

DISPEXCD



The Electronic CD Register **NEW USER GUIDE**

 REGISTER NOW



INTRO.

Welcome to the DispexCD platform. This electronic system is proving invaluable for dispensing practices and we have multiple sites now using the DispexCD register.

The original platform was established in 2013 by PharmData, a group of pharmacists dedicated to producing bespoke software for pharmacies and dispensing doctors. Collaborating with Dispex, PharmData customised a dedicated version known as DispexCD for dispensing doctors.

Simple to set up, straightforward to use and adjustable to fit your existing workflows. DispexCD helps to eliminate calculation errors and misread handwriting, therefore dispensaries using the platform have fewer discrepancies and errors - saving valuable time.

FREE FOR MEMBERS 

The screenshot shows the DispexCD CD register dashboard. At the top, there is a navigation bar with 'DISPEX CD register', 'Registers', and 'Menu'. On the right, it shows 'Register Search', 'CCG Destruction', and the user 'Jane Smith | PharmData Dispensary'. A prominent red warning banner states: 'Balance Check Status: Warning: Full balance check last completed 1062 days ago!' with a 'PERFORM BALANCE CHECK' button. Below this is a 'Quick Operations' section with three buttons: 'BOOK IN', 'BALANCE CHECK', and 'BOOK OUT'. The main dashboard area is divided into several sections: 'Dashboard' with three cards for 'BALANCE CHECK STATUS' (1 of 124 Registers Checked), 'EXPIRED STOCK' (84 Drugs), and 'OUTSTANDING DISCREPANCIES' (1 currently open); 'LOW STOCK ALERT' (Low on 25 drugs); 'DEAD STOCK' (46 Drugs); and 'EXPIRING SOON' (10 Drugs). On the right, there is a 'Recent Registers' table listing various drugs and their quantities.

Register	Balance
Matrifren 12micrograms/hour transdermal patch...	29 Patches
Elvanse 30mg capsules	62 Capsules
Morphine 30mg modified-release tablets	10 Tablets
Methylphenidate 54mg modified-release tablets	42 Tablets
Temazepam 20mg tablets	89 Tablets
Equasym XL 30mg capsules	59 Capsules
Fentanyl 50micrograms/hour transdermal patch...	13 Patches
Temazepam 10mg modified-release capsules	134 Capsules

Recent Entries



MAKING THE DIGITAL SWITCH.

There is nothing to install and it is easy to setup. DispexCD runs on your computer's existing internet browser, allowing you to save space and eliminate the need for paper CD registers.

When you are ready to register, simply head to app.dispensingcd.co.uk/register.php
PLEASE NOTE: during the initial registration process you MUST use a generic dispensary/practice email address, you add ALL users afterwards!

Date supply received or date supplied	Name and address from whom received	Quantity Received	Persons or Firm Supplied	Details of authority to possess - prescriber or license holder's details	Person collecting Schedule 2 controlled drug (patient/patient's rep/healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient/patient's rep?	Was proof of identity or person collecting provided?	Quantity Supplied	Balance
30-08-2023	New Register - Balance Set Checked By: Test Pharmacist (7654321)								30
30-08-2023	PSUK Phoenix Anytown	28						58	
31-08-2023	Alliance healthcare Wisbech	20						78	
26-09-2023	AAH Anywhere	11						89	

Temazepam - Temazepam 20mg tablets Total Balance: 89 Tablets | Expired: 0 Tablets

Show Last 100 Entries Blue DISCREPANCIES DOWNLOAD PDF ADJUST BALANCE BALANCE CHECKED CLOSE REGISTER

To view the example register in full, please visit our [demo page](#) or alternatively watch our short [video](#). We also provide customers with online [SOPs](#) and host free [webinars](#). Finally, please take a moment to view the [terms and conditions](#) for DispexCD.

SAFE & SECURE.



CLOUD BASED

DispexCD is a cloud based technology. This means that there isn't a single point of failure and that the data is securely backed up in the unlikely event of a technical fault.

The data is encrypted whilst sent, and is encrypted at rest in the database. PharmData do not use any third party data processors for the patient data. Data is stored in their secure data centre in London.

CONTINUED COMPLIANCE STANDARDS

PharmData are currently up to date and meeting the NHS compliance standards for an organisation of this type.

