

To: Community Pharmacies

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30th June 2020

Dear Colleagues

NEW NORTHERN IRELAND CONTROLLED DRUG STOCK REQUISITION FORM (SCHEDULES 2 & 3) – CDRF1

Orders for Schedule 2 and 3 controlled drugs for health service purposes within primary care are made either on HS21 Stock Forms (for stock) or HS21 Prescription Forms (for individual patients). These ordering mechanisms **remain for health service purposes**. The purpose of this correspondence is to detail the introduction new Stock Requisition forms in circumstance outside the health service.

Recent amendments to Misuse of Drugs legislation^{1,2} include the requirement to use a form approved by the Department of Health to obtain Schedule (S) 2 or S3 Controlled Drugs (CDs). In Northern Ireland, the approved form to requisition S2 or S3 CD **stock** for **private or non-Health Service** is the CDRF1 (See Appendix 1). Please note that:

- HS21S forms should continue to be used by GPs to obtain all CD stock for Health Service purposes
- PCD1 forms should be used if S2 or S3 CDs are being prescribed for specific named patients under private or non-Health Service arrangements

The reverse of the CDRF1 clarifies important points regarding use of the form, including who should use it and how it should be completed. It also highlights that:

- Like PCD1 forms, original completed CDRF1 forms (not copies) must be submitted to the Business Services Organisation (BSO) as part of each prescription submission, for monitoring purposes. This also applies to all private forms for S2 and S3 CDs, from outside Northern Ireland.

1. <http://www.legislation.gov.uk/id/nisr/2019/208>

2. [http://www.hscbusiness.hscni.net/pdf/HSS\(MD\)36%202019%20%20THE%20MISUSE%20OF%20DRUGS%20REGULATIONS%20\(NI\)%202019.pdf](http://www.hscbusiness.hscni.net/pdf/HSS(MD)36%202019%20%20THE%20MISUSE%20OF%20DRUGS%20REGULATIONS%20(NI)%202019.pdf)

- Section O of the HS30 (See Appendix 2) must be completed accordingly when submitting PCD1 and/or CDRF1 forms.
- Exceptions to this are veterinary requisitions and those relating to inter-pharmacy stock transfers; these are not required to be submitted to BSO.

CDRF1 and PCD1 forms should be submitted to BSO in a timely way, ideally by the end of the month in which they are received.

It is not necessary for private forms for Schedule 4 and 5 CDs to be submitted to BSO. Appropriate records of private transactions involving all schedules of CDs must be maintained.

The 'CDRF1 form' together with 'Guidance on Private Prescribing of Schedule 2 and 3 Controlled Drugs (Stock and Named Patients)' is hosted at: <http://www.medicinesgovernance.hscni.net/primary-care/controlled-drugs/private-cds/>

ACTION

Pharmacy staff should ensure:

- The CDRF1 form is used to obtain Schedule 2 or 3 CD stock for private or non-Health Service purposes, in line with the supporting information and guidance.
- Timely submission of all private forms for S2 and S3 CDs to BSO, ideally at the end of the month in which they are received.

If you have any queries in relation to this correspondence, please don't hesitate to contact your local pharmacy adviser.

Yours sincerely,



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Encs.

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Northern Ireland Controlled Drug Stock Requisition Form (Schedules 2 & 3)

The guidance notes on the reverse should be read before completion. All sections must be completed legibly using indelible ink.

Part One - Details of Purchaser

Name of Authorised Person (capitals)			
Occupation (capitals)			
Professional Registration Number e.g. GMC/GDC (if applicable)			
Details of organisation(s) where drugs may be used			
Name Address			
Contact Telephone Number			
Signature of Authorised Person		Date	
Counter Signature (if required – see guidance notes)		Date	

Part Two - Details of Controlled Drugs Requested

Drug Name (in capitals)	Full Details of Strength	Form	Quantity

Purpose for which drugs are to be used (tick in box provided ✓)

1	<input type="checkbox"/>	For use in medical practice	2	<input type="checkbox"/>	For use in dental practice
3	<input type="checkbox"/>	For use in independent hospital/clinic	4	<input type="checkbox"/>	For paramedic use
5	<input type="checkbox"/>	For use in veterinary practice	6	<input type="checkbox"/>	Other (please state reason briefly below)*
* _____					

Part Three - Details of Supplier and Person Collecting Controlled Drugs

Name & Address of Supplier (Legible Stamp acceptable)			
I confirm that I am authorised to supply controlled drugs in this way and have checked that the recipient is authorised to possess the controlled drugs ordered above. <input type="checkbox"/>			
Name & Role of Person Supplying (capitals)			
Signature of Person Supplying		Date	
To be completed at the point of collection/delivery			
Signature of Person Collecting/Receiving CDs		Date	
If CDs are not collected/received by the authorised person, he/she must provide a written statement confirming the recipient is empowered to collect/receive the CDs on their behalf. <input type="checkbox"/>			
<i>For record-keeping purposes, provide the person collecting/receiving CDs with a copy of the completed form.</i>			

