




## Adding a New CD Expired Stock Entry

 We recommend exercising the utmost caution when adding new CD expired stock entries, as once this window is saved as awaiting destruction, it cannot be edited.

 Saving a CD expired stock entry as destroyed is irreversible. If you make an error, you will have to do an adjustment back to the original quantity and mark it as expired.

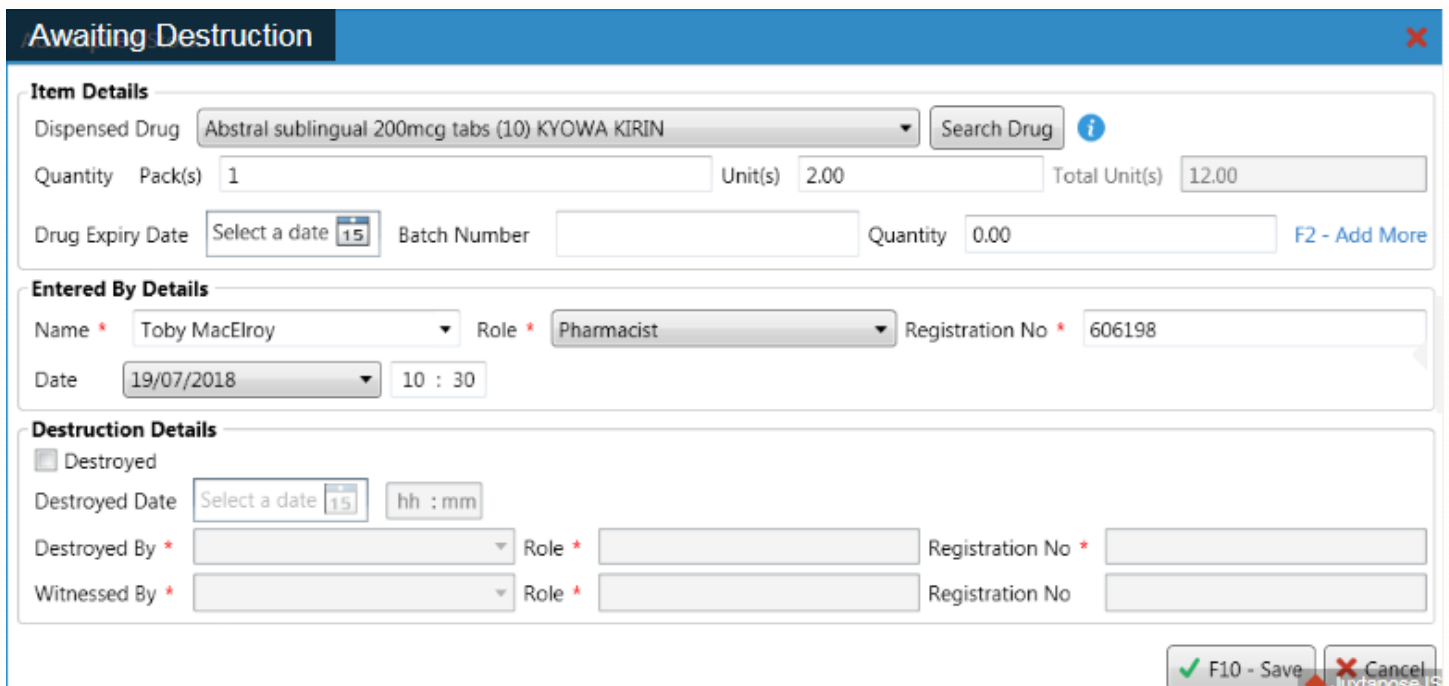
From the Add Expired Stock window, you can choose to mark your expired stock entry as *Awaiting Destruction* or *Destroyed*. Both of these actions will write an entry to the CD Register.

 You can only add an expired stock record in the CDR Manager for drugs that exist in the CD Register with a *Total Running Balance* that is greater than the quantity being marked as expired.

1. To begin, open the CDR Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *CDR Manager* menu item.
2. From the CDR Manager, open the *Expired Stock* tab and select the **[F2 – Add Expired Stock]** button. A blank Add Expired Stock window displays.

## Completing the Add Expired Stock Form

The screen shot below is to see an example of the Add Expired Stock window completed as Awaiting Destruction and Destroyed.



