

## PCD1 Application Process

### Background

The mandatory use of a standard private controlled drug prescription form (PCD1) came into effect in 2006 to comply with the amendment to Regulation 15 of the Misuse of Drugs (Northern Ireland) Regulations 2002. PCD1 prescription forms must be used by Northern Ireland based prescribers to prescribe Schedule 2 or 3 CDs for specific named patients under private or non-Health Service arrangements to comply with the legislation.

Any prescriber wishing prescribe schedule 2 or 3 CD in a private capacity must complete a [PCD1 application form](#). The application form must be fully completed and submitted to [pcd1applications@hscni.net](mailto:pcd1applications@hscni.net) for review and processing. The PCD1 application review process may take several months.

### Legislation

The Controlled Drugs (Supervision of Management and Use) Regulations (Northern Ireland) 2009<sup>1</sup> (amended in 2015) outline the duty of Accountable Officers (AO) to collaborate and share information. The Regulations state that, the AO for primary care, is responsible for the safe management and use of controlled drugs in primary care and has a responsibility to monitor and analyse the prescribing and dispensing of controlled drugs (CDs) for appropriateness.

The Regulations also outline that each organisation must have Standard Operating Procedures (SOPs) in place for managing controlled drugs which include procedures relating to:

- Access to CDs
- Storage and transportation
- Security
- Disposal and destruction (including any patient returns)
- Who to alert if complications arise
- Record keeping
- Prescribing, supply, administration and clinical monitoring of CDs

Furthermore, the Regulations advise that the AO may:

- Request a written declaration and self-assessment, and
- Carry out additional visits to review CD procedures

On that basis, as part of the application process for the issue of PCD1 forms private prescribers of CDs, are asked to provide an assurance that adequate procedures are in place for managing CDs within their organisation.

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<sup>1</sup> The Controlled Drugs (Supervision of Management and Use) (Amendment) Regulations (Northern Ireland) 2015 available at: [http://www.legislation.gov.uk/nisr/2015/278/pdfs/nisr\\_20150278\\_en.pdf](http://www.legislation.gov.uk/nisr/2015/278/pdfs/nisr_20150278_en.pdf)

## PCD1 Application Overview

The process for managing applications for PCD1s must ensure compliance with legislation and safe prescribing of Schedule 2 and 3 controlled drugs in private practice to:

- Ensure patient safety and governance
- Verify prescriber suitability

There is no set timescale for the PCD1 application process as part of the process is reliant on receiving information from third parties. We are unable to answer specific enquiries in relation to application progress or timescales and will contact the applicant with updates as we have information to share.

### 1. Application Submission and Receipt

- Applicants must complete and submit the most up to date version of the **PCD1 application form** via secure email to [pcd1applications@hscni.net](mailto:pcd1applications@hscni.net).
- An automated email response is sent to the applicant to acknowledge receipt of the PCD1 application form.
- Applicants will **ONLY** be notified when their PCD1 application has been processed. This may take several months and is dependent on response to governance checks.

### 2. Application Checks and Prescriber Verification

- Forms must be fully completed, signed, and include a secure personal email address. Incomplete applications are returned for correction; this will delay processing.
- Applicants may be contacted for further information; a timely response will prevent delays to processing.

### 3. Controlled Drugs Assurance and Governance Checks

Information is requested from employers, regulatory bodies and relevant organisations to ensure no concerns about prescribing or controlled drug management.

### 4. Application Review

A multidisciplinary PCD1 Application Review Group chaired by the CDAO for Primary Care meets regularly to review PCD1 applications, assurance and governance information provided by employers, regulatory bodies and relevant organisations to ensure no concerns about prescribing or controlled drug management.

### 5. Application Outcome

The CDAO based on the advice from the PCD1 Review Group, CD assurance and governance information provided will determine whether an application is approved.

### 6. Application Notification

The applicant is notified of the outcome of their application by letter sent to the secure personal email address they provided on the application form.

- If the applicant is approved a private cipher number is requested from the Business Services Organisation (BSO). This will take at least an additional two months to generate.
- If an applicant is not approved the rational for the decision will be included in the correspondence. The applicant may reapply at any time. There is no appeals process.

## 7. Cipher Number Notification

If the application is approved the prescriber is notified of their private cipher number allocation by letter sent to the secure personal email address, they provided on the application form.

The private cipher number must be used to order PCD1 prescription forms via the online form hosted on the BSO website <https://fpsebusiness.hscni.net/prescription-pad-request-form/>.

## 8. PCD1 - Private CD Prescription Forms

- PCD1 forms are **Prescriber and clinic specific** e.g. the name and clinic address as detailed in your approval letter will be printed on the PCD1 prescription form by the secure printer.
- PCD1 forms **NOT** transferable or shareable e.g. they **cannot** be used or signed by another prescriber.
- PCD1 forms **Must** only be used at the **approved clinic** as detailed in your approval letter e.g. they **cannot** be used in another clinic.
- Additional forms are reordered via the **BSO online system** using the cipher number.
- Orders are processed securely and delivered to the registered clinic address they will not be delivered to another location.

## 9. PCD1 Changes or Closure

- A new application is required for any change e.g. names, clinic name, clinic location see [Controlled Drugs - DOH/HSCNI Strategic Planning and Performance Group \(SPPG\)](#) for the application
- If you move to a new practice/clinic, a new application for PCD1 prescription forms for those premises must be submitted for approval. Your PCD1 forms **cannot** be used in any other practice or clinic.
- The PCD1 prescription forms must be destroyed according to the clinics confidential waste policy and a record kept of the destruction.
- Please email [PCD1applications@hscni.net](mailto:PCD1applications@hscni.net) when the clinic has closed. SPPG will request BSO deactivate your cipher number, and you will no longer be able to order PCD1s.

## 10. Lost or Missing PCD1s

Any incidents involving CDs including, patient harm complaints, missing or stolen prescriptions for Controlled Drugs **MUST** always be reported:

- [ControlledDrugsAccountableOfficer@health.ni.gov.uk](mailto:ControlledDrugsAccountableOfficer@health.ni.gov.uk). This email box will be subject to appropriate access controls to meet requirements of Data Protection law
- [mrg\\_inspectors@health-ni.gov.uk](mailto:mrg_inspectors@health-ni.gov.uk) the Medicines Regulatory Group at DoH

It may be useful to notify the patient's regular pharmacy (if known) and GP, that the prescription has been lost.

When a request is made for a replacement prescription, by a patient or by a pharmacy, because the original prescription appears to have been lost, defaced or never received, the following actions should be taken:

- Thoroughly search the consultation rooms and offices
- Advise the patient/representative/pharmacy to conduct a thorough search
- Advise the patient/representative to inform the police service who will generate a crime reference number
- The replacement prescription form should also be clearly annotated e.g. replacement original issued on xx/xx/xx lost
- Issue a smaller quantity e.g. two weeks to allow time for the original prescription to be found

If you have any queries relating to your PCD1 prescription delivery or printing contact the secure printer directly on 028 9262 2999. Notify [ControlledDrugsAccountableOfficer@health.ni.gov.uk](mailto:ControlledDrugsAccountableOfficer@health.ni.gov.uk) if there has been a delivery issue with your PCD1 e.g. secure printer have confirmed delivery but PCD1s not received or missing.