CDRx User Guide

CDRx is a web based, online CD register system which allows pharmacies to record receipt and supply of controlled drugs in an electronic format. CDRx can be used on several computers in the same store, at the same time, to allow entries to be made in real time.

You will be able to record deliveries from suppliers, requisitions, supplies to patients and record balance checks. You will also still be able to make amendments if an error is made. All records on CDRx are legally compliant.

Your store can be linked to the central head office account, which will allow head office support to view your records and provide appropriate guidance should your pharmacy have any CD management issues.

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Set up

Create an account by filling in the boxes on the signup page on the www.cdregister.co.uk website. If you are part of a group and have had an account created in advance for you ask your head office for the account details or contact us on 0800 027 0671 and we can provide you with the details.

If you are part of a group and you are setting the account up, please select the group option then you can add each pharmacy under that group once logged in. Please note the group account will have its own email address and password as will each pharmacy account. An email address cannot be used more than once. Also, as there is a two factor authentication process for security it is important to note that whomever is allowed account access must have access to the email address used to set up said account as they will be sent an OTP (six-digit verification code) to authenticate their login every few weeks.

Transfer of existing records

We recommend you start to transfer paper registers onto CDRx straight away although it is possible to keep some registers on CDRx and some on paper until the transfer is complete. The process is as follows:

- Hit "Default Drugs" button which will pre-populate the most popular CD registers
- Alternatively you can open a new electronic register for each paper register manually.
- Transferring the balance of each product to the online register- follow instructions below.
- Closing the balance on the paper registers.

Closing the register means:

- The RP closes the register, annotates "Register Closed", the date, their name and GPhC/PSNI number.
- Place a diagonal line through EACH page of the remaining register and annotate on each page of the remaining register that the register has been closed.
- Indicate on the front of the Controlled Drug register the date that the register has been closed and when the register can be destroyed as confidential waste. TWO years from the date of the last entry (or FIVE years from the date of last entry in the case of an entry relating to veterinary supplies).

Logging on to CDRx

To complete anything in your online CD register, first you must log in to CDRx.

- Open a web browser e.g. Google Chrome or Microsoft Edge. Please note that CDRx will not work with Internet Explorer.
- Go to www.cdregister.co.uk
- Click sign in.
- Enter your email address used to create the account.
- Enter your password.
- Click "Log in".

Every few weeks, CRDX will send a six-digit verification code to your store email address. You will be asked to enter this code to verify that the person logging in should have access to your store's online CD register. If you do not receive this code within 15 minutes please contact CDRx support team.

Creating a new CD register
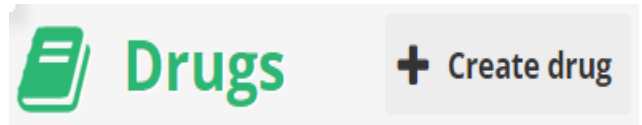
- Log on to CDRx.
- Click "Create drug" at the top of the screen.
- Fill in the class, brand, strength and form.
- Please note that all data fields allow you to free-type.
- If it is a generic CD, use the word "Generic" as the brand.
- Fill in the starting balance if needed and enable variance calculation for Methadone
- Click "Create".
- The register will be created in the list below.
- Alternatively if you hit the "Default Drugs" button when setting up your account then click in the Q section and type in the drug name to find the register.

Branded Controlled Drug		Generic Controlled Drug	
Add drug		**Add drug**	
Class	Methadone SF	Class	Diamorphine
Brand	Physeptone	Brand	Generic
Strength	1mg/1ml	Strength	5mg
Form	Oral Solution	Form	Powder
Starting Balance	5000	Starting Balance	50
☑ Enable Liquid Variance Calculation - Methadone Only		☐ Enable Liquid Variance Calculation - Methadone Only	
⊘ Create		⊘ Create	
↩ Cancel		↩ Cancel	

Physeptone 1mg/ml
Methadone (Liquid)   0

If you make an error, you can delete the register by clicking on it then clicking on the bin icon (shown to the right) before making any records.
You **can not** delete a register after a record has been made.