**Awaiting Destruction**

**Item Details**

Dispensed Drug: Abstral sublingual 200mcg tabs (10) KYOWA KIRIN

Quantity: 1, Pack(s): 1, Unit(s): 2.00, Total Unit(s): 12.00

Drug Expiry Date: Select a date 15, Batch Number: , Quantity: 0.00

**Entered By Details**

Name: Toby MacElroy, Role: Pharmacist, Registration No: 606198

Date: 19/07/2018 10:30

**Destruction Details**

Destroyed

Destroyed Date: Select a date 15, hh:mm

Destroyed By: , Role: , Registration No:

Witnessed By: , Role: , Registration No:

F10 - Save, Cancel

Add Expired Stock
Destroyed

**Item Details**

Dispensed Drug: Abstral sublingual 200mcg tabs (10) KYOWA KIRIN Search Drug i

Quantity Pack(s): 1 Unit(s): 2.00 Total Unit(s): 12.00

Drug Expiry Date: Select a date 15 Batch Number:  Quantity: 0.00 F2 - Add More

**Entered By Details**

Name: Toby MacElroy Role: Pharmacist Registration No: 606198

Date: 19/07/2018 10 : 30

**Destruction Details**

Destroyed

Destroyed Date: 19/07/2018 15 10 : 33

Destroyed By: Toby MacElroy Role: Pharmacist Registration No: 606198

Witnessed By: Joanne Masters Role: GPhC Inspector Registration No:

✓ F10 - Save
✗ Cancel


| Field/Section       | Description  |
|---------------------|--|
| Item Details        | Select the <b>[Search Drug]</b> button to search for, locate and select a drug that exists within your CD Register with a running balance, and enter the expired <i>Quantity</i> . If required, you can add the <i>Drug Expiry</i> details, and if there are multiple expiry dates, click the <b>F2 – Add More</b> text to add more <i>Drug Expiry</i> lines. Any lines that have been added incorrectly can be <b>Removed</b> .   |
| Entered By Details  | The signed-in user name and their role are populated by default if configured, but you may have to manually enter the registration number. Otherwise you must fill these details in manually. You can edit the <i>Date</i> to either the present or previous day. The time field is fully editable but cannot be a future time if the <i>Date</i> is the present day.  |
| Destruction Details | <p>This section should only be completed if you are destroying your expired stock now. You can enable the <i>Destruction Details</i> section by selecting the <i>Destroyed</i> tick box and;</p> <ul style="list-style-type: none"> <li>○ Populate the <i>Destroyed Date</i> and time as required</li> <li>○ Enter the name, role and registration number of the person who destroyed the expired stock</li> <li>○ Enter the name, role (and registration number) of the person who witnessed the destruction of the expired stock.</li> </ul> |

If you are adding expired stock with different batch numbers and/or expiry dates, you will be prompted to destroy these together. You will need to create new expired stock entries if you intend to destroy these separately.