For further details please visit the NHS DSP Toolkit website: www.dsptoolkit.nhs.uk/OrganisationSearch/8KN48



DATA STORAGE & DESTRUCTION

PharmData is a data processor, therefore they don't decide how long the data is retained for nor will they delete it unless requested to by the owner. They can securely destroy data at the written request of the dispensary. In such cases the electronic data is deleted from the server and backups. They don't store any data in physical form e.g. print outs or removable media such as USB drives.



HOW TO REGISTER.

Simply, [register online](#) and get started in minutes, using the computers already in your dispensary!

PLEASE NOTE: During the initial registration you must use a **generic** dispensary/practice email address, you add ALL users afterwards!

Your next task involves incorporating your suppliers, prescribers, and patients into the system. After completing this task, your team will experience significant time savings, as you won't have to manually input all the details anymore. Instead, you can initiate the process by typing the initial letters of a patient, drug, or supplier, and the system will automatically provide the details. When dealing with patients, this will also display their address and date of birth for verification purposes.

The logo for DISPEXCD features a blue square icon with a white circle inside, followed by the text "DISPEXCD" in a bold, blue, sans-serif font.

CREATING A NEW REGISTER

It is quick and easy to create a new register!

1. Click the Registers dropdown button on the DispexCD app, and then click the **ADD NEW REGISTER** button.
2. On the **"Migrate Registers"** popup, click the **"Search"** textbox and type the name of the medication which you're wanting to create a register for. Wait for the suggestions to appear below the textbox, and click on the correct medication.
3. Click on the **"Opening Balance"** textbox and type in the opening balance quantity. For a new register, this should always be zero; for a register which is being transferred (from paper register) to DispexCD, then the opening balance will be the current balance after all entries of supplies and receipts have been recorded already.
4. Click the **ADD REGISTER** button and the new register will be successfully created. Full instructions can be found within the [SOPs](#)

BALANCE CHECKS.

Current NICE guidance for the management of Controlled Drugs recommends regular stock balance checks, at least weekly.

Balance Check

Fentanyl

Register	Total Balance	Expired	Checked	Shortest Expiry
Fentanyl 50micrograms/hour transdermal patches	13	0	2023-09-27 14:12:59	MM/YYYY

Adjust Balance

Fentanyl 50micrograms/hour transdermal patches

Reason for Adjustment

Total Balance Inc. Expired

Expired

Note: Please ensure you enter the **TOTAL** balance including any expired stock in the first box!

OVERAGE EXPIRED SPILLAGE CONFIRM CHANGES

PRINT CHECKLIST CLOSE

Click the **BALANCE CHECK** button to launch the **"Balance Check"** popup window. Registers are grouped by drug class; select a register and check to see if the balance in the DispexCD register matches the physical quantity of stock in the CD cupboard. Make sure to account for both the expired and unexpired stock, and ensure that the total quantity includes both expired and unexpired stock. Full instructions can be found within the [SOPs](#)

DISPEXCD



RECORDING RECEIPT OF SCHEDULE 2 CDS.

Schedule 2 Controlled Drugs should have an entry made in the relevant CD register when a supply is received into the dispensary. Supplies are typically from pharmaceutical wholesalers or from a failed medication delivery to a patient which then has to be returned to safe custody within the CD cupboard.

Full instructions can be found within the [SOPs](#)

RECORDING SUPPLY OF SCHEDULE 2 CDS

An entry of supply should be made in the relevant Controlled Drugs register when a Schedule 2 CD is supplied to a named person or organisation.

Commonly, supplies will be made against a prescription to patients, their representatives, or a delivery driver, but may also be made against a requisition by a healthcare professional or a pharmaceutical wholesaler (e.g. in the case of returned medication). Full instructions can be found within the [SOPs](#).



MAKING AN AMENDMENT TO A PREVIOUS RECORD

It is a legal requirement that entries in a CD register cannot be deleted, overwritten or updated. However, amendments to previous records are allowed, which maintains the previous record. Full instructions can be found within the [SOPs](#).



DESTRUCTION.

The destruction of Schedule 2 CDs belonging to the dispensary can only be done in the presence of an authorised witness.

The authorised witness present should login to their authorised witness account. If they don't have one, then they should click the REGISTER button to create a new account. Once logged in, the authorised witness should click the DESTROY button to launch the "Destroy Stock" popup.

Once the medication has been denatured and witnessed by the authorised witness, then press the DESTROY button next to that medication. Amend the "Reason for destruction" with the reason for destroying the medication. Full instructions can be found within the [SOPs](#).

DENKITS VIA DISPEX.

