

Title	<b>CASSETTE MANAGEMENT</b>			Number	<b>CL59</b>
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Contacts:	Medicine Management Team (MMT)				

## Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

<b>DATE</b>	<b>CHANGE</b>	<b>CHANGED BY</b>
01.10.2016	Original version	SO
22.05.2019	Reviewed, no change	SMcD
01.12.2022	Reviewed, changes to include procedure of checking and replenishing now done by Meds Team. Removed Lloyds Pharmacy. Amended Treatment Centres.	MMT

## Introduction

This procedure provides definitive guidance on what actions are necessary for the management of the drug cassettes.

## Background to Procedure

To understand the process of ordering, stocking the centres and stocking the cassettes so that the business can work efficiently.

## Procedure

The Meds Team are responsible for checking, recording and ensuring the cases are stocked.

- All cassettes are checked daily by the Meds Team. Any cassettes that have been red tagged or going out of date will be collected, and returned to the Meds room for replenishment at ABR.
- When a cassette is returned to the Meds Team, the location, expiry dates and cassette numbers are recorded onto the data base the cassette is then fully replenished by the Med Team and put back into circulation.

There are 2 types of cassettes, cassette one and cassette two.

### **Tagging the cassettes**

The cassettes will be tagged to identify the status of the contents. The tags are colour coded as follows

Green – New cassette, contents full and complete as per the picture

Yellow – Part used contents are not complete but there remains a minimal stock of all items

Red – Needs replacing, this applies when there is no stock of a single item

Upon red tagging a cassette, the Team Leader is notified, and this will be recorded on the Team Leader report. Meds Team will be notified on the next working day to arrange for collection and replacement.

### **Transferring cassettes to Badger Treatment Centres**

Meds management will book the cassettes out of stock and into a treatment centre via the data base.

ABR	holding levels	1 x cassette one	1 x cassette two
ESG	holding levels	1 x cassette one	1 x cassette two
G/S	holding levels	1 x cassette one	1 x cassette two
Hurst Lane	holding levels	2 x cassette one	2 x cassette two

When a cassette is delivered to a Centre the cassette must be signed in and if a cassette is removed this must be signed out. There is a cassette management book at each centre.