

Cheshire & Merseyside
Medical Directorate
Regatta Place, Brunswick Business Park
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England.cmcd@nhs.net

Telephone Number – 0113 825 2355

Dear Colleague

Re: Annual Declaration 2018/2019 for safe use and handling of Controlled Drugs

I am writing to you in my capacity as the Accountable Officer for Controlled Drugs at NHS England.

Organisations, such as GP practices and dental practices, are required to periodically declare their compliance with the legislation related to controlled drugs.

This letter is to update you on the changes that have recently been made to Controlled Drug Annual Declaration process for 2018-19. There are two declarations:

1. Short declaration – all organisations must answer the three questions
2. Full declaration – some organisations will be asked to complete the longer full declaration in certain circumstances such as:
 - their responses in the short declaration
 - following concerns related to the safe use of CDs.

The Short Declaration

The Short Declaration contains three declaration statements:

1. This organisation complies with the provisions of the Misuse of Drugs Act 1971, The Misuse of Drugs Regulations 2001 and The Controlled Drugs (Supervision of Management and Use) Regulations 2013
Response: Yes / No
2. All Performers listed above are aware that they must report all incidents or concerns about the safe and secure management of controlled drugs to the relevant (NHS England) Controlled Drugs Accountable Officer via www.cdreporting.co.uk
Response: Yes / No
3. I declare that I am responsible for the safe management and handling of Controlled Drugs within the organisation (yes)
or (no) I am completing on behalf of the person responsible for the safe management and handling of Controlled Drugs within the organisation
Their name:____and email address:_____.

The names of all the Performers (along with their occupation and professional registration

number) who have prescribed, dispensed or administered CDs during the 2018-19 year is also required as part of the Declaration.

The Full Declaration

The full Controlled Drug Declaration will need to be completed at the request of the NHS England Lead Controlled Drug Accountable Officer.

If the full Declaration is required, the practice (or individual) will receive an email requesting that this be completed.

The full version Declaration comprises of 6 sections:

Section 1: Do you prescribe CDs? (if yes, further questions are asked)

Section 2: Do you supply CDs? (if yes, further questions are asked)

Section 3: Do you administer CDs or supervise or assist patients' own administration of CDs? (if yes, further questions are asked)

Section 4: Do you hold stock CDs either on the premises or off site eg: in doctors' bags?
Do you hold patients' CDs?
(if yes to either question, further questions are asked)

Section 5: Do you destroy or dispose of CDs (patient returns and / or stock) (if yes, further questions are asked)

Section 6:

1. Do you have written standard operating procedures or policies covering the handling and management of CDs that are appropriate to the activities carried out at the premises? (Please note, this includes Prescribing)
2. Do you have a local procedure in place for dealing with significant events involving CDs?
3. Are appropriate written procedures in place for the initial and continuing training or development of all staff involved in the prescribing, handling, supply and administration of CDs?
4. Have any members of staff received any specific training relevant to controlled drugs in the last 12 months (e.g. substance misuse training, palliative care training)
5. Are there any special factors which influence the prescribing or use of CDs by your organisation? (e.g. involved in palliative care, high number of drug users, specific roles carried out etc.)
6. Has any member of staff been convicted of an offence under the Misuse of Drugs Act?

General Information

Every Dental and GP (NHS and private) practice in Cheshire & Merseyside is required to complete the Annual Declaration. Where two or more practices work together and act as one practice, they are required to complete an Annual Declaration for each Practice code that is listed with NHS England.

Annual Declarations can be made from **27 December 2018** until **31 March 2019**.

Organisations who do not submit a Declaration by 31 March 2019 will be asked to complete the full Declaration.

To complete your Annual Declaration please visit www.cdreporting.co.uk and look for the 'Annual Declaration' box. If this is your first time using this reporting site, you will be asked to register.

To avoid receiving reminder emails, it is important that you ensure you are submitting your declaration to the correct NHS England local office. If your practice is in Cheshire & Merseyside, please submit to NHS England North (Cheshire and Merseyside). There are instructions on the reporting website if your Local Office needs to be changed, or if you need

to submit Annual Declarations to two different Local Offices.

If you have any queries regarding this new process, please contact us at england.cmcd@nhs.net or 0113 825 2355.

Kind regards

Dr Devina Halsall
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Controlled Drugs Accountable Officer
NHS England (Cheshire and Merseyside)