The denaturing of Controlled Drugs could be classified as 'waste processing', and as such, may require a waste processing licence. However, the Environment Agency and the Home Office have agreed that the denaturing of medicines as required under the Misuse of Drugs Regulations will not be subject to this requirement. Instead a Denkit should be used.



Denkit **prices** start at
£9.28+vat for members.

ORDER HERE 



FREE FOR MEMBERS.

ALSO INCLUDES A FREE RETURNS REGISTER

DispexCD not only enhances your Controlled Drug recording and management process, but it comes at NO additional cost to our **members**!! Simply register for FREE, with **no** hidden fees, **no** contracts, and **no** obligations. Discover the benefits of a simple and secure method for digitally recording and monitoring your controlled drugs! Please take a moment to view the **terms and conditions** for DispexCD.

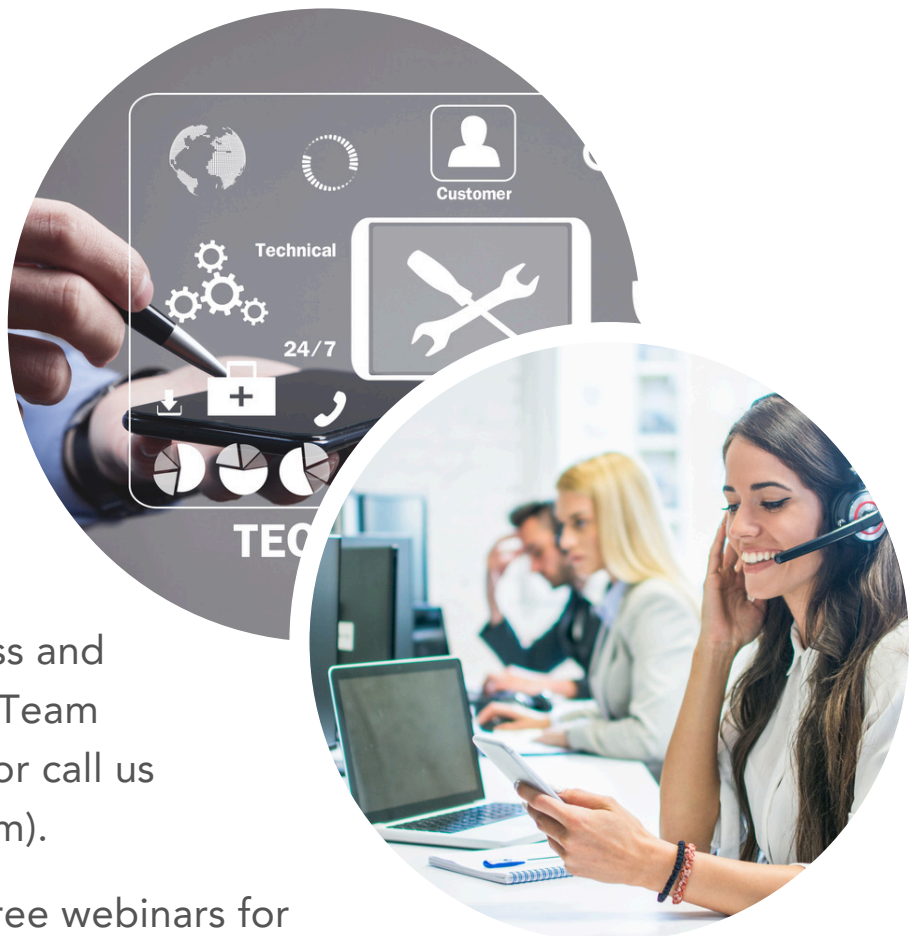
Non-members are entitled to a free **3 month trial**.

SUPPORT.

We'll be here to support you both during the setup process and beyond. Contact the Dispex Team via email: sales@dispex.net or call us on **01604 859000** (10am-1pm).

Additionally, we often host free webinars for those that are considering switching. For upcoming sessions click **here**.

FAQ HERE





HAPPY CUSTOMERS

“We’ve been using DispexCD for several months’ now, we’ll never go back to paper. Shouldn’t have waited so long to go electronic”.

DISPENSARY MANAGER IN LINCOLN

“The registers have been a great success with the staff”.

PRACTICE MANAGER IN NORFOLK

“We had our CQC inspection today, the inspector was impressed that we have moved over to the Dispex online registers”.

DISPENSARY MANAGER IN KENT

“We've started using the electronic CD register. Can't believe it's that easy- thank you so much”.

DISPENSER IN KETTERING

FREE FOR MEMBERS: register [here](#)

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DISPEX

PHARMDATA

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