

APPENDIX 1



CD BALANCE DISCREPANCY REPORT FORM

Ward/Department.....Date discrepancy discovered.....

Details of

Discrepancy/Drug.....

Name of staff member

investigating.....

Step	Action to resolve discrepancies	Date to be done by or when checked	Initials of Investigator	Comments	Resolution
1	Check arithmetic in register since date balance was confirmed as correct. Date when last checked..... and correct.....				
2	For wards with Omnicell cabinets check the online register OMNICELL controlled drugs register access in case there has been CD's issued to a patient but balance was not confirmed. (Omnicell would not then recognize it as been given so would cause a discrepancy).				
3	Recheck CD cupboard and surrounding area with second person in case something has been missed. (Remember to keep ward stock and patient's own CD's separate).				
4	Stock check similar products Eg: same name but different strength/form/MR/IR and ensure physical balance matches register, omnicell balance (Check that receipt/issue has not been recorded on wrong page of register-under incorrect product)				
5	Check all supplies to patients have been entered in register. Use medicine charts of patients prescribed CD to establish if all doses recorded in register/omnicell.				
6	If patient's own CD and patient has been transferred to another ward then check if CD was transferred and not documented in register. If discharged then check with both staff members that discharged the patient incase CD was				

	returned to patient and not documented in register. The patient should be contacted to confirm.				
7	Contact all nursing staff who have worked and would have access to the Controlled Drug cupboard during the relevant period (since the last CD check when balance was confirmed as correct and discrepancy being found -include details of all names and dates worked). They may be able to recall an incident that may have contributed to discrepancy.				
8	Adverse event report (Inphase) completed, reference number.....				
9	Amendments made to register/Omniceil cabinet and by whom.				
10	Incident investigated fully and discrepancy found.				
11	Incident investigated fully and unable to find a reason for the discrepancy.				
12	Ward Pharmacist contacted and by whom. (if unable to resolve)				
13	Controlled drugs team contacted and by whom. (if unable to resolve) borderscdteam@borders.scot.nhs.uk Phone 01896 827711				

Additional Notes:

Once investigation is complete send copy to Controlled Drugs Team Pharmacy Department or scan copy and any supporting documents/evidence to borderscdteam@borders.scot.nhs.uk
Phone 01896 827711