

Dear Colleague,

To All organisations that prescribe,
dispense, administer controlled drugs

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Re: NHS England Controlled Drug Reporting Tool

My name is Gazala Khan the Controlled Drugs Accountable Officer for the Yorkshire and Humber region for NHS England.

We have been looking to standardise how controlled drugs incidents are reported to me across Yorkshire and Humber region. There is a web based reporting tool that has been in use across the country for some time and we have decided that this is the best option for our area. This is a very exciting innovation that has been designed and implemented to make the reporting of concerns incidents much simpler and standardised to comply with the “Shipman recommendations”.

The Controlled Drugs (Supervision of Management and Use) Regulations 2006 (“the 2006 Regulations”) came into force on 01 January 2007 in England. As a consequence of the passing of the Health and Social Care Act 2012, these Regulations were superseded by the Controlled Drugs (Supervision of Management and Use) Regulations 2013 (“the 2013 Regulations”). Due to the changes brought about through the Health & Social Care Bill, Greater Manchester CDAO has been developing a web based solution for reporting concerns/incidents to ensure we have a standardised approach across the area to the reporting, recording and management of controlled drug concerns/incidents. The new service has been ‘live’ across the country for four years and organisations have recorded their concerns via the website.

To begin the process all reporters of controlled drug concerns / incidents will need to register and this can be done from today. There is no limit to the number of people from one organisation that can register on the website which will go **live** on the **1st November 2017**. I am happy to receive incidents via the normal reporting channels in the interim for those of you who feel you need more time but hope that this is a step change for us all. I hope to be in a position whereby the **30th November 2017** all organisations report all CD incidents to me via the CD reporting tool. Any reports received via the CDAO Central inbox **after this date** will not be processed and returned for you to complete online.

TO REGISTER

Go to the website: www.cdreporting.co.uk and click on 'register'. Enter your details and press submit. You now have log in details to the website.

The website has a number of functions:

1. Reporting incidents
2. Submitting quarterly occurrence reports – NHS Trusts, Hospitals & Hospices
3. Submitting controlled drug declarations – GP's, dentists and private midwives
4. Destructions – Requesting an authorised witness to CD destruction. (Independent pharmacies, GP's.) PLEASE NOTE THIS FUNCTION IS IN DEVELOPMENT. WE WILL NOTIFY YOU AS SOON AS THIS IS ACTIVE
5. FAQ's
6. User Forum
7. Access newsletters
8. Review all your CD submissions
9. Export your incidents into Microsoft Excel
10. Report an error/query via the ticket system.

Support is available to help organisations and individuals during this transition to a solely web based tool. If you have any problems:

- with access to the website please contact the helpdesk on 0113 825 5238
- with completing any of the forms please contact your local office on england.yhcdao@nhs.net
- refer to the FAQ's page on the website
- and are not covered by any of the above please contact the helpdesk 0113 825 5238

If you have any queries please do not hesitate to contact us.

Yours sincerely



Gazala Khan

Lead Controlled Accountable Officer
NHS England North (Yorkshire and Humber)