

BOARD OF DIRECTORS MEETING (Open)

Date: 12 September 2018

Item Ref:

12

TITLE OF PAPER	Controlled Drugs Accountable Officer (CDAO) for SHSC
TO BE PRESENTED BY	Dr Mike Hunter, Medical Director
ACTION REQUIRED	For Members to receive and approve the report and its recommendations.

OUTCOME	Members are informed and assured that appropriate and robust processes are in place
TIMETABLE FOR DECISION	12 September 2018
LINKS TO OTHER KEY REPORTS / DECISIONS	1) Medicines Optimisation Strategy 2) CDAO Annual Report
STRATEGIC AIM STRATEGIC OBJECTIVE	Strategic Aim: Quality and Safety Strategic Objective: A1 02: Delivery Safe Care at all Times
BAF RISK NUMBER & DESCRIPTION	BAF Risk Number: A1 02 BAF Risk Description: Inability to provide assurance regarding improvement in the safety of patient care.
LINKS TO NHS CONSTITUTION & OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC	Controlled Drugs (Supervision of Management and Use) Regulation 2013
IMPLICATIONS FOR SERVICE DELIVERY & FINANCIAL IMPACT	The appointment of the CDAO is an essential requirement for the delivery of Pharmacy Services.
CONSIDERATION OF LEGAL ISSUES	Compliance with Controlled Drugs Regulation 2013.

Author of Report	Abiola A-M Allinson
Designation	Chief Pharmacist
Date of Report	30 August 2018

SUMMARY REPORT

Report to: BOARD OF DIRECTORS

Subject: Controlled Drugs Accountable Officer (CDAO) for SHSC

Author: Abiola A-M Allinson (Chief Pharmacist)

1. Purpose

<i>For Approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information</i>	<i>Other (please state below)</i>
√					

2. Summary

The role of the CD Accountable officer (CDAO) was created in 2007. The CDAO must ensure that their designated body (SHSC) has adequate arrangements for the safe and legal management of the use of controlled drugs throughout the organisation. The overriding concern of the CDAO is to protect the patients and public from harm due to controlled drugs by relevant people. The CDAO role within SHSC is part of the portfolio of the Chief Pharmacist. This role has been undertaken by the Chief Pharmacist (associate) who was the previous incumbent Chief Pharmacist while there were interim leadership arrangements within the Trust pharmacy services. The interim leadership arrangements have now come to an end with the appointment of a substantive Chief Pharmacist in July 2018.

3 Next Steps

With the appointment of the substantive chief pharmacist, the role of CDAO for the SHSC NHS Foundation Trust to revert to the Chief Pharmacist.

4 Required Actions

The designated body has a responsibility to ensure that they notify the CQC of the name of the new CDAO and make the declaration that they are a “fit and proper and suitably experienced” person who does not routinely supply, administer or dispose of controlled drugs as part of his or her duties.

5 Monitoring Arrangements

Via the CDAO’s annual report to Board.

6 Contact Details

Abiola A-M Allinson, Chief Pharmacist
Abiola.allinson@shsc.nhs.uk
0114 271 8630