

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title		Placing Schedule 2 Drugs in UC24 Vehicles	Doc. No.	CL009
Scope		Clinical Directorate	Operational Directorate	
Purpose		<p>To assist in the short term pain management of palliative care patients, a limited supply of Controlled Drugs will be placed in Urgent Care 24 vehicles.</p> <p>To outline the procedure and process to ensure the safe management, handling and transport of schedule 2 Controlled Drugs (CDs) within Urgent Care 24 vehicles.</p>		
Guidelines		<p>This Standard Operating Procedure outlines:</p> <ul style="list-style-type: none"> <li>• The procedure of transporting the schedule 2 drugs in Urgent Care 24 vehicles</li> <li>• The role of the manager</li> <li>• The role of the driver</li> <li>• The role of the clinician</li> <li>• The role of the medicines management team</li> </ul> <p>The following guidance was used in the updating of this SOP:</p> <ul style="list-style-type: none"> <li>• 'A Single Competency Framework for all Prescribers' NICE, published May 2012 updated May 2014</li> <li>• <a href="http://www.associationforprescribers.org.uk/images/Single_Competency_Framework.pdf">http://www.associationforprescribers.org.uk/images/Single_Competency_Framework.pdf</a></li> </ul>		
PROCEDURE				RESPONSIBILITY
1	<p>Palliative medication will be Diamorphine 5mg. The quantity will be in boxes of 5 ampoules per box.</p> <p>There are two boxes within the overnight safe 'Box 1' and 'Box 2'. It is preferred that the boxes are signed out in number order.</p> <p>The stock for the use in vehicles will be administered from the palliative car cabinet kept at Urgent Care 24 (Wavertree HQ).</p> <p>This procedure is appropriate for use only for the overnight shift and will normally be placed in one car only. However, should it be required, a supply can also be placed in a second car.</p>			Urgent Care 24 Medicines Management Team

2	If an occasion occurs where the palliative care cabinet stock has been used, additional stock can be sourced from the main store – please see <b>SOP CL005</b> Controlled Drugs at Wavertree Headquarters.	Urgent Care 24 Clinician / Shift Manager
3	<p>There is a safe located in the boot of each fleet vehicle which will contain the schedule 2 drugs when in transit.</p> <p>This supply of schedule 2 drugs (Diamorphine 5mg) must be kept at all times in its sealed container. This container must then be secured in the dedicated locked section of the vehicle.</p>	Urgent Care 24 Clinician / Driver / Medicines Management Team
4	<p>When removing the schedule 2 drugs from the palliative care cabinet, the protocol stated in the issuing controlled drugs from the palliative care cabinet <b>(SOP CL005)</b> must be followed.</p> <p>A signing in and out sheet will also be located in the cabinet for completion at the start and end of each shift.</p>	Urgent Care 24 Shift Manager / Clinician / Medicines Management Team
5	<p>The clinician is solely responsible for the schedule 2 drug whilst it is in their care, with the assistance of the driver, to ensure that the drugs are placed in the designated locked section of the car at the start and throughout the session.</p> <p>The driver holds the key to the safe in the car and is to assist the clinician in transporting and storing of the CD and ensuring between the two of them that both have carried out the necessary tasks (secondary checks):</p> <ul style="list-style-type: none"> <li>• Safe storage</li> <li>• Completion of paper work</li> <li>• Safe transit throughout session</li> </ul>	Urgent Care 24 Shift Manager / Clinician / Driver
6	Daily audits and stock checks will be conducted by Urgent Care 24's medicines management team.	Urgent Care 24 Medicines Management Team
7	If the drugs are administered during the clinician's shift, the 'CD Portable Record Sheet' must be completed and signed by the clinician and witnessed and signed by the driver, detailing the patient's name, address and the amount of Diamorphine used.	Urgent Care 24 Clinician / Driver / Medicines Management Team

	Upon returning from the last appointment the completed 'CD Portable Record Sheet' must be placed back in the ampule box used for collection the next day by the medicines management team.	
8	<p>At the end of the shift, the clinician will sign the Controlled Drugs back into the palliative care cabinet safe, with a witness present (preferably the shift manager) and countersigning the form.</p> <p>The CD register appropriate to the box used must be completed and signed personally by the clinician and witnessed and signed by another member of staff. The entry will record the quantity of drug that is being returned to stock at the end of the shift, and detail any drug that has been administered to a patient together with that patient's name and address. This responsibility <b>cannot</b> be delegated to other staff members in the organisation.</p>	Urgent Care 24 Clinician / Operational Team Personnel
9	The medicines management team will check the schedule 2 drugs used for vehicles on a daily basis, following each overnight session.	Urgent Care 24 Medicines Management Team

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Title		Placing Schedule 2 Drugs in UC24 Vehicles		Doc. No.	CL009
Version			V10		
Supersedes			All previous versions		
Approving Managers/Committee			Head of Service		
Date Ratified			April 2011		
Department of Originator			Out-of-Hours		
Responsible Executive Director			Director of Service Delivery / Medical Director		
Responsible Manager/Support			Logistics Manager		
Date Issued			April 2011		
Next Review Date			January 2021 (or when there is a change in procedure)		
Target Audience			Clinical and Operational Staff		
Version	Date	Control Reason		Accountable Person for this Version	
V1 – V6	2011 - 2014	Reviewed and updated as required		Various	
V7	March 2015	Reviewed and updated as required		Clinical Leads / Clinical Governance Manager	
V8	October 2015	Change of responsible director		Medical Lead / Clinical Governance Manager	
V9	September 2016	Update following approval of new medicines management policy in July 2016		Medical Director / Company Secretary	
V10	January 2018	Reviewed and updated as required		Logistics Manager	
Reference documents		Electronic Locations		Locations for Hard Copies	
CL005		Urgent Care 24 Intranet		Standard Operating Procedures File in the Call Centre	
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