

What You Need To Know : Guidelines to Medical Practitioners for Proper Maintenance of Drugs and Dispensing Records (including Controlled Drugs)

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Purchasing of Drugs

Q. Can the clinic's registered nurse order drugs?

- A. The clinic nurse can only order and receive non-poisons. All poisons and controlled drugs can only be ordered and received by the doctor personally.

Storage of Drugs

Q. Where are the drugs to be stored?

- A. a) drugs must be stored in cabinets or shelves meant solely for storage of drugs
 b) drugs for oral use should be stored separately from lotions and other external preparations
 c) poisons must be stored in a locked area
 d) the storage areas of drugs must be accessible to the clinic staff only
 e) all controlled drugs must be kept separately from other drugs and be under lock and key at all times. The key to the controlled drugs must be in the personal possession of the doctor at all times

Prescribing

Q. What information must the prescription include?

- A. All prescriptions must
 a) be in ink
 b) be signed by the doctor with his usual signature
 c) be dated
 d) be written personally by the doctor
 e) have the name and address of patient and doctor
 f) specify the dose to be taken and the total quantity to be dispensed
 g) specify the number of installments, the interval between the installments and the amount to be dispensed at each interval (for prescriptions to be dispensed in intervals)
 h) prescriptions cannot be written in code.
 In addition, the prescriptions for controlled drugs must indicate:-
 i) the dosage form ie. whether it is a tablet or mixture
 ii) the strength of the preparation
 iii) the total quantity or dosage units to be dispensed, in both words and numbers

Record Keeping

Q. What are the dispensing records that must be kept and what information must be entered into these record books?

- A. All clinics must have a dispensing record book and a controlled drug register to record all receipt and supply of poisons and controlled drugs, respectively.

The information to be entered in the dispensing record book are:

- date on which the medicine was supplied or dispensed
- the ingredients or name, and strength of the medicine
- the quantity of medicine supplied
- the name and address of the person to whom the medicine was dispensed

This information must be entered on the day on which the medicine was dispensed (or if that is not reasonably possible, on the following day).

The dispensing book must be kept on the premises for 2 years from the date of the last entry.

In addition, for the controlled drugs register:

- the register should be in the form of a bound book
- all records must be in chronological order
- no cancellations, obliterations or alteration of any entry is allowed
- all corrections must be by way of marginal or foot-notes with the date the correction was made
- all entries must be made on the day on which the controlled drug is received or supplied (or if that is not reasonably possible, on the following day)
- all entries should be in ink
- the register should not be used for any other purpose except for the recording of controlled drugs
- a separate register is required for each business premises
- all registers must be kept on the premises for 3 years from the date of the last entry
- it is an offence to supply or enter false information in any register
- all controlled drug registers should have 2 parts; a Part I and a Part II record
- the name of the drug and its strength should be written at the head of each page

- m) separate parts of the register should be kept for different drugs
- n) different pages should be used for different strengths or preparations of the same drug

Part I records will be the records of all controlled drugs received by the doctor. The following information must be recorded

- a) date on which supply was received
- b) name of the supplier
- c) address of supplier
- d) quantity received
- e) dosage form in which item was received

Part II records are for recording of all issues (supplies) made by the doctor. The following information must be included:

- a) date of supply
- b) name of person or firm to whom supplied
- c) address of person or firm to whom supplied
- d) particulars as to licence or authority of person or firm supplied to be in possession
- e) amount supplied
- f) form in which supplied
- g) stock balance
- h) receipts of stock should be entered in red ink

FORM OF REGISTER

Part I

ENTRIES TO BE MADE IN CASE OF OBTAINING

Date on which supply received	Name	Address	Amount obtained	Form in which obtained
	Of person or firm from whom obtained			

Part II

ENTRIES TO BE MADE IN CASE OF SUPPLY

Date on which the transaction was effected	Name	Address	Particulars as to licence or authority of person or firm supplied to be in possession	Amount supplied	Form in which supplied	Stock Balance (receipts to be added in red ink)
	Of person or firm supplied					

Reporting of Drug Addicts

A doctor is required to report a person to the Director of Medical Services and Director of the Central Narcotics Bureau if he considers, or has reasonable grounds to suspect, that the person in question is a drug addict. This must be done within 7 days of seeing such a person and the information to be provided are

- a) name of patient
- b) NRIC No.
- c) sex
- d) age
- e) address
- f) the drug to which the person is believed to be addicted

The addresses to which the information must be sent are

Director of Medical Services
c/o Pharmaceutical Inspectorate
Pharmaceutical Department
No. 2 Jalan Bukit Merah
Singapore 169547
Tel : 3255410
Fax : 3255628

Director
Central Narcotics Bureau
No. 2 Outram Road
Singapore 169036
Tel : 3292924
Fax : 2273978

Labelling of Dispensed Medicines

Q. What are the requirements of labelling of dispensed medicines?

A. The label of dispensed medicines must have the following

- a) name of patient
- b) name and address of the medical practice
- c) the date when the medicine is dispensed
- d) the direction for use of the medicine
- e) the name and strength of the medicine (either non-proprietary or proprietary name)
- f) if the non-proprietary name is labelled, the quantitative particulars of each active ingredient must be stated

Expiry Date of Medicines

Q. Can any medicine be dispensed or sold after it has expired?

A. No. Medicines cannot be dispensed or sold after the expiry date of the medicine stated on the container.

Self-administration of Controlled Drug

Q. Can a doctor prescribe controlled drug for his own consumption?

A. Self-administration of any controlled drug is an offence under the Misuse of Drugs Act.

Clinical Trials

Q. Is there any restriction for conducting a clinical trial?