

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION – Authorized Privilege for Access to System		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.01 PYX	PAGE: 1 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	The following information describes how access privileges to Medstation system are managed. It is the policy of HRMC to strictly manage access privileges to the Pyxis Medstation System to insure adequate security for medication, including controlled substances, to provide for proper documentation of medication use and to assure confidentiality of patient data.
*See Also:	
POLICY:	<p>Pharmacy System Administrator / Pharmacists</p> <ol style="list-style-type: none"> The pharmacy will identify individual(s) who will serve as Super User(s) and will be responsible for overseeing the maintenance of user ID and password information. All Pharmacists are granted Pyxis Console Administrative rights to Add/Modify/Delete Users and perform daily formulary and reporting activities as needed.
Access Privileges	<p>Granting Pyxis Access: Pharmacy</p> <ol style="list-style-type: none"> Individuals authorized to use the Pyxis Medstation system must obtain a system identification code and personal password by completing and ID/Password Assignment Form during the orientation process (Verification of Pyxis® policies & User ID/Password). The 'authorized by' line will also be required to be signed by the employee's supervisor if not obtained through orientation. The form may be obtained from the Pharmacy, the HRMC intranet, or their department manager. The completed form must be brought in person to the pharmacy department, and kept permanently on file. Any pharmacist may enter user information into the Medstation Console, assign a User ID, temporary password, and define access privileges. Access rights are only granted to those areas (Medstation or Pharmacy console) where the user commonly works and has been granted by their supervisor. <u>Password:</u> <ol style="list-style-type: none"> Alphanumeric: must be ≥ 4 characters in length, and will be set to automatically expire in 180 days. When the password expires, pyxis will automatically prompt the user to enter the old, and then verify a new password. Biometric: a fingerprint identification security feature required for most users for Pyxis utilization to enhance drug security. An individual user requesting to revert to User ID/Password login due to inability to utilize the biometric feature (fingerprint not recognizing) may only be authorized by a Pharmacist after direct verification of inability to login promptly (or at all) with the biometric feature. Hospital approved nursing instructors will be issued a permanent access code only for the duration of time of which they will be instructing. They will be responsible for notifying pharmacy at the completion date of their clinical externship supervision. Pharmacy console and station console privileges, as well as Security groups and override groups will be defined by pharmacy by a defined 'Template' based on position. <p>Modification of Pyxis Access</p> <ol style="list-style-type: none"> Any changes regarding access privileges will require that a new ID/Password Assignment Form be completed/signed and brought to the pharmacy department with all requested changes. If a user forgets his/her password, they should go to the pharmacy department

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION – Authorized Privilege for Access to System		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.01 PYX	PAGE: 2 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

	<p>immediately to reset their password. (Granting access over the phone is discouraged due to lack of user verification)</p> <p>Granting Pyxis Access: Other</p> <ol style="list-style-type: none"> 1. A Nursing Administrative Coordinator or Unit Supervisor/Charge Nurse with a permanent access code can issue a temporary (12 hours) access code for a nurse working on the unit for the day. A Verification of Pyxis® policies & User ID/Password form must be filled out and sent to the pharmacy to document the granted access. 2. For a temporary nurse, their last name, first name (or initial) and license classification (RN, LPN) must be entered. Temporary codes require that a new password be chosen at initial sign on. 3. Immediate supervisors will issue temporary access codes to all float nurses unless the supervisor approves more general access to the system (i.e. permanent float staff). Pharmacy can create a user with NO AREA access, to be granted by the unit supervisor only on the shifts that the user will be on their unit.
User Maintenance & DELETION	<p>Removal of Pyxis Access</p> <ol style="list-style-type: none"> 1. Pyxis privileges will be inactivated for all terminated employees. 2. Administration of each department (nursing, respiratory and anesthesiology) is responsible for immediately notifying pharmacy with a list of terminated (or to be terminated) employees. 3. A weekly list of terminated (or to be terminated) employees from Human Resources will also be delivered to the Pharmacy System Administrator(s) for immediate removal of these employees. <p>Review & Inactive Users</p> <ol style="list-style-type: none"> 1. As a double check, a list of active users will be distributed quarterly to the Directors of Respiratory, Nursing and Anesthesiology to review for any terminated employees. 2. System maintenance may also automatically purge or inactivate users that have had no transactions for 180 days.
REFERENCES:	

Approved: _____ Date: January 16, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services



POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION - Identification/ Password Assignment		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.02.PYX	PAGE: 1 OF 1
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	The Pyxis® medstation system, an automated point of use medication dispensing system, is in use in most patient care units. You will become familiarized with the use of this system during orientation. To use Medstation, a unique system ID must be issued to every user, and access will be restricted based on your determined user privileges.
*See Also:	
POLICY:	<p>A. For new users, use the Pyxis Medstation 3500 ID/Password Assignment form to request your identification for the Medstation 3500.</p> <p>B. Read the statement, print your name on the line provided, along with you professional position (R.Ph., RN, CNM, MD, DO, etc.) then sign the statement, indicate the date and the unit(s) where you work.</p> <p>C. Complete the following fields of the Medstation3500 System User Information form. Please print clearly. Name - Last name, first name, and middle name Position - CNM, DCN, RN, LPN, R.Ph., RT, etc Department/ Unit - Nursing/7S, Pharmacy, Respiratory Therapy, etc. ID & Temporary Password - Leave Blank.</p> <p>D. The ID and temporary password will be issued by the pharmacy. The first time you sign on, you will be asked to change the password to one of your own choosing. Please remember that the ID is public knowledge and you password is strictly confidential. Those users set to use Bio-ID (fingerprint) will be asked to scan your fingerprint during your first login.</p>
	[see Form: 7710.09.02a.PYX]
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services

