

Queries on running balances

1. Is it a legal requirement to maintain a running balance?

No, it is not currently a legal requirement to maintain a running balance. However, it is anticipated that it will become a legal requirement once electronic CD registers are in common use. Therefore, we are currently advising that as good practice, pharmacist maintain running balances. In particular, this will assist pharmacists to prepare for when this does become mandatory.

2. Why should I maintain a running balance?

Maintaining running balances is one of the recommendations of the 4th Report of the Shipman Inquiry.

3. How often should I check my CD stock against the running balance?

The RPSGB advise that the running balance should normally be checked with the physical amount of drug each week. However, depending on the volume of Controlled Drugs you dispense, you might decide to reconcile the stock more often.

4. Who can carry out this reconciliation?

The reconciliation may be carried out by any person who the pharmacist considers to be competent. Ultimate responsibility for maintaining the running balance, ensuring the accuracy of it and dealing with any discrepancies will remain with the pharmacist. However, this does not mean that only the pharmacist can check the running balance against the CD stock.

5. Who can make records of the running balance?

Records of the running balance may be made by any person who the pharmacist considers to be competent. Ultimate responsibility for recording the running balance and dealing with any discrepancies will remain with the pharmacist. However, this does not mean that only the pharmacist can record the running balance.

6. I have some out of date stock, should I enter this out of my running balance?

Controlled Drug stock which is out of date and awaiting destruction is still classed as part of the pharmacy's stock and therefore **must be included** in the running balance. Once the stock has been destroyed in the presence of an authorised witness it can be excluded from the running balance. An entry would have to be included to account for this in the CD register.

7. Can Controlled Drugs dispensed for a patient which are waiting to be collected be signed out of the running balance?

No, Controlled Drugs awaiting collection should only be signed out of the running balance in the CD register when they have actually been supplied to the patient, patient's representative or healthcare professional acting in their capacity as such.