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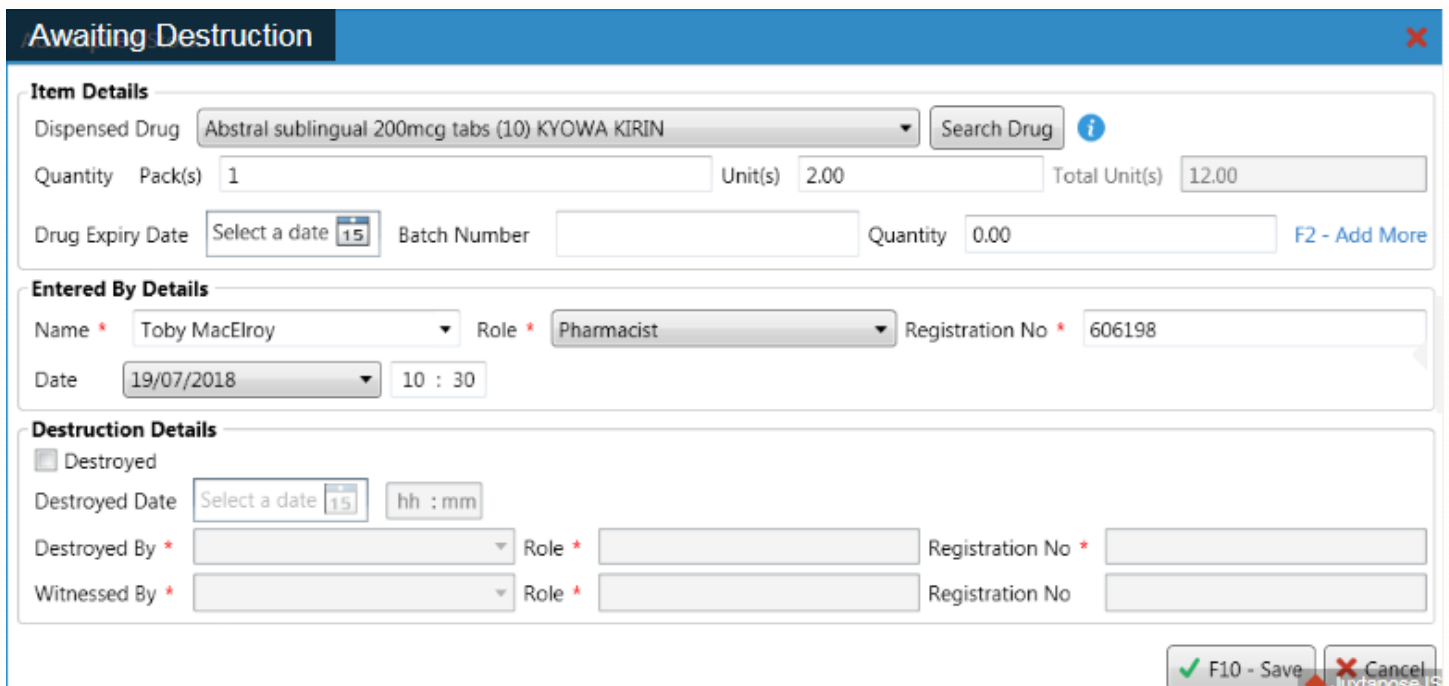
From the Add Expired Stock window, you can choose to mark your expired stock entry as *Awaiting Destruction* or *Destroyed*. Both of these actions will write an entry to the CD Register.

📋 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.

Field/Section	Description
Item Details	Select the **[Search Drug]** button to search for, locate and select a drug that exists within your CD Register with a running balance, and enter the expired *Quantity*. If required, you can add the *Drug Expiry* details, and if there are multiple expiry dates, click the F2 – Add More text to add more *Drug Expiry* lines. Any lines that have been added incorrectly can be Removed.
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 *Date* to either the present or previous day. The time field is fully editable but cannot be a future time if the *Date* is the present day.
Destruction Details	This section should only be completed if you are destroying your expired stock now. You can enable the *Destruction Details* section by selecting the *Destroyed* tick box and; o Populate the *Destroyed Date* and time as required o Enter the name, role and registration number of the person who destroyed the expired stock o Enter the name, role (and registration number) of the person who witnessed the destruction of the expired stock.

