



**STAFF AUTHORISED TO ORDER AND RECEIVE MEDICINES
INCLUDING CONTROLLED DRUGS**

SPECIMEN SIGNATURES

1. The appointed practitioner in charge of a clinical area is responsible for providing specimen signatures for all staff who are authorised to order medication from a pharmacy. These staff must be permanent employees of the Trust.
2. Each hospital pharmacy department that supplies the Trust must be familiar with the signatures of all the staff who order medication. Please send or fax completed copies of this form to the relevant Community Health Services Pharmacy Lead.
3. The pharmacy departments reserve the right to query any unknown signatures and may refuse to dispense Controlled Drugs if the authorised staff member cannot be identified.

Full Name:		
Position:		
Full signature:	Initials used:	Date:
Trust e-mail address:		
Registration number:		
Clinical Area where you usually work:	Date of appointment:	
Name of the registered practitioner in charge of the clinical area where you work:		
This member of staff is authorised to order and receive medicines excluding Controlled Drugs <small>(practitioner in charge to circle)</small>		
This member of staff is also authorised to order and receive controlled drugs <small>(practitioner in charge to circle)</small>	Yes	No
Full signature of the registered practitioner in charge of the ward unit	Date:	
The Practitioner in charge of the clinical area must send or fax a copy of this form to the Community Health Services Pharmacy Lead:		
<ul style="list-style-type: none"> • Bedfordshire: Woburn Court, Railton Road, Bedford • West Essex: St Margaret's Hospital, Epping • South East Essex: Pharmacy Department, Rochford Hospital 		