You can edit the headers on the register by clicking on the pen icon (shown to the right).

- If you edit the register before any records are made, the change will be made immediately.
- If you edit the register after a record has been made, the change must be verified by CDRx.

Condensing multiple generic products into the one generic register

You might realise as you are transferring a generic drug from the paper register to CDRx that you have multiple paper registers for the same drug, strength and formulation but from different manufacturers. At this point you can open a generic (under brand) register and condense all the paper registers into one online register.

For example:
Paper balance 1- Methylphenidate 10mg tablets, **Accord**, 10 tablets
Paper balance 2- Methylphenidate 10mg tablets, **Teva**, 5 tables

Moved to one online CDRx register- Methylphenidate 10mg tablets, **Generic**, online register= balance 15
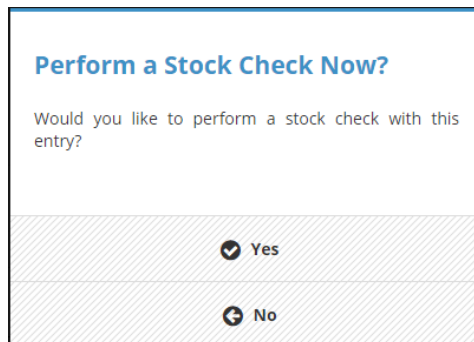
Generic 10mg   15
METHYLPHENIDATE (Tablet)

How to make an entry in a CD register

When using CDRx you can make the following entries to a register:
- Receipt of delivery from wholesaler.
- Record a supply to a patient etc.
- Record a spillage.
- Record a manual correction.
- Record a balance check.
- Quarantine stock due to expiry or as a patient return.

All these record changes are made in the same way.
- Log on to CDRX.
- Select the drug you want to make a record against.
- Click on the + icon.
  - o Select "Received" if you are recording the receipt of a CD.
  - o Select "Supplied" if you are recording the supply of a CD.
  - o Select "Spillage" if you are recording a spillage of a CD.
  - o Select "Manual correction" if you are correcting an error in the balance of a CD register.
  - o Select "Record stock check" when completing a balance check of a CD.
  - o Select "Quarantine stock" when quarantining stock that expired or has been returned and needs to be segregated or has been involved in a dispensing incident.
- Enter the data required in all the fields shown on screen.
- Click "Save" to save the record you have made.
- CDRx will automatically calculate the remaining balance after you save the entry.

Drug class	Methadone	Brand	Physeptone	Strength	1mg/ml	Form	Liquid	Page 1	
Date supply received or supplied	received		supplied						Balance
	Name and address from whom stock was supplied	Quantity received (entry made by / checked by)	Name and address of person or firm supplied	Detail of authority to possess – prescriber or license holder 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 representative? (Yes / No)	Was proof of identity of person collecting provided? (Yes / No)	Quantity supplied (entry made by / checked by)	
20/11/2019	AAH Pharmaceuticals Warrington	500 (PP / -)	xx	xx	xx	xx	xx	xx	500
20/11/2019	xx	xx	CD Example	Dr Pepper	CD Example	no	no	50 (PP / -)	450

Balance checks

A periodic balance check should be completed on all CD schedule 2 drugs.

