

Section 1 - Prescribing of CDs	
1. Are there any specific restrictions on the CD prescribing abilities of any of the healthcare professionals involved?	YES OR NO
2. Have there been any patient or carer complaints* involving the prescribing of CDs? (*This includes complaints about failing to prescribe appropriate doses and/or appropriate medicines)	YES OR NO
3. Have there been any concerns expressed by colleagues, police, drugs misuse services or others about unusual, excessive or inappropriate prescribing of CDs?	YES OR NO
4. Have there been any significant events** involving the prescribing of CDs? (**Significant event includes any incident where a patient is harmed or nearly harmed and includes 'near misses', when things almost go wrong)	YES OR NO
5. Are you using the correct prescription forms?	YES/ NO/NA
6. Are your spare prescription pads and blanks locked away?	YES/ NO/NA
7. After clinic are the prescription pads locked away at night?	YES/ NO/NA
8. Do you have a record of the batch numbers of all prescriptions?	YES/ NO/NA
9. Are staff aware of what they should do if they suspect that some prescriptions have gone missing?	YES/ NO/NA

Section 2 - Supply of CDs	
1. Do you supply CDs to addicts?	YES OR NO
2. Do you supply CDs against private prescriptions:	(a) from addiction services?
	(b) Do not supply/supply from elsewhere
3. Do you supply controlled drugs:	(a) to doctors?
	(b) to others?
4. From where do you obtain your stocks of CDs?	Wholesalers
	Community Pharmacy
	Others
5. Do you provide advice to patients on the safekeeping and disposal of unwanted CDs?	YES OR NO
6. Are patient returned medicines ever re-used?	YES OR NO
7. Are patient information leaflets supplied to all patients receiving CDs?	YES OR NO
8. Have there been any patient or carer complaints involving the supply of CDs?	YES OR NO
9. Have there been any concerns expressed by colleagues, police, drugs misuse services or others about the supply of CDs from the organisation/pharmacy?	YES OR NO
10. Have there been any significant events* involving the supply of CDs? *Significant event includes any incident where a patient is harmed or nearly harmed and includes 'near misses', when things almost go wrong	YES OR NO

Section 3: Administration of CDs (This excludes supervision of CDs consumed by addicts)	
1. Are the CDs used for administration:	(a) stock CDs?
	(b) patient's own CDs?
	(c) both
2. Do you maintain records of administration?	YES OR NO
3. Is administration of CDs witnessed?	YES OR NO
4. Have there been any patient or carer complaints involving the administration of CDs?	YES OR NO
5. Have there been any concerns expressed by colleagues, police, drugs misuse services or others about the administration of CDs?	YES OR NO
6. Have there been any significant events* involving the administration of CDs? *Significant event includes any incident where a patient is harmed or nearly harmed and includes 'near misses', when things almost go wrong.	YES OR NO

Section 4A: Security and safe custody of CDs on premises	
1. Do you store CDs in:	(i) a central store?
	(ii) doctors' bags?
	(iii) other places?
2. Do you have any current Chief Constable exemption certificates in operation for your CD storage facilities?(NB Not all premises will need exemption certificates for CD storage facilities)	YES OR NO
3. Are all CDs kept under lock and key (including patient returned CDs or unwanted/obsolete CDs)?	YES OR NO
4. Is access to CDs controlled?	YES OR NO
5. Do you utilise the CD storage facilities for storage of anything other than CDs?	YES OR NO
6. Does date checking of CD stock take place?	YES OR NO
7. Does date checking of CD stock in doctors' bags take place? (where applicable)	YES OR NO
	Not applicable
8. Are all stock CDs kept in the original container?	YES OR NO
9. Are dispensed patients' medicines appropriately labelled?	YES OR NO
	Not applicable
10. Are different strengths of the same medicine segregated in any way?	YES OR NO
11. Do you have out of date or obsolete stock CDs currently stored?	YES OR NO
12. Are out of date/obsolete/patient returned CDs segregated from other CDs?	YES OR NO
13. Are patient returned medicines ever reused?	YES OR NO

Section 4B: Security and safe custody in transport	
14. Do you transport or are you responsible for the transport of CDs (this includes sending CDs using third party carriers such as delivery drivers and postal system)?	YES OR NO
15. Do you have a procedure in place for the transport of CDs?	YES OR NO
16. Are CDs routinely kept under lock and key during transport?	YES OR NO
17. Are records maintained of CDs in transport?	YES OR NO

Section 4C: Registers	
18. Do you keep an up to date CD register?	YES OR NO
19. Do you keep running balances of stock CDs held?	YES OR NO
20. Have you identified any discrepancies between running totals and actual CDs held in the last 12 months?	YES OR NO
21. Do you maintain records of all receipts and supplies of CDs?	YES OR NO
22. Have there been any patient or carer complaints involving the storage, transport or record keeping of CDs?	YES OR NO
23. Have there been any concerns expressed by colleagues, police, drugs misuse services or others about the storage, transport or record keeping of CDs?	YES OR NO
24. Have there been any significant events* involving the storage, transport or record keeping of CDs? *Significant event includes any incident where a patient is harmed or nearly harmed and includes 'near misses', when things almost go wrong.	YES OR NO

Section 5A: Destruction or disposal of CDs	
1. Do you keep records of CDs returned to you by patients for disposal (where applicable)?	YES OR NO
2. Do you routinely destroy patients' old or obsolete CDs?	YES OR NO
3. What systems do you have in place to dispose of patients' old or obsolete controlled drugs?	Free text box
4. Is the destruction of patients' old or obsolete CDs witnessed?	YES OR NO
5. Do you keep records of the destruction of patients' old or obsolete CDs?	YES OR NO

Section 5B: Stock CDs	
6. How often do you aim to destroy out of date or obsolete stock CDs?	Monthly
	Every 1-3 months
	Every 3-6 months
	Every 6-12 months
	Greater than every 12months
7. Do you have any out of date or obsolete stock CDs currently awaiting destruction?	YES OR NO
8. Who usually witnesses your stock destruction?	Free text box
9. When was the last-witnessed CD stock destruction?	Free text box
10. Are records of stock destruction kept in the CD register?	YES OR NO
11. Have there been any patient or carer complaints involving the destruction or disposal of CDs?	YES OR NO
12. Have there been any concerns expressed by colleagues, police, drugs misuse services or others about the destruction or disposal of CDs?	YES OR NO
13. Have there been any significant events* involving the destruction or disposal of CDs? *Significant events includes any incident where a patient is harmed or nearly harmed and include 'near misses', when things almost go wrong.	YES OR NO

General (Mandatory Section)	
1. Do you have written standard operating procedures or written policies covering the handling and management of CDs, appropriate to the activities carried out at the premises?	YES OR NO
2. Do you have in place a local procedure for dealing with a significant event* involving CDs? *Significant event includes any incident where a patient is harmed or nearly harmed and includes near misses, when things almost go wrong.	YES OR NO
3. Do you have appropriate procedures for the initial and continuing training or development of all staff involved in the prescribing, handling, supply and administration of CDs?	YES OR NO
4. Are there any special factors which influence the prescribing or use of CDs by your organisation?	YES OR NO