

SURVEY QUESTIONNAIRE
REDUCING THE LEAKAGE OF PRESCRIBED (CONTROLLED) DRUGS.

ID Reference code:

About the Practice

- 1 Is the practice a dispensing practice?
Yes
No

- 2 How is your out of hours cover organised?
 - 1 provided by the practice doctors only
 - 2 by a cooperative system with other local practices
 - 3 the use of an outside agency
 - 4 other (please specify)

Stocks And Storage Of Controlled Drugs

- 3 Are controlled drugs kept on the premises (including doctors 'black bags')?
Yes
No

If No, go to question **15**

- 4 If Yes, where are they kept?
 - 1 doctors 'black bag'
 - 2 locked cupboard/safe
 - 3 emergency practice bag
 - 4 other (please specify)

- 5 How is the usage and replacement of stock/stored controlled drugs recorded?
 - 1 standard book specifically designed and sold for use as a controlled drug register (e.g. Royal Pharmaceutical Society Register)
 - 2 a general notebook prepared or modified within the practice
 - 3 handwritten log/diary kept by each individual doctor
 - 4 other (please specify)

- 6 What information is recorded in the log/notebook/register?

Standard register

- 1 patient details
- 2 date
- 3 drug name
- 4 dosage
- 5 batch no.
- 6 stock balance
- 7 other (please specify)

Notebook register

- 1 patient details
- 2 date
- 3 drug name
- 4 dosage
- 5 batch no.
- 6 stock balance
- 7 other (please specify)

Doctors log/diary

- 1 patient details
- 2 date
- 3 drug name
- 4 dosage
- 5 batch no.
- 6 stock balance
- 7 other (please specify)

Other

- 1 patient details
- 2 date
- 3 drug name
- 4 dosage
- 5 batch no.
- 6 stock balance
- 7 other (please specify)

7 If a practice register is used, who records the information in it?

- 1 doctors
- 2 practice nurses
- 3 dispensing staff (where applicable)
- 4 other (please specify)

8 How are out of date controlled drugs disposed of?

- 1 destroyed at the practice by a designated individual
- 2 destroyed at the practice and witnessed by another member of staff
- 3 destroyed at the practice in front of an authorised witness
- 4 returned to a pharmacy for disposal
- 5 other (please specify)

9 When was the last time your logs/diarys/registers were inspected by an outside authority?

- 1 within the last 12 months
- 2 within the last 5 years
- 3 within the last 10 years
- 4 more than 10 years ago

10 Would you welcome outside, independent scrutiny on a regular basis?

very much yes rather not absolutely not

please circle
one only

11 Would you welcome it if it was an unannounced inspection?

very much yes rather not absolutely not

please circle
one only

12 Do you have any anxiety or concerns about the measures and policies you currently adopt with respect to the stock control and storage of controlled drugs?

- Yes
- No

If No, please go to question 15

13 If Yes, please specify your concerns:

14 And, is there anything you would recommend which would resolve those anxieties and could be relevant to local or national policy?

Returned Controlled Drugs

15 Do you allow unused/excess controlled drugs to be returned to the practice?

- Yes
- No

16 If Yes, is this something that you actively encourage patient, carers and relatives to do?

- Yes
- No

If No, please go to question 21

17 What happens to the drugs when they are returned to the practice?

- 1 destroyed at the practice by a designated individual
- 2 destroyed at the practice and witnessed by another member of staff
- 3 destroyed at the practice in front of an authorised witness
- 4 returned to a pharmacy for disposal
- 5 other (please specify)

18 Do you have any anxiety or concerns about the measures and policies you currently adopt with respect to the return of unused/excess controlled drugs?

- Yes
- No

If No, please go to question 22

19 If Yes, please specify your concerns:

20 And, is there anything you would recommend which would resolve those anxieties and could be relevant to local or national policy?

21 Would you please give details regarding the anxieties or concerns you feel about allowing unused/excess controlled drugs to be returned to the practice?

Prescribing and Administering Controlled Drugs

22 What are the main conditions for which controlled drugs are prescribed at the practice?

- 1 terminal care
- 2 other pain control
- 3 drug misuse
- 4 acute care (e.g. MIs)
- 5 other (please specify)

23 Do doctors in the practice administer controlled drugs themselves to patients?

- Yes
- No

24 Where are controlled drug prescriptions and doctors administered controlled drug details recorded?

Prescriptions

- 1 paper based patient notes
- 2 electronically via a computerised patient record system
- 3 other (please specify)

Administered

- 1 paper based patient notes
- 2 electronically via a computerised patient record system
- 3 log / register of controlled drugs
- 4 other (please specify)

25 Do you have any anxiety or concerns about the measures and policies you currently adopt with respect to controlled drug prescriptions and administered controlled drugs? We are particularly interested in issues that you believe increase the risk of leakage and misuse of controlled drugs.

Yes

No

If No, please go to question 28

26 If Yes, please specify your concerns:

27 And, is there anything you would recommend which would resolve those anxieties and could be relevant to local or national policy?

Advice and Support

28 Would a local or national advice and support system be useful to you with respect to the practice management of controlled drugs?

Yes

No

29 If Yes, where would you prefer this advice and support to come from?

- 1 Local Drug Action Team
- 2 Strategic Health Authority
- 3 RCGP
- 4 Royal Pharmaceutical Society
- 5 PCG/PCT
- 6 BNF
- 7 Other – please specify

please rank 1-7
with 1 the most preferred

Thank you for completing this questionnaire

30 Please indicate if you would like to receive a copy of the Executive Summary of the report of the research findings.

Yes

No