CDRx will automatically ask to perform a stock check when making an entry.
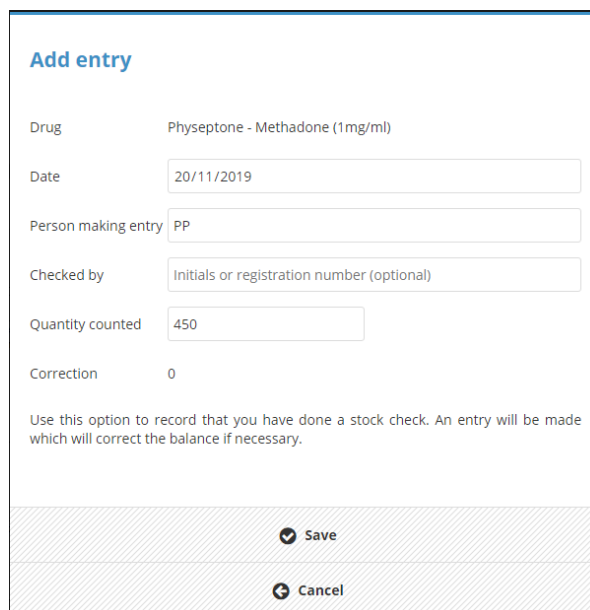(Settings for this are under Group – Options)

Perform a Stock Check Now?

Would you like to perform a stock check with this entry?

✅ Yes

↩ No

If you click "Yes", you can record the current balance of the product and you will not be prompted to complete a balance check on that product until the following 7 days.

Add entry

Drug	Physeptone - Methadone (1mg/ml)
Date	20/11/2019
Person making entry	PP
Checked by	Initials or registration number (optional)
Quantity counted	450
Correction	0

Use this option to record that you have done a stock check. An entry will be made which will correct the balance if necessary.

✅ Save

↩ Cancel

If you click "No", you will be prompted to complete a balance check every time you make an entry until a balance check has been completed.

If there are any overdue balance checks, you will see a warning in red on the top left of the screen.

Warning: Your pharmacy currently has one or more drugs overdue for a stock check. Please **click here** to view a list.

Clicking on the red text will produce a report which shows which products require a balance check.

OVERDUE STOCK CHECKS		Date 20/11/2019
Drug Name	**Last Stock Check**	**Current Recorded Balance**
CONCERTA XL 18MG - METHYLPHENIDATE (XL-TABLET)	Never	30
DIAMORPHINE 5MG/2ML - DIAMORPHINE (INJECTION)	Never	10
DIAMORPHINE 10MG/2ML - DIAMORPHINE (INJECTION)	Never	50

If the balance of a product is correct, highlight it by clicking on it which will turn it blue. In the example below, the first two balances are correct, so they have both been highlighted.

Next, click on "Mark Selected as Checked" which will record that the balance has been checked and is correct in the relevant registers.

OVERDUE STOCK CHECKS		Date 20/11/2019
Drug Name	**Last Stock Check**	**Current Recorded Balance**
CONCERTA XL 18MG - METHYLPHENIDATE (XL-TABLET)	Never	30
DIAMORPHINE 5MG/2ML - DIAMORPHINE (INJECTION)	Never	10
DIAMORPHINE 10MG/2ML - DIAMORPHINE (INJECTION)	Never	50

You will be asked to record the person completing the check. The date will be automatically populated. Click save to complete the balance checks.

In this example, the balance of Diamorphine 10mg/2ml (injection) is incorrect. Please follow your own internal SOP for Investigating CD discrepancies.

Balance checks of quarantined drugs

A balance check can only be completed after the controlled drug(s) have been quarantined.

To complete a balance check of expired controlled drugs:
- Log on to CDRX.
- Click "Management" on the left-hand panel.
- Click "Expired stock awaiting destruction" or "Patient returns awaiting destruction".
- Click "Mark stock balance as correct".
- Enter your details and click "Confirm balance as correct".
- Repeat this process for all quarantined expired stock.

This will mark the time and date that the balance check was completed and an entry will be made in the CD register.

QUARANTINED EXPIRED STOCK		
Drug Name	Quarantined Stock Balance	Stock Counted (Latest Stock-Check timestamp)
Zomorph 10mg - Morphine (Capsules)	25	☑ Mark stock balance as correct

If the balance is not correct, you must open the register and correct the original quarantine entry. Please follow your own internal SOP for Investigating CD discrepancies.