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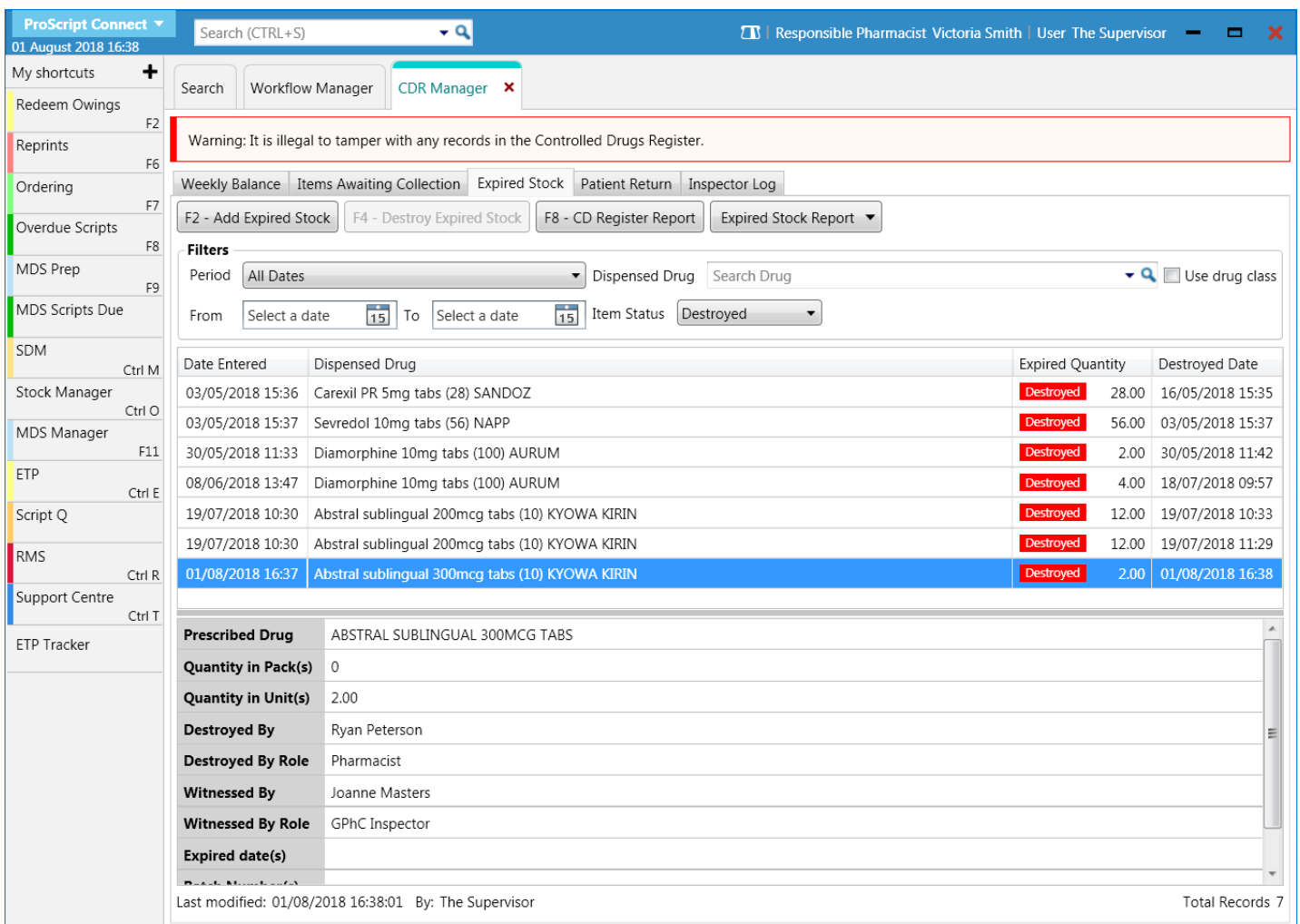
💡 If you want to save the entry as awaiting destruction, deselect the *Destroyed* tick box in the *Destruction Details* section.

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.

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;
  - o The date and time the event occurred
  - o A unique CDR ID
  - o The pack size and unit of measure of the CD
  - o 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:
  - o The name, role and registration number of the user(s) who destroyed and witnessed the destruction if the stock was marked as destroyed
  - o 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
  - o The *Total Expired Quantity*. This is the total running balance of stock that has been marked as expired before destruction
  - o *Batch Number(s)* and *Expiry Date(s)* if entered

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 | | | | | Quantity Supplied | Balance | Notes |
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to posess; 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 CDR ID: 739 Pack Size: 10 tablets Name: Ryan Peterson Role: Pharmacist RegNo: 2012345								2.00	18.00	Adjustment: Destruction of Expired Pharmacy Stock Destroyed By: Ryan Peterson Role: Pharmacist Reg. No: 2012345 Witnessed By: Joanne Masters Role: GPhC Inspector Adjustment: Destruction of Expired Pharmacy Stock Destroyed By: Ryan Peterson Role: Pharmacist Reg. No: 2012345 Witnessed By: Joanne Masters Role: GPhC Inspector
01/08/2018 16:45 CDR ID: 740 Pack Size: 10 tablets Name: Ryan Peterson Role: Pharmacist RegNo: 2012345									18.00	Adjustment: Pharmacy Stock Marked as Expired Quantity Marked as Expired: 2.00 Total Expired Quantity: 2.00

Revision History

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

Contact us

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