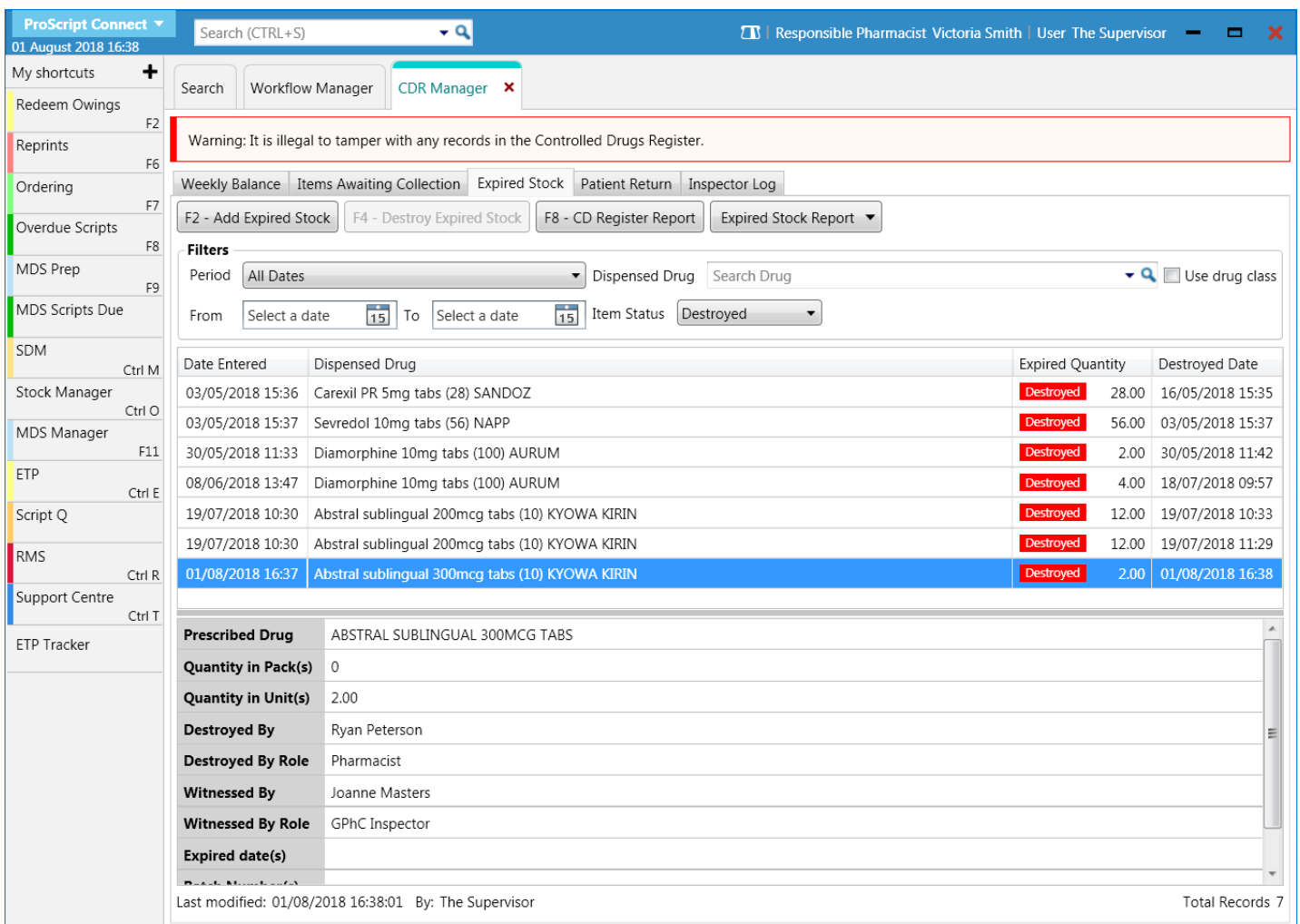
 If you want to save the entry as awaiting destruction, deselect the *Destroyed* tick box in the *Destruction Details* section.

## Saving the Add Expired Stock Form

1. Once the form is completed, select the **[F10 – Save]** button.

 If you have marked the entry as destroyed, a View Stock Card pop-up may display to confirm the running balance and stock record has been updated. You can view the item’s stock record if required by selecting the **[Yes]** button.

2. The *Expired Stock* tab in the CDR Manager displays, with the newly-added CD expired stock entry in the grid. If destruction details were added, the entry appears with a **Destroyed** tag.



The screenshot shows the ProScript Connect CDR Manager interface. The 'Expired Stock' tab is active, displaying a table of expired stock entries. A warning message is visible at the top: 'Warning: It is illegal to tamper with any records in the Controlled Drugs Register.' The table lists entries with columns for Date Entered, Dispensed Drug, Expired Quantity, and Destroyed Date. The entry for 'Abstral sublingual 300mcg tabs (10) KYOWA KIRIN' on 01/08/2018 is highlighted. Below the table, a details panel shows information for the selected entry, including the prescribed drug, quantity, and the names and roles of the pharmacist and witness.

| Date Entered     | Dispensed Drug                                  | Expired Quantity | Destroyed Date   |
|------------------|---|------------------|------------------|
| 03/05/2018 15:36 | Carexil PR 5mg tabs (28) SANDOZ                 | Destroyed 28.00  | 16/05/2018 15:35 |
| 03/05/2018 15:37 | Sevredol 10mg tabs (56) NAPP                    | Destroyed 56.00  | 03/05/2018 15:37 |
| 30/05/2018 11:33 | Diamorphine 10mg tabs (100) AURUM               | Destroyed 2.00   | 30/05/2018 11:42 |
| 08/06/2018 13:47 | Diamorphine 10mg tabs (100) AURUM               | Destroyed 4.00   | 18/07/2018 09:57 |
| 19/07/2018 10:30 | Abstral sublingual 200mcg tabs (10) KYOWA KIRIN | Destroyed 12.00  | 19/07/2018 10:33 |
| 19/07/2018 10:30 | Abstral sublingual 200mcg tabs (10) KYOWA KIRIN | Destroyed 12.00  | 19/07/2018 11:29 |
| 01/08/2018 16:37 | Abstral sublingual 300mcg tabs (10) KYOWA KIRIN | Destroyed 2.00   | 01/08/2018 16:38 |

