

### Section C: Obtaining and receiving

		Evidence / Details	Yes / No
Q1	Do you have a Standard Operating Procedure (SOP) for ordering CDs?	Yes - not read at visit though	No
Q2	Do you use the CD mandatory requisition form (FP10CDF) to order CDs?	No - a standard form from the wholesalers is used for ordering CDs. They don't order via community pharmacy but directly from the suppliers.	No
Q3	Are you aware of who is authorised / needs to sign the requisition ?	Yes, the senior nurses only	Yes
Q4	Is there a SOP for receiving CDs?	Yes - not read at visit though	Yes
Q5	Is there a list of sample signatures of staff who are authorised to receive CDs?	No - only a few staff are involved in the process as this is such a small organisation. They are identified via their e mail addresses.	No
Q6	Are items that are received entered into the CD Register in a timely manner?	Immediately on receipt	Yes
Q7	Do you keep completed requisitions for the required 2 year period?	Yes	Yes

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