

## Section I: Prescription stationery

		Evidence / Details	Yes / No
Q1	Do you have a SOP for the management of CD prescription stationery?	Yes	Yes
Q2	Is CD stationery securely stored?	Prescription pads are stored in CD cupboard	Yes
Q3	Is access to CD stationery restricted?	Yes. Senior staff only. Access to CD cupboard is via keys and digital lock. CCTV is in operation	Yes
Q4	Is there a system in place to track CD prescriptions through the organisation?	Yes. The prescription number is recorded and a copy of the prescription taken. Few prescriptions written as most service users attend the clinic for on-site dispensing/medication	Yes
Q5	Is the use of CD prescription stationery audited?		No
Q6	Is there a CD record book in each location where CDs are stored?	Yes. Each base within the organisation holds a CD register/book plus the dispensing machine operates an on-line CD register	Yes
Q7	Do you have a policy on retention of CD records?	Yes	Yes