**Prescribed Drug** ABSTRAL SUBLINGUAL 300MCG TABS  
**Quantity in Pack(s)** 0  
**Quantity in Unit(s)** 2.00  
**Destroyed By** Ryan Peterson  
**Destroyed By Role** Pharmacist  
**Witnessed By** Joanne Masters  
**Witnessed By Role** GPhC Inspector  
**Expired date(s)**

Last modified: 01/08/2018 16:38:01 By: The Supervisor Total Records 7

## CD Register Entry

Adding a new CD expired stock entry as awaiting destruction and destroyed are both events that will write an entry into the CD Register which can be viewed when printing and/or exporting a CD Register report and will display;

- The *Date Supply received or date supplied* column populated with;
  - The date and time the event occurred
  - A unique CDR ID
  - The pack size and unit of measure of the CD
  - Name, role and registration number of the user
- The *Quantity Supplied* i.e. the *Quantity Total Unit(s)* figure entered within the Add Expired Stock window as expired
- The total running *Balance* after the event. This will include stock that has been marked as expired but has not yet been destroyed.
- *Notes* describing the event, in this case an *Adjustment: Pharmacy Stock Marked as Expired*, or *Adjustment: Destruction of Pharmacy Stock*, and details of the event including:
  - The name, role and registration number of the user(s) who destroyed and witnessed the destruction if the stock was marked as destroyed
  - The *Quantity Marked as Expired* i.e. the *Quantity Total Unit(s)* figure entered within the Add Expired Stock window when adding your expired stock entry before destruction
  - The *Total Expired Quantity*. This is the total running balance of stock that has been marked as expired before destruction
  - *Batch Number(s)* and *Expiry Date(s)* if entered

Report Preview

CD Register

From: 01/08/2018 To: 01/08/2018  
 Drug Class: Fentanyl Name/Brand: Abstral sublingual 300mcg tabs (10) KYOWA KIRIN Strength: 300mcg Form: tabs

| Date Supply received or date supplied   | Received                            |                   | Supplied                                    |   |   |  |  | Balance | Notes   |
|---|-------------------------------------|-------------------|---|---|---|--|--|---------|---|
|   | Name and address from whom received | Quantity Received | Name and address of person or firm supplied | Details of authority to possess; prescriber or licence holder's details | Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address | Was proof of identity requested of patient / patient's rep? (Yes / No) | Was proof of identity of person collecting provided (Yes / No) |         |   |
| 01/08/2018 16:38<br>CDR ID: 739<br>Pack Size: 10 tablets<br>Name: Ryan Peterson<br>Role: Pharmacist<br>RegNo: 2012345 |                                     |                   |   |   |   |  |  | 2.00    | 18.00<br>Adjustment:<br>Destruction of Expired Pharmacy Stock<br>Destroyed By: Ryan Peterson<br>Role: Pharmacist<br>Reg. No: 2012345<br>Witnessed By: Joanne Masters<br>Role: GPhC Inspector<br>Adjustment:<br>Destruction of Expired Pharmacy Stock<br>Destroyed By: Ryan Peterson<br>Role: Pharmacist<br>Reg. No: 2012345<br>Witnessed By: Joanne Masters<br>Role: GPhC Inspector |
| 01/08/2018 16:45<br>CDR ID: 740<br>Pack Size: 10 tablets<br>Name: Ryan Peterson<br>Role: Pharmacist<br>RegNo: 2012345 |                                     |                   |   |   |   |  |  |         | 18.00<br>Adjustment:<br>Pharmacy Stock Marked as Expired<br>Quantity Marked as Expired: 2.00<br>Total Expired Quantity: 2.00  |

100 %

## Revision History

| Version Number | Date         | Revision Details | Author(s)            |
|----------------|--------------|------------------|----------------------|
| 1.0            | 11 June 2019 |                  | Joanne Hibbert-Gorst |
|                |              |                  |                      |
|                |              |                  |                      |

### Contact us

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