



**Royal
Pharmaceutical
Society**
of Great Britain

Law and Ethics Bulletin

Changes to the Controlled Drug Register

Changes concerning the format of the Controlled Drug Register (CDR) and the headings / titles of columns used to capture the mandatory fields of information will come into force on 1 February 2008. These changes will apply to England, Scotland and Wales.

Records must be kept by pharmacists of all Schedule 1 and 2 Controlled Drugs received or supplied.

Format of CDR and information legally required to be recorded

From 1 February 2008 the fixed format of the CDR will be removed from legislation. It will no longer be a legal requirement to maintain a CDR as described in Schedule 6 of the Misuse of Drugs Regulations 2001, as amended.

Instead of the current prescribed format, the Regulations will require that certain headings must appear in the CDR and certain fields of information must be completed.

In the CDR, (or separate part of the register used for each class of drug), a separate page must be used for each strength and form of that drug.

Entries made in respect of drugs obtained and drugs supplied may be made on the same page or on separate pages in the register.

For Controlled Drugs **obtained and supplied**, the following must be specified in the CDR at the head of each page:

- The class of the drug;
- The strength of the drug;
- The form of the drug.

21st January 2008

Guidance states that the name of the drug must also appear at the head of each page.

For Controlled Drugs **obtained**, the following headings must be used and the following information must be recorded in the CDR:

- Date supply received;
- Name and address from whom received;
- Quantity received.

For Controlled Drugs **supplied**, the following headings must be used and the following information must be recorded in the CDR:

- Date supplied
- Name / Address of person or firm supplied
- Details of authority to possess < prescriber or licence holder's details
- Quantity supplied
- Person collecting Schedule 2 Controlled Drug (patient / Patient's representative / healthcare professional) and, if healthcare professional, name and address
- Was proof of identity requested of patient/patient's representative? (Yes/No)
- Was proof of identity of person collecting provided? (Yes/No)

In the case of a healthcare professional, proof of identity should be their professional registration number.

These particulars are the minimum fields of information that must be recorded in the CDR. The regulations do not prevent additional related information being recorded.

Additional related information that may be recorded in the CDR

Additional related information that will help guarantee the integrity and accuracy of the audit trail may be recorded in the CDR. The following are examples of information that may be recorded in the CDR. This additional information is not legally required from 1 February 2008:

- Running balances;
- Private prescriber identification number (six digit private doctor code or the NHS prescriber code);
- Professional registration number of the prescriber;
- The name and professional registration number of the healthcare professional supplying the Controlled Drug (the pharmacist supervising the supply of the Controlled Drug to the patient, or the patient's representative, would be the person whose details should be entered in the CDR, in this

case).

Once electronic CDRs are in common use, and subject to a change in the legislation being approved, the Government will make it compulsory to record the prescriber's identification, the supplying healthcare professional's identification and for the CDR to contain a running balance.

Electronic CDRs

As an alternative to a bound book, pharmacists may elect to keep their CDR electronically.

Electronic CDRs must be capable of printing or displaying the name, form and strength of the drug in such a way that the details appear at the top of each display or printout to comply with the new requirements.

Electronic CDRs must comply with best practice guidance, which can be found in the current edition of the Medicines, Ethics and Practice (MEP) guide.

Other legal requirements in relation to CDRs

The other legal requirements for CDRs still remain in force and must still be complied with. These can be found in the current edition of "Medicines, ethics and practice - a guide for pharmacists and pharmacy technicians".