REFERENCE NUMBER (optional)

Guidance Notes for use and completion of CD requisition forms (CDRF1)

1. This form must be used to order (requisition) controlled drug (CD) stock (Schedules 2 and 3) by:
 - a. Individual practitioners e.g. doctors, dentists and vets for non-Health Service purposes
 - b. Private hospitals/clinics where there is no on-site pharmacy
 - c. Private paramedics operating outside NIAS engagement and who possess the appropriate licence issued by the Department of Health
 - d. Others as required by legislation* e.g. owner or master of a ship, or persons in charge of a laboratory
2. This form should also be used when transferring CDs between pharmacies.
3. The HS21S should continue to be used for obtaining CD stock (Schedules 2 and 3) by GPs for Health Service purposes.
4. The CDRF1 form (together with notes for completion) should be downloaded as required from the HSCB Medicines Governance website at: <http://www.medicinesgovernance.hscni.net/primary-care/controlled-drugs/private-cds/>.
5. An example of a completed form is available on the website for information.

*Exception: Northern Ireland Ambulance Service (NIAS) and Hospices: NIAS and hospice designated forms should be used.

Completion of the form:

Purchaser (Authorised Person):

1. The person ordering Schedule 2 or 3 CDs must:

In Part One of the CDRF1:

 - Write in capitals their name, occupation and professional registration number (if applicable).
 - Write the name, address and telephone number of the employing organisation/premises where the CDs will be used.
 - Sign their name and enter the date in the correct boxes at the bottom of Part One. Note: Requisitions for private hospitals/clinics must be countersigned by a doctor (or dentist) working there.

In Part Two of the CDRF1:

 - Write the CDs to be ordered (including drug name in capitals, full details of strength, form and quantity). A new line should be used for each drug. An additional form should be used if necessary.
 - Indicate the purpose for which the drug(s) are required.

Supplier:

The person/organisation supplying the CDs (e.g. community pharmacy, wholesaler) must:

1. Check that the purchaser has completed all relevant sections correctly, is authorised to possess the CDs ordered and that the CDRF1 is a genuine and original document (Note: the CDRF1 may be accepted without the "Guidance notes for use and completion of CD requisition forms").
2. In Part Three of the CDRF1:
 - Write the name and address of their own organisation (a stamp is acceptable if legible and includes all details)
 - Tick the box to confirm that they are authorised to supply CDs in this way and that they have confirmed the purchaser is authorised to possess the CDs ordered on the requisition. (Pharmacists should follow MHRA, Home Office and professional guidance when undertaking wholesale transactions. Refer to the guidance on wholesale dealing below).
 - Write their name and role (in capitals), sign and enter the date of supply in the relevant boxes.
 - Community Pharmacies:
 - Request the person collecting/receiving the CDs to sign and date the form in the relevant boxes
 - Where a messenger is used to collect/receive the CDs, tick the box to confirm a written authorisation has been received from the authorised person empowering the messenger to receive the CDs on their behalf. Note: use of messengers is not recommended practice.
 - Provide a copy of the completed form to the person collecting/receiving the CDs.

A reference number box is included for optional use. Suppliers may wish to use for audit purposes.

Community Pharmacists: Completed CDRF1 forms with the exception of veterinary requisitions and those relating to inter-pharmacy stock transfers must be submitted to the Business Services Organisation (BSO) as part of the standard monthly submissions. Section O of the HS30 must be completed accordingly. Note: BSO does not reimburse against this form – the purpose of submission is for monitoring purposes only.

Wholesalers: CDRF1s do not need to be submitted to BSO as CD supplies by wholesalers are monitored using other means.

Further Information:

- <http://www.legislation.gov.uk/id/nisr/2019/208>
- Guidance on the Safe Management and Use of Controlled Drugs
<https://www.health-ni.gov.uk/publications/guidance-safe-management-and-use-controlled-drugs>
- Wholesale Dealer Authorisations (including stock requisitions & controlled drugs)
<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/cdl-advice-wholesale-dealing040116.pdf>
- Guidance on Private Prescribing of Schedule 2 and 3 CDs for both Stock and Named Patients
<http://www.medicinesgovernance.hscni.net/primary-care/controlled-drugs/private-cds/>

Data Protection Statement: Completed CDRF1s submitted to the BSO will be forwarded to the Health and Social Care Board. This information may be used within the HSC to prevent inappropriate use of controlled drugs and may be disclosed to organisations outside the HSC that have a lawful entitlement to receive it. BSO may retain CDRF1s for up to 6 years.