



STB 23 Despatching Controlled Drug Visits

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 23: Despatching Controlled Drugs Visits

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 23 - Despatching Controlled Drugs Visits	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

VERSION CONTROL

DATE	CHANGE	CHANGED BY
04.02.2011	Original Version	CY
07.02.2011	Car numbers added, instruction on taking out controlled drugs added.	CY
19.01.15	Updated version	AT
14.12.15	Reference to Walsall and South Staffs removed	CY
17.07.18	Reviewed	SBi

INTRODUCTION

The Controlled Drugs Procedure (CD04) has been developed following consultation with the Home Office Controlled Drugs Inspectors. The procedure is designed to ensure that Badger complies with the latest regulations and minimises the risk, associated with controlled drugs, to the business and its Clinicians. As a result to the latest regulations the visit process for palliative patients requiring controlled drugs has been changed.

The geographic area that Badger covers means that separate arrangements exist for Birmingham and South Birmingham, wherever possible common procedures are used.

THE VISITING CARS

Glover Street 1 car will now be the **only** visiting car in Birmingham to carry out visits to palliative patients requiring controlled drugs. The only exception will be if GS1 is unavailable, in this circumstance the Team leader will advise which car will be used.

All of the cars have CD safes installed in them.

The vehicle safe keys are on the vehicle keys, spare keys are kept in the Operations Technical key cupboard. The keys are signed in and out at the start and end of each shift on the driver's checklist. Access to the spare keys is restricted to the Duty Team Leader and the on call manager

DESPATCHING

Clinicians will clearly record in their consultation if the visit is for a patient who may require a controlled drug. The dispatcher will check each visit, if the visit is for a patient who may require a CD the visit will be passed to the Glover St 1 Driver.

Please note every time Glover St 1 Multi-Purpose goes out on visits they must take the controlled drugs.

A visit that has been passed to one of the other cars may result in a patient requiring a controlled drug, in these circumstances the visit dispatcher will be notified and will then arrange for the Clinician in GS1 to visit the patient to administer the CD. On some occasions it maybe necessary to back fill GS1.