Amending previous entries

If you find there is an error in a previous entry, you can amend it in the following ways. Please note you **can not delete** an entry, only make amendments to correct it.
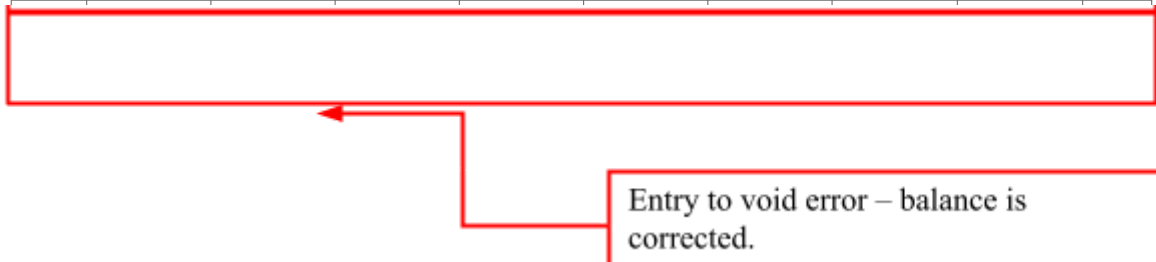
To make an amendment:
- Open a web browser.
- Log on to CDRx.
- Select the relevant drug register.
- Select the entry you want to amend.

You will now be presented with three options:

1. Annotate entry – Select this option if there is a typographical error e.g. the wrong patient name has been entered or a spelling mistake has been made. This will print what the entry should say in red text.

2. Void entry – Select this option if the entry should not have been made in this register. For example, if a record has been made in the sugar free Methadone register that should have been made in the non-sugar free Methadone.

Drug class	Methadone		Brand	Physeptone		Strength	1mg/ml		Form	Liquid		Page 1
Date supply received or supplied	received			supplied								Balance
	Name and address from whom stock was supplied	Quantity received (entry made by / checked by)	Name and address of person or firm supplied	Detail of authority to possess – prescriber or license holder 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 representative? (Yes / No)	Was proof of identity of person collecting provided? (Yes / No)	Quantity supplied (entry made by / checked by)				
20/11/2019	AAH Pharmaceuticals Warrington	500 (PP / -)	xx	xx	xx	xx	xx	xx				500
20/11/2019	xx	xx	CD Example	Dr Pepper	CD Example	no	no	50 (PP / -)				450
	[20/11/2019] entered in error											
20/11/2019	xx	xx	VOID: CD Example	Dr Pepper	CD Example	no	no	-50 (PP / -)				500
	[20/11/2019] voids matching entry on page 1											

Entry to void error – balance is corrected.

3. Correct entry – Select this entry if an error has been made that you want to correct e.g. the wrong quantity supplied has been entered. Selecting this option will void the original entry as described in the previous option, and it will create a correct entry.

The entries below show the incorrect entry which has been annotated with "Entered in error"; an entry to void the error and an entry with the correct information on.

20/11/2019	xx	xx	S Percival	Dr Foster	S Percival	no	no	20 (PP / -)	10
	[20/11/2019] entered in error								
20/11/2019	xx	xx	VOID: S Percival	Dr Foster	S Percival	no	no	-20 (PP / -)	30
	[20/11/2019] voids matching entry on page 1								
20/11/2019	xx	xx	S Percival	Dr Foster	S Percival	no	no	30 (PP / -)	0

Please note, it is only possible to create 7 entries per page, as with paper registers. If you void or correct an entry on a previous page, CDRX will automatically annotate which page the original, incorrect entry is on.

Destruction of Controlled Drugs – Expired Stock

A record of the destruction must be made in the electronic register by an authorised witness. To make this record:

- Log in to CDRx using the **store's** details.
- Select Management – Expired stock awaiting destruction.
- Select the drugs/lines to be destroyed.
- Click "Mark Selected for Destruction".
- The authorised witness should enter their own email address and password.
- If the authorised witness has forgotten their password, they can reset it in the same way the store can (see Set Up on page 2). Or if they need an account. Please contact us on 0800 027 0671
- Click "Save" to finish making the record.
- The balance will be automatically adjusted and an entry made in the appropriate destruction log.

