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How to complete the tool

To gain full benefit from this tool, it is optimal to have input from a range of healthcare professionals with varying responsibilities for controlled drugs. This is to open up discussion and be more representative of all within the organisation who are associated with controlled drugs.

The tool is split into sections and you should complete all relevant sections, selecting the not applicable option to those that do not apply to your circumstances (e.g. transport). For each question, think about the evidence and write it in the 'Evidence / Details' box provided. To answer a question, please select the most appropriate or closest option from the drop-down menu which will colour code your response.

The following may be useful:

1. Sharing the tool in advance and encouraging relevant people to think about some or all of the questions/statements beforehand
2. Nominating a facilitator (to monitor time and make sure that everyone is encouraged to contribute)
3. Completing the tool during an existing meeting
4. Nominating one person to fill in the tool and then document any action points arising from the results of the tool
5. Collecting together the reference documents listed below

Links to guidance

A reference list detailing the current regulations as well as good practice guidance is listed below for further information but please note legislation and guidance can be updated at any time so please make sure you have the most up to date version.

A – Findings from inquiries

The Shipman Inquiry (15 July 2004) Fourth Report - The Regulation of Controlled Drugs In The Community
The Gosport Panel Report
Gosport Independent Panel report: government response

B – Key reference documents

NICE Safe Management of Controlled Drugs Guidance (NG46)
Health and Social Care Act 2012
The Human Medicines Regulations 2012
Misuse of Drugs Act 1971
Misuse of Drugs Regulations 2001
The Controlled Drugs (Supervision of Management and Use) Regulations 2013
Department of Health The Controlled Drugs (Supervision of Management and Use) Regulations 2013 - Information about the Regulations
Royal Mail guidance forsending prescription medicines through the postal system
NHS Counter Fraud Authority Management of Prescription forms
MHRA Patient group directions: who can use them
Home Offce CD Website pages
MHRA Controlled Drugs CD Wholesaler Licences

Evaluation

Once you have completed all sections, please review your answers and devise an action plan with timescales to address any areas where governance could be strengthened.