POLICY - PHARMACY DEPARTMENT

TITLE: Pyxis Medstation Access - Removal, Return, Waste & Drug Information		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.03.PYX	PAGE: 1 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	To establish guidelines for the consistent use of Medstation in accessing patient medications. It is the policy of HRMC for users of Medstation to follow the guidelines established below when obtaining medications for patients and performing all related activities.
*See Also:	
POLICY:	A. <u>Medication Removal</u> Search for patients by name or ID (Account number). It is preferred not to search for a patient by room number, as this is not a patient identifier. If your patient is not listed, alert the pharmacy immediately. [Only add a new patient if the pharmacy verified that the patient does not exist within the Pyxis Console; this may indicate a network issue] For 'Profile' units, see Override Policy regarding appropriateness of using the 'override' function (medication orders not reviewed by a pharmacist prior to administration of the drug). 1. From the main menu, select Remove 2. Select a patient. 3. Select medication(s) to remove. Change sort (brand/generic) if desired. Non-'Profile' 4. Enter the quantity and select Remove Now or Select Next Med for multiple meds. 5. If the Verify Count screen appears, enter current inventory into Medstation. 6. Enter quantity to remove in 'Please Remove' field if necessary. 7. Remove med(s) and close the drawer. 'Profile' 4. Medications unavailable from Pyxis will be 'grayed out' in a patient's profile. 5. If Medication not listed in patient's profile, contact pharmacy. 6. If a medication is needed emergently (as per provider order) use 'Override' function: a. Select 'Override', find medication b. Select Medication 7. If the Verify Count screen appears, enter current inventory into Medstation 8. Enter quantity to remove in 'Please Remove' field if necessary. 9. Remove med(s) and close the drawer. <i>*Note: refrigerated meds may be accessed through a 'refrig meds' code in the PYXIS machine</i>
REMOVAL	
RETURN	B. <u>Medication Return</u> [discouraged: suggest 'waste'] Medications may only be returned if the packaging has not been compromised. NEVER return to a 'bin' if prompted to do so. If a medication has been compromised, utilized the Waste function (below) and dispose of the entire dose (may require witness). 1. From the Main Menu, select Return 2. Select the patient. 3. Select Removed Meds to view previously removed meds (displays previous 24 hours), or select 'All Meds' to view complete list of meds 4. Select the medication to return 5. Enter the number of meds to return unless removed quantity appears. 6. Select Return Now or for additional meds, choose Select Next Med. 7. Verify Count if necessary. 8. Verify amount in Please Return or Return Quantity field. Select Accept. System prompts you to return med to original pocket. 9. Controlled medication may ask for a witness to verify the medication being returned. 9. If the Medstation prompts you to return to an external return bin, cancel transaction. This

POLICY - PHARMACY DEPARTMENT

TITLE: Pyxis Medstation Access - Removal, Return, Waste & Drug Information		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.03.PYX	PAGE: 2 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

WASTE	<p>usually means that the medication pocket is already full. Either 'waste' the medication with another user and discard, or contact pharmacy to return the medication.</p> <p>C. Medication Waste Policy: Medication waste is defined as all or part of a medication that is not in its original, sealed package and not administered to a patient. All waste for medications removed from Pyxis must be documented within the Pyxis Medstation at the time the medication is wasted. <u>All Controlled Substances must have all waste documented and witnessed</u>. Any medication waste may be documented, even if not removed from the Pyxis Medstation. One example is patient comes into the hospital with a patch on, to be replaced or removed. If a medication waste is documented in Pyxis, it is no longer able to be 'returned'; for this reason, a user should never document or witness a waste until such waste is completed. A removed dose may also not be 'wasted' more than once, so it is preferred to document all waste <u>after</u> the dose is administered (in case patient refuses partially wasted dose) <u>During Removal: [not preferred]</u></p> <ol style="list-style-type: none"> 1. Upon medication removal, some medications may allow documentation of waste. 2. When prompted if 'administering a full dose', select 'no' and enter amount to administer. 3. If the witness screen appears, select Accept and have a witness enter ID and password and press Enter. 4. Select Accept. <p><u>After Removal, or Medication not originally removed from Pyxis:</u></p> <ol style="list-style-type: none"> 1. From the Main Menu, select Waste. 2. Select the patient. 3. Select medication to waste. Select All Meds to display a complete list of meds. 4. Select the medication to waste. 5. If you selected meds to list Removed Meds, select the med and select Waste Selections. If you selected meds to list by all Meds, enter correct quantity and select Waste Now or Select Next Med for multiple meds. 6. If the witness screen appears, select Accept and have a witness enter ID and password and press Enter. 7. Enter the amount given.
DRUG INFO	<p>D. Drug Information</p> <ol style="list-style-type: none"> 1. Select the Cardinal Health (Pyxis) Icon in the Upper Left Hand corner of the screen. 2. Select the Lexi Comp Icon. 3. Select Med List. 4. Type in the name of the medication you would like more information on. 5. Patient Leaflet instructions may also be generated to a printer within the department (in most units) by selecting the patient leaflet icon.
REFERENCES:	

Approved: _____ Date: January 15, 2008
Alex Chebishev, R.Ph.