☑ Mark Selected for Destruction 🖶 Print Report

Date 15/03/2022

QUARANTINED EXPIRED STOCK		
Drug Name	**Quarantined Stock Balance**	**Stock Counted (Latest Stock-Check timestamp)**
ACTIQ Pro 400MCG - FENTANYL Yo (LOZENGES)	20	☑ Mark stock balance as correct 09-04-2021 13:02:51.275
DIAMORPHINE 5MG/2ML - DIAMORPHINE (INJECTION)	5	☑ Mark stock balance as correct

Destroy Quarantined Stock

An Authorised Witness will have to enter their credentials here.*

*Only Authorised Witness (AW) can destroy CDs other than Patient's Returned CD

Email	the authorised witnesses email address
Password	the authorised witnesss should enter their password here
Date	15/03/2022
Person completing the destruction	initials or registration number

Use this option to record that you have destroyed all of the selected stock. This assumes that the balance of all selected drugs quarantined for being expired will be 0 upon completion.

If you only wish to destroy a portion of the quarantined stock, please manually void the quarantine entry for the stock not supposed to be destroyed, destroy the rest of the stock and then re-quarantine the portion of stock which is not supposed to be destroyed.

✓ Save

↩ Cancel

Destruction of Controlled Drugs – Patient Returned Medicine

A record of the destruction must be made in the electronic register by a Pharmacist or an authorised witness. To make this record:

- Log in to CDRX using the **store's** details.
- Select Management – Patient Returned stock awaiting destruction.
- Select the drugs/lines to be destroyed.
- Click "Mark Selected for Destruction".
- Choose either Pharmacist or authorised witness and enter the required details.
- If the authorised witness has forgotten their password, they can reset it in the same way the store can (see Set Up on page 2). Or if they need an account. Please contact us on 0800 027 0671
- Click "Save" to finish making the record.
- The balance will be automatically adjusted and an entry made in the appropriate destruction log.

☑ Mark Selected for Destruction 🖨 Print Report

Date 15/03/2022

QUARANTINED RETURNED STOCK		
Drug Name	Quarantined Stock Balance	Stock Counted (Latest Stock-Check timestamp)
ACTIQ Pro 400MCG - FENTANYL Yo (LOZENGES)	10	☑ Mark stock balance as correct 09-04-2021 13:03:34.005
DIAMORPHINE 5MG/2ML - DIAMORPHINE (INJECTION)	2.5	☑ Mark stock balance as correct

Destroy Quarantined Stock

Who is authorising the destruction procedure?*

*Only Authorised Witness (AW) can destroy CDs other than Patient's Returned CD

● Pharmacist   ○ Authorised Witness (AW)

Date	15/03/2022
GPHC Number	Enter your GPHC number here
Person completing the destruction	initials or registration number
Witnessed By	Initials or registration number

Use this option to record that you have destroyed all of the selected stock. This assumes that the balance of all selected drugs quarantined for being returned will be 0 upon completion.

If you only wish to destroy a portion of the quarantined stock, please manually void the quarantine entry for the stock not supposed to be destroyed, destroy the rest of the stock and then re-quarantine the portion of stock which is not supposed to be destroyed.

✓ Save

Support available

For help with how to use CDRx, contact us on 0800 027 0671 or email at support@cdregister.co.uk. Alternatively please visit our YouTube channel (link below) to access videos on how to use the software.

https://www.youtube.com/user/MethaMeasure/videos

PMR Integration

CDRX and Positive Solutions Analyst can be integrated. Each time a controlled drug that requires an entry is dispensed, an entry will automatically be populated for the pharmacist to review in a pending entries list. Please contact your PSL representative to discuss arranging this.