

<ul style="list-style-type: none"> <li>Electronic copy is controlled under document control procedure. Hard copy is uncontrolled &amp; under responsibility of beholder.</li> <li>It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.</li> <li>Information security code: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Shared -Confidential <input type="checkbox"/> Shared-Sensitive <input type="checkbox"/> Shared-Secret</li> </ul>	<ul style="list-style-type: none"> <li>النسخة الإلكترونية هي النسخة المضبوطة وفق إجراء ضبط الوثائق. النسخ الورقية غير مضبوطة وتقع على مسؤولية حاملها.</li> <li>يسمح بالوصول وبالحفاظ بهذه الوثيقة مع مصدرها أو مع المسؤول عن تطبيقها أو مع المطبق عليهم.</li> <li>تصنيف امن المعلومات: <input checked="" type="checkbox"/> بيانات مفتوحة <input type="checkbox"/> مشارك -خاص <input type="checkbox"/> مشارك -حساس <input type="checkbox"/> مشارك -سري</li> </ul>
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<b>Document Type:</b> Policy	<b>Code:</b> DHA/HRS/HPSD/HP-22	<b>Version Number:</b> 2
<b>Document Title:</b> Transfer of Controlled and Semi-Controlled Drugs	<b>Issue Date:</b> 24-08-2021	<b>Effective Date:</b> 01-09-2021

**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 implement best practices, to improve efficacy, proper utilization and patient safety in regard to medicines and chemicals within all pharmacies in the Emirate Dubai.
- 1.3. To support the health sector demand in the Emirate of Dubai for Controlled (CD) and Semi-Controlled Drugs (SCD) medication shortage, and ensure availability of adequate stocks are maintained for patients' treatment and needs without interruptions.
- 1.4. Ensure safety and avoid emergency cases due to non-availability of CD and SCD medications.

## 2. Scope:

- 2.1. The process of transferring CD and SCD medications between health facilities/ pharmaceutical facilities.

### **3. Definitions and Abbreviations:**

**Authority:** Dubai Health Authority.

**Authorised suppliers:** are registered with MOHAP as the agent for medicine / medicinal products or registered as a wholesaler with MOHAP.

**Controlled Drug:** is a medical and pharmaceutical product that contain any of the active substances in accordance with Federal Law No. (14) of 1995 in respect of of combating Narcotics and psychotropic substances and its amendments, and the lists of the International Narcotics Control Board (INCB) No. (1,2,3,4) contained in the United Nations Convention of 1971, which have a significant potential for abuse, addiction and/or illegal use.

**Health Facility:** Place permitted to provide health examinations for patients and help for diagnosis, treatment, nursing or admission for cure and recovery or any other related medical procedures relating to treatment or rehabilitation post treatment.

**Narcotic Drugs:** All natural or synthetic substances listed in Schedules 1, 2, 3, and 4, which are annexed to the aforementioned decree-law”.

**Pharmaceutical product:** A medical product manufactured in a specific pharmaceutical form and has specific uses in humans or animals.

**Pharmacy:** A facility licensed to store, prepare, compound, dispense, display or sell medicinal products to the public directly, through a fixed or mobile facility, permanent or temporary.

**Pharmacist:** A person who holds a scientific qualification not less than a bachelor’s degree in pharmacy or its equivalent from a higher institute, college or university recognized in the country, and who is licensed to practice the profession of pharmacy in the country in accordance with the provisions of Federal Law no. (8) of (2019) Concerning Medical products, Pharmacy profession and

Pharmacies and its executive regulations.

**Pharmacist in-charge:** is the pharmacist licensed by DHA on a licensed pharmaceutical facility, and is responsible for implementing the provisions of Federal Law no. (8) of (2019) Concerning Medical products, Pharmacy profession and Pharmacies and its executive regulations within the scope of the tasks assigned to him.

**Register:** is a book issued from the concerned Health Authority (DHA or Ministry of Health and Prevention (MOHAP)) used by an authorized Healthcare Professionals at health facilities to record the transactions of Narcotics, CD and SCD medications within the pharmacy and inpatient units.

