

Document Type: Policy	Ref No: HRS/HPSD/TCSCD/1/2019	Version Number: 1
Document Title: Transfer of Controlled and Semi-Controlled Drugs	Effective Date: 22/7/2019	Revision Date: 22/7/2022
Ownership: Clinical Audit and Control Department		
Applicability: This Policy shall apply to all Pharmacies or Health Facilities providing pharmaceutical services and subject to licensure under the Dubai Health Authority establishment law, which includes: General or Specialized Hospitals, Day Surgical Centres (DSC), Fertility Centres, and Outpatient facilities.		
1. Purpose: 1.1. To align with the Dubai Health Authority (DHA) vision, mission and strategic objective, to direct resources to ensure healthy and safe environment for Dubai population. 1.2. To support the health sector demand for Controlled (CD) and Semi-Controlled Drugs (SCD) medication shortage, and ensure availability of medications. 1.3. To implement best practices, to improve efficacy, proper utilization and patient safety in regard to medicines and chemicals within all pharmacies in Dubai. 2. Scope: 2.1. Ensure that CD and SCD medications are available and adequate stocks are maintained for patients' treatment and needs without interruptions. 2.2. Ensure safety and avoid emergency cases due to non-availability of CD and SCD medications. 3. Definitions/Abbreviations: Controlled Drug (CD) is a medicine that having a significant potential for abuse, addiction and/or could be diverted for illegal use, This group includes the medical and pharmaceuticals products that contain any of the active ingredients listed in International Narcotics Control Board (INCB) schedules		

Nos. (1, 2, 3, 4) contained within the convention of the United Nations for psychotropic substances for the year 1971 and Schedules mentioned in the Federal Law No. 14 of 1995 in respect of combating the Narcotic drugs and Psychotropic substances and its amendments according to the afore mentioned Cabinet Decree No. (38) Of 2015.

Community Pharmacy all those establishments that are privately owned and whose function is to serve society's need for both drug products and the pharmaceutical services

Health Facility Any facility, owned and managed by natural or corporate body, provides medical services for individuals, including preventive, therapeutic and convalescent care services

Licensed pharmacist any person licensed to practice the pharmacy profession according to the provision of the local and federal laws in UAE

Medicine/medication/pharmaceutical drug Any medicine that contains one or more element for treatment or protection of human beings and animals.

Narcotic Drugs This group includes all the medical and pharmaceutical products that contain any of the active ingredients listed in International Narcotics Control Board (INCB) schedules Nos. (1,2,3,4) in accordance with the Single Convention on Narcotic Drugs of 1961 and as amended in the protocol of 1972 , and Schedules mentioned in the Federal Law No. 14 of 1995 in respect of combating Narcotic drugs and Psychotropic substances and its amendments according to the Cabinet Decree No. (38) Of 2015.

Pharmacist in-charge is a qualified and trained DHA licensed pharmacist or clinical pharmacist assigned by the health facility. The pharmacist in-charge is the responsible and accountable person for all pharmaceutical practices in the pharmacy.

Pharmacy the facility where the profession of preparing, preserving, compounding, and dispensing

medications is practiced.

Semi Controlled Drugs: Drugs not listed within the schedules attached to the Federal law No. 14 of 1995 in respect of combating of drugs and psychotropic substances and its amendments. Drugs not listed within the schedules attached to international conventions of the International Narcotics Control Board (INCB) and Drugs that have been classified by the drug registration committee of MOHAP as semi controlled drugs (SCD) as they contain the following; Medications that have medical benefits, but with long term use in high doses or use with other substances that might lead to habituation and addiction and substances that have potential serious side effects and may affect the safety of the adult, children, fetuses or may lead to abortion.

CD	Controlled Drugs
DCS	Drug Control Section
DHA	Dubai Health Authority
HRS	Health Regulation Sector
QAS	Quality Assurance Section
SCD	Semi-Controlled Drugs

4. Policy Statement:

- 4.1. Transfer of Registered Controlled Drugs (CD) and Semi-Controlled Drugs (SCD) between Pharmacies and other health facilities is prohibited and shall be considered an illegal practise resulting in disciplinary action. Conditions where transfer is permitted includes:
 - 4.1.1. Closure of a health facility that is owned by the same owner.
 - 4.1.2. Emergency cases, transfer of registered CD and SCD within a group of health facilities with the same owner.

- 4.1.3. All transfers of registered CD and SCD must be authorised by the pharmacist's in-charge for both pharmacies and documented as per **Appendix 1**.
- 4.1.4. The transfer process will be accomplished in two working days, first the inspection team will visit the providing pharmacy, and then they will visit the receiving pharmacy to make sure that all the physical stock has been transferred along with the corresponding DHA registers.
- 4.2. All Health facilities are responsible to ensure availability of registered CD and SCD are managed through business continuity plans.
- 4.2.1. Health facilities with an ongoing drug shortage may seek DHA/HRS approval to have in place an agreement with another facility of different ownership to transfer registered CD and SCD for emergency cases.
- 4.2.2. All requests to DHA/HRS must be submitted by written request which includes the justification for the reason of transfer. The request shall be sent to:
DrugControl@dha.gov.ae
- 4.3. Narcotics shall not be transferred between health facilities and shall be considered an illegal supply and result in disciplinary action.
- 4.4. Any other transfer of registered CD and SCD would be considered as illegal supply, and may result in disciplinary action.
- 4.5. The health facilities shall fill and submit to HRS (Drug Control Section) the CD and SCD medication Transfer request (**Appendix 1**).
- 4.6. Health inspectors are responsible to undertake facility audits, add /deduct/sign and document all transactions and new balance in the corresponding CD and SCD registers.

5. References:

- 5.1. Cabinet Decision No. (21) Of 2019, on amendment of some tables attached to Federal Law No. (14) Of 1995, on the combat of Narcotic drugs and psychotropic substances
- 5.2. DHA (2013). Dubai Community Pharmacy Licensure & Pharmaceutical Practices Guide Dubai Health Authority. Available on:
<https://www.dha.gov.ae/Documents/Regulations/Dubai%20Community%20Pharmacy%20Licensure%20and%20Pharmaceutical%20Practices%20Guide.pdf> [Accessed 28.06.2019].
- 5.3. Federal Law No. (4) Of 1983, Concerning Pharmaceutical Profession and Establishments.
- 5.4. HAAD (2015). Standards for Management of Narcotics, Controlled and Semi Controlled Medicinal Products. Available on:
https://www.haad.ae/HAAD/LinkClick.aspx?fileticket=_1dSQ5Bw9po%3D&tabid=819
[Accessed 28/06/2019].
- 5.5. Ministerial Decree No. (888) Of 2016, In respect of Rules & Regulations for Prescribing and Dispensing of Narcotic, Controlled and Semi Controlled Drugs.
- 5.6. UAE Federal Law No. (14) Of 1995, concerning Illicit Drug and Psychotropic Drugs.

6. **Appendix:**

Appendix 1- Transfer Request for CD & SCD

طلب نقل أدوية مراقبة وشبه مراقبة Transfer request for CD & SCD	
Reference Number: رقم الطلب:	Date: التاريخ:
Facility ID: هوية المنشأة:	Facility ID: هوية المنشأة:
Facility Receiving Name: اسم المنشأة المستلمة:	Facility Providing Name: اسم المنشأة المزودة:
Medical Director Name: اسم المدير الطبي:	Medical Director Name: اسم المدير الطبي:
Medical Director License No: رقم ترخيص المدير الطبي:	Medical Director License No: رقم ترخيص المدير الطبي:
Telephone No: الهاتف:	Telephone No: الهاتف:
E-mail: البريد الإلكتروني:	E-mail: البريد الإلكتروني:
Below medication will be transfer for the following reason(s)	سيتم نقل الأدوية المذكورة أدناه وذلك للأسباب التالية
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No.	اسم المنتج Product Name	التركيز Dose strength	الشكل الصيدلاني Dosage form	الكمية Quantity	رقم التشغيل Batch number	تاريخ انتهاء الصلاحية Expiry date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*CD: Control Drug

*SCD: Semi-control Drug

I hereby the undersigned testify that the information mentioned above is correct	أقر أنا الموقع أدناه بصحة ما ورد بالطلب
Pharmacist In charge signature and providing facility stamp	توقيع الصيدلي المسؤول وختم المنشأة المزودة
Pharmacist In charge signature and receiving facility stamp	توقيع الصيدلي المسؤول وختم المنشأة المستلمة

للاستعمال الإداري For Admin use	
Health inspector finding	ملاحظات المفتش الصحي
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Signature	التوقيع
----- -----	
Head of Section Approval	اعتماد رئيس القسم
----- ----- -----	
Signature	التوقيع
