
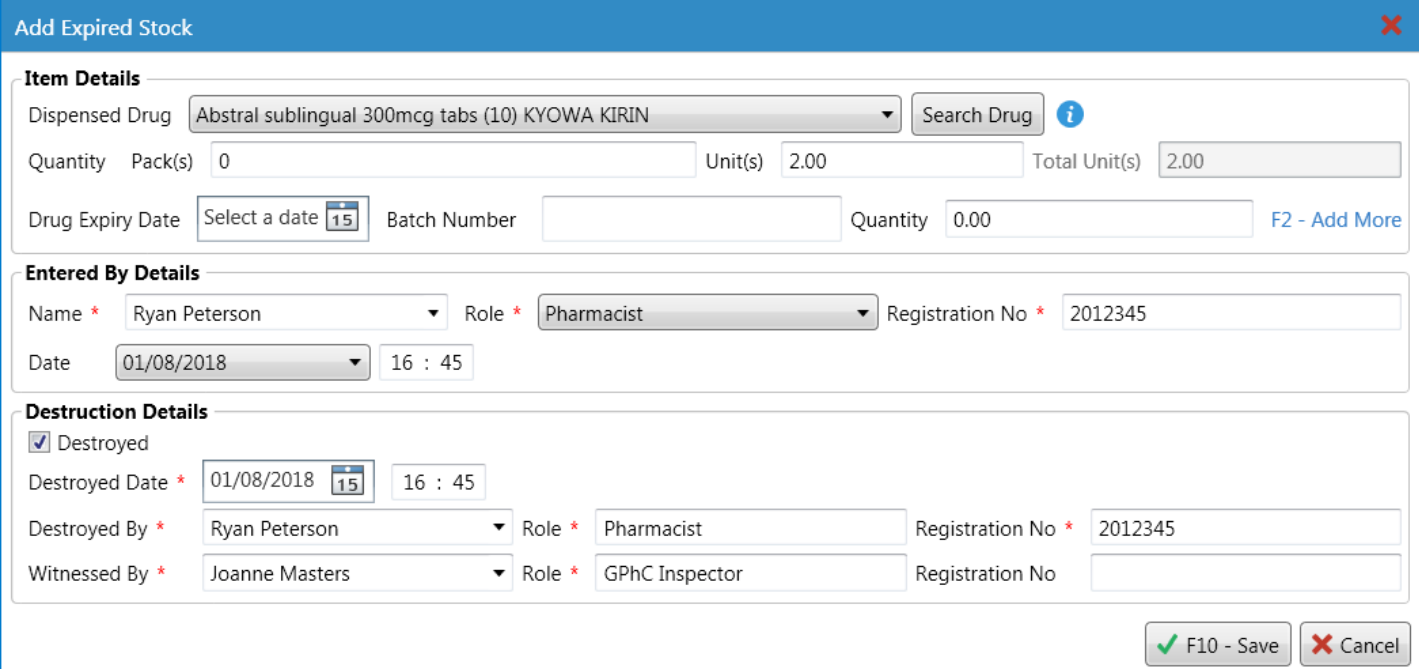


Marking a CD Expired Stock Entry as Destroyed

 Marking a CD expired stock entry as destroyed is irreversible.

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, highlight a CD expired stock entry that has not yet been marked as destroyed and select the **[F4 – Destroy Expired Stock]** button.
3. The Destroy Expired Stock window for the selected entry displays, with the *Destroyed* tick box in the *Destruction Details* section already selected by default and the current date and time pre-populated as the *Destroyed Date*. From here, you must;
 - o Enter the destruction date and time as required. This cannot be a future date or time.
 - 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



Add Expired Stock

Item Details

Dispensed Drug: Abstral sublingual 300mcg tabs (10) KYOWA KIRIN

Quantity Pack(s): 0 Unit(s): 2.00 Total Unit(s): 2.00

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

Entered By Details

Name *: Ryan Peterson Role *: Pharmacist Registration No *: 2012345

Date: 01/08/2018 16 : 45

Destruction Details

Destroyed


Destroyed Date *: 01/08/2018 15 16 : 45

Destroyed By *: Ryan Peterson Role *: Pharmacist Registration No *: 2012345

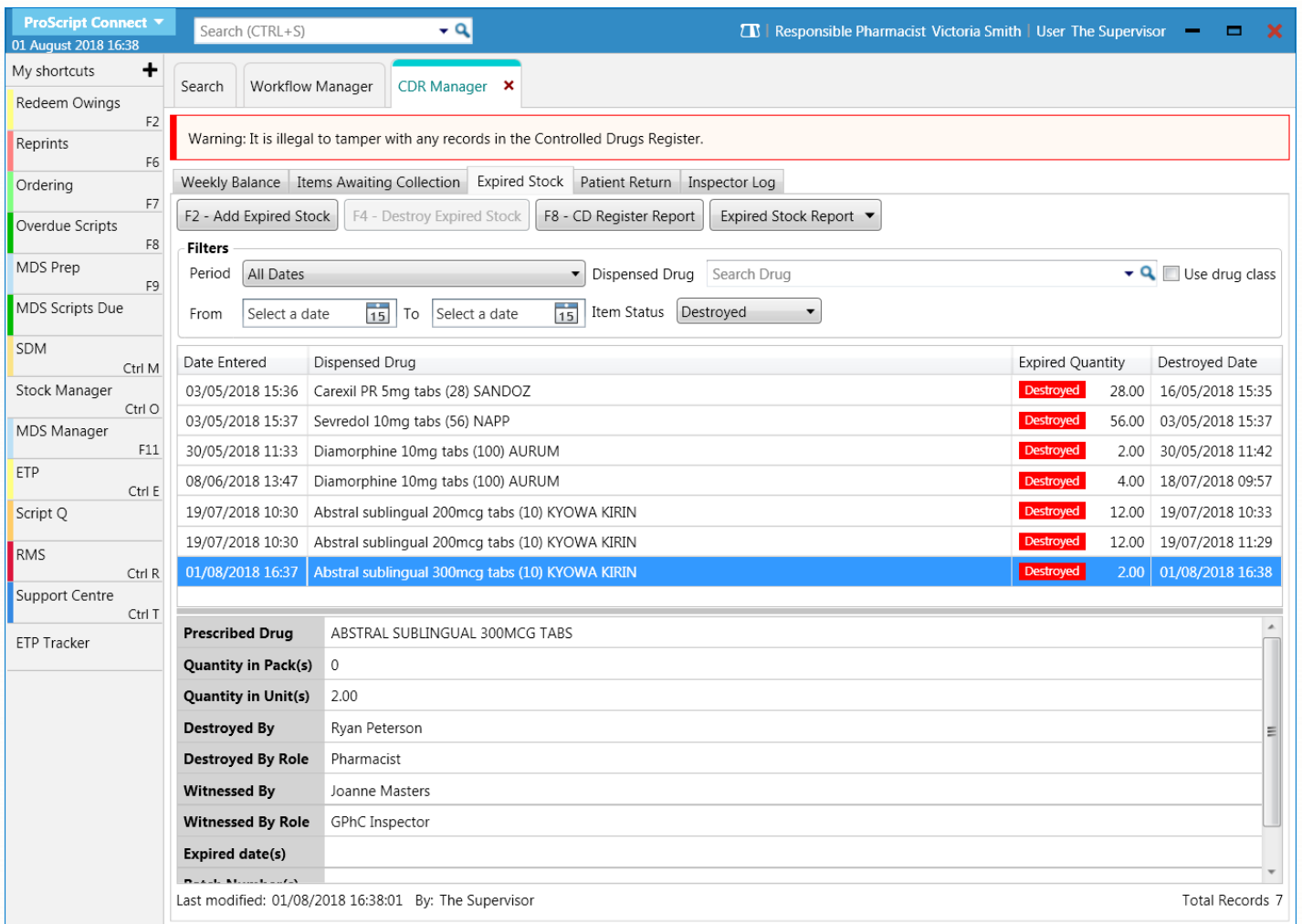
Witnessed By *: Joanne Masters Role *: GPhC Inspector Registration No:

F10 - Save Cancel

4. Once all the required details have been entered, select the **[F10 – Save]** button.

 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.

5. The *Expired Stock* tab in the CDR Manager displays, with the CD expired stock entry marked as **Destroyed**.



Warning: It is illegal to tamper with any records in the Controlled Drugs Register.

Weekly Balance | Items Awaiting Collection | **Expired Stock** | Patient Return | Inspector Log

F2 - Add Expired Stock | F4 - Destroy Expired Stock | F8 - CD Register Report | Expired Stock Report

Filters
 Period: All Dates | Dispersed Drug: Search Drug | Use drug class:
 From: Select a date [15] To: Select a date [15] | Item Status: Destroyed

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

Marking CD expired stock entry as destroyed is an event 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
 - An Original CDR ID. This is the CDR ID of a linked event, in this case the linked event is when the stock was originally marked as expired
 - 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 when the expired stock entry was added

- 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: Destruction of Pharmacy Stock*, and details of the event including:
 - The name, role and registration number of the user who destroyed the stock
 - The name, role (and registration number) of the person who witnessed the destruction
 - *Batch Number(s)* and *Expiry Date(s)* if entered

Report Preview

2 of 3

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)			Quantity Supplied
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

100 %

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601