**Semi Controlled Drugs:** is a medical and pharmaceutical product 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 and not listed within the schedules attached to international conventions of the International Narcotics Control Board (INCB), and has medical benefits, but with long term use in high doses or use with other substances that might lead to habituation and addiction.

**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 CD and 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. Permanent or temporary closure of a health facility that is owned by the same owner.
- 4.1.2. Non-availability and out of stock of CD or SCD medications through the authorized suppliers/agents in the UAE.
- 4.2. All transfers of CD and SCD must be authorised by the pharmacist in charge for both pharmacies and documented as per (**Appendix 1**).
  - 4.2.1. The transfer process will be accomplished within five (5) working days from date of submitting the application to the Health Regulation Sector (HRS) in DHA.
  - 4.2.2. The inspection team will visit the providing facility, and then they will visit the receiving facility to make sure that all the physical stock has been transferred along with the corresponding DHA registers.
- 4.3. All Health facilities are responsible to ensure availability of CD and SCD medications are managed through business continuity plans.
  - 4.3.1. Health facilities experiencing a persistent shortage of CD and SCD may seek a written approval issued by the authorized person in the HRS-DHA to to have in place an agreement with an authorized suppliers/distributor for the transfer of registered CD and SCD for only emergencies to another facility for a different owner.
  - 4.3.2. 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](mailto:DrugControl@dha.gov.ae)
- 4.4. Narcotics shall not be transferred between health facilities and shall be considered an illegal

supply and these results in legal accountability.

- 4.5. Any other transfer of CD and SCD would be considered as illegal supply, and may result in legal accountability.
- 4.6. The health facilities shall fill and submit to HRS (Drug Control Section) the CD and SCD Medication Transfer Request Form (**Appendix 1**).
- 4.7. 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. Dubai Health Authority (2021). Pharmacy Guideline ([Linked](#)).
- 5.3. Federal Law no. (8) of (2019). Concerning Medical products, Pharmacy profession and Pharmacies.
- 5.4. HAAD (2015). Standards for Management of Narcotics, Controlled and Semi Controlled Medicinal Products.
- 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- CD & SCD Medication Transfer Request Form**

Reference number:	رقم الطلب:	Date:	التاريخ:
Facility ID:	هوية المنشأة:	Facility ID:	هوية المنشأة:
	اسم المنشأة المستلمة:		اسم المنشأة المزودة:
Facility Receiving Name:		Facility Providing Name:	
	اسم المدير الطبي:		اسم المدير الطبي:
Medical Director Name:		Medical Director Name:	
	رقم ترخيص المدير الطبي:		رقم ترخيص المدير الطبي:
Medical Director License No:		Medical Director License No:	
	الهاتف:		الهاتف:
Telephone No:		Telephone No:	
	البريد الإلكتروني:		البريد الإلكتروني:
E-mail:		E-mail:	

Below medication will be transfer for the following reason(s)	سبب نقل الأدوية المذكورة أعلاه وذلك للأسباب التالية

	اسم المنتج Product Name	التركيز Dose strength	الشكل الصيدلاني Dosage form	الكمية Quantity	رقم الترخيل Batch number	تاريخ انتهاء الصلاحية Expiry date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*CD: Control Drug

I hereby the undersigned testify that the information mentioned above is correct

أقر أنا الموقع أدناه بصحة ما ورد بالطلب

Pharmacist signature from providing facility	توقيع الصيدلي من المنشأة المزودة
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Pharmacist signature from receiving facility	توقيع الصيدلي من المنشأة المستلمة
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للاستعمال الإداري For Admin use	
Health inspector finding :	ملاحظات المفتش الصحي:
[Redacted]	
Signature:	التوقيع:
Drug Control Section Approval	اعتماد قسم الرقابة الدوائية

Note: The receiving pharmacy should have DHA registers for CD & SCD if not should apply for it.

يعتبر هذا النموذج معتمد ، وصالح للاستخدام لمدة شهر واحد من تاريخ اعتماد قسم الرقابة الدوائية  
This form is considered approved, and is valid for one month from the date of approval by the Drug Control Section