



Essex Partnership University

NHS Foundation Trust

**STAFF AUTHORISED TO ORDER, RECEIVE OR ADMINISTER MEDICINES
INCLUDING CONTROLLED DRUGS**

SPECIMEN SIGNATURES

1. Each hospital pharmacy department that supplies the Trust must be familiar with the signatures of all the staff who order medication. Please email completed copies of this form to the relevant hospital pharmacy.
2. The registered nurse in charge of a ward or unit is responsible for providing specimen signatures for all staff authorised to order medication from the pharmacy. These staff must be permanent employees of the Trust.
3. The pharmacy departments reserve the right to query any unknown signatures and may refuse to supply medicines if the authorised nurse cannot be identified.
4. Permanent staff should complete a new specimen signature form every 2 years or if they move to another unit / position.

Name:		
Position:		
Full signature:	Initials used:	Date:
Trust e-mail address:		
NMC registration number:		
Ward / Unit where you usually work:	Date of appointment:	
Name of the registered nurse in charge of the ward / unit:		
Full signature of the registered nurse in charge of the ward unit	Date:	
This member of staff is authorised to ORDER / RECEIVE / ADMINISTER medicines which are not controlled drugs (nurse in charge to circle those that apply)		
This member of staff is authorised to ORDER / RECEIVE / ADMINISTER controlled drugs (nurse in charge to circle those that apply)		
Please email a copy of this form to the hospital pharmacy that supplies medication to the ward / unit where you work:		
<ul style="list-style-type: none"> • Pharmacy Dept, Rochford: • For Robin Pinto: • For Woodlea Clinic: • Pharmacy Dept, Chelford Court: 		