

# Controlled Drugs Workshop

## AGENDA

The purpose of this course is to provide delegates with detailed up to date information on the legislation covering controlled drugs, how it affects the work of dispensing and prescribing practices, examples of good practice and guidance on writing of SOPs for controlled drugs.

It is aimed at; experienced dispensers to ensure, and re-assure, that they are complying with the requirements of the law, providing grounding for new dispensers on controlled drugs law, practice managers to keep them abreast of the controlled drugs law and any planned changes. There is also the opportunity for attendees to share experiences and discuss common problems and issues.

### Tea/Coffee on arrival

**9.00am**                      **Registration**

**9.30am**                      **Prompt Start**

#### **Background to the Misuse of Drugs Legislation**

International Conventions  
The purpose of the legislation  
The Shipman Inquiry

#### **The Statutory Requirements for Controlled Drugs**

Which drugs are controlled, why and the level of control  
Administration of controlled drugs  
The law on possession and supply  
Record keeping requirements for dispensing practices  
Prescribing and prescriptions  
Ordering/requisitions for controlled drugs by dispensing practices  
Safe custody in dispensing practices  
Furnishing of information by doctors to regulatory bodies  
The doctor's bag and record keeping  
Destruction of unwanted drugs, both stock and patient returns  
Re-cycling of controlled drugs

**11.00am**                      **Brunch and Tea/Coffee**

#### **The Role of the Healthcare Commission**

#### **The Role of Accountable Officers**

#### **Guidance on the writing of standard operating procedures for controlled drugs**

#### **Written Question & Answer Session**

**12.30pm**                      **Close**