore these arrangements will continue unchanged. However, it is good practice to use a separate GP10A for Schedules 1, 2 and 3 Controlled Drugs.

In Wales, standardised forms for signed orders/requisitions (WP10CDF) should be used from 1st January 2008.

Use of these forms applies only in community pharmacy and does not apply to hospital pharmacies or veterinary signed orders/requisitions.

The use of these forms is not currently a legal requirement but the Department of Health, the Scottish Executive and the Department of Health and Social Services Wales (DHSSW) expect persons ordering Controlled Drugs from community pharmacies to use these forms routinely.

2. Should CDRF/FP10PCDF/WP10CDF forms be used for Schedule 4 or 5 Controlled Drugs?

No, the CDRF/FP10PCDF/WP10CDF forms should only be used for Schedule 1, 2 or 3 CDs.

3. Do signed orders/requisitions from veterinary practitioners need to be written on the CDRF/FP10PCDF/WP10CDF forms?

No, veterinary signed orders/requisitions are not included in the requirements.

4. How can CDRF/FP10PCDF/WP10CDF forms be obtained?

In Scotland those wishing to obtain a supply of CDRF forms must register with the local NHS Board.

In England, those wishing to obtain a supply of FP10PCDF forms should contact the local Primary Care Trust.

In Wales, those wishing to obtain a supply of WP10CDF forms should contact the Local Health Board (or NHS Wales Business Service Centre) responsible for the practitioner signing the requisition.

5. Is there a submission document for sending the new requisition forms away?

The same submission forms as used for submitting private prescriptions should be used.

6. How should the signed order/requisition be marked on supply?

The name and address of the supplier must be recorded indelibly on the private signed order/requisition. In the case of a pharmacy supplying, the pharmacy stamp which includes the full name and address of the pharmacy can be used provided all the information is clear and legible.

7. Do originals or copies of signed orders/requisitions need to be submitted?

Originals must be submitted, but copies must be made prior to submission and retained for two years.

8. Do signed orders have to be marked and sent away for Schedule 4 or 5 Controlled Drugs?

No, there is no requirement for signed orders/requisitions for Schedule 4 or 5 CDs to be marked and sent away.

9. Do all signed orders/requisitions for Schedule 1, 2 and 3 CDs need to be sent away?

No, signed orders/requisitions from veterinary practitioners do not need to be sent away. In addition, signed orders/requisitions supplied against by hospital pharmacies do not need to be sent away. All others should be sent away.

Although community pharmacies are not required by the Misuse of Drugs legislation to write a signed order when ordering from another community pharmacy, it is good practice for one to be written to ensure there is an adequate audit trail. The signed order/requisition should be submitted to the relevant NHS agency by the supplying pharmacy in the same way as other signed orders/requisitions.

10. Can operating department practitioners order Controlled Drugs?

Operating department practitioners (ODPs) are authorised to possess and supply Schedule 2-5 Controlled Drugs in certain hospital settings namely theatres, wards and departments (for the purposes of administration to a patient in accordance with the direction of a prescriber). This authority is sufficient to enable an ODP to "order" Controlled Drugs from the hospital pharmacy and for a hospital pharmacy to supply the ODP.

Currently however there is no legal requirement for an ODP to provide the

hospital pharmacy with a written signed order/requisition. This is due to be amended in the Misuse of Drugs legislation in the near future. Pending this amendment, as a matter of good practice and/or in order to comply with local Standard Operating Procedures (SOPs), a Controlled Drug supplied by a hospital pharmacy to an ODP should still be dependent on the receipt of a requisition signed by the ODP.

11. Can an ODP order Controlled Drugs from a community pharmacy?

No, ODPs can only order Controlled Drugs from the hospital pharmacy situated in the hospital in which they work.