Health and Social Care Board

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To: GP Practices and OOHs centres for sharing with all GPs (including trainees and locums) and non-medical prescribers

General Practice Pharmacists

19th February 2021

Dear Colleague

**STOCK REQUISITIONS: LEARNING FROM RECENT REVIEW**

You will be aware that guidance relating to the safe management and use of CDs within primary care and associated FAQs are available on the Primary Care Intranet and that the HSCB undertakes regular monitoring and review of stock requisition forms. Routine monitoring of controlled drugs (CDs) ordered on stock requisitions issued during the early Covid 19 period identified a number of learning points which are summarised below:

**Purposes for which HS21S stock requisition forms may be used**

HS21S Stock requisition forms must only be used for:

- ordering stocks of drugs and appliances which are needed by GPs for the immediate treatment of patients;
- for use before a patient's needs can be met by giving a prescription in the ordinary way;
- for administration by the doctor in person or a person acting under his direction.

In line with the guidance of the General Medical Council (GMC) stock order forms should not be used as a means of obtaining stock to enable the provision of "*medical care to yourself or anyone with whom you have a close personal relationship".*

**Signing of stock requisition forms**

- When signing all stock orders, a line should be crossed through the unused part of the form to prevent further items being added after the form has been signed.
- Stock orders must be signed by a GP; Non-medical prescribers (NMP) such as pharmacists and nurses are not permitted to sign stock orders or hold personal stock.

**Stock requisitions for Controlled Drugs**

I recently (17 Sept 20) issued a letter highlighting learning relating to Controlled Drugs (CD) stock orders. In addition I would like to emphasise the following points:

**(i) Sharing of stock**

GPs should not order CDs (all schedules) on a HS21S and then share these among other GPs/Partners. Where this has occurred, and the stock ordered using a HS21S has already been received by the practice, a clear record of who the CDs have been allocated to must be maintained for audit purposes.

**(ii) CDs that may be appropriate to be held as stock**

CDs ordered should be those required for urgent or palliative care only. For example, opioid patches are not considered appropriate for this purpose.

**(iii) Quantities to be ordered on stock**

CDs must be ordered in original complete packs and excess quantities should not be ordered. Access to CDs has recently been improved:

(a) An extension of the range and volume of stock held by community pharmacies providing palliative care services should avoid the need for stockpiling. Details of the list of pharmacies and the regional palliative care medicines stocked by these pharmacies, is available at: http://www.hscbusiness.hscni.net/services/2481.htm

(b) The supply of Urgent Nursing Home Pandemic packs to the majority of nursing homes in Northern Ireland will assist in ensuring that medicines needed for immediate treatment are available. This will also help avoid duplicate ordering of anticipatory medicines. Further information is available at: http://www.hscbusiness.hscni.net/services/3162.htm

**(iv) Excess stock**

Where excess CD stock has been ordered, steps should be taken to ensure this is stored safely and securely. CD stocks unlikely to be needed, and other CDs no longer required, should be returned to a community pharmacy for safe disposal. Appropriate records should be made. (Note: this stock must not be shared among other GPs.)

**Action**

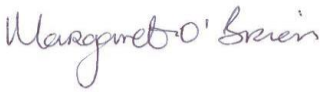
- Please share the learning outlined in this letter and the Sept 20 letter with all prescribers in your practice and encourage prescribers to consider any actions which they should implement.
- Update your CD SOP where necessary

Further guidance relating to the safe management and use of CDs within primary care can be found at: http://primarycare.hscni.net/pharmacy-and-medicines-management/non-clinical-resources/controlled-drugs/

If you have any queries please do not hesitate to contact your local medical or pharmacy adviser.

Yours sincerely





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**Head of Pharmacy and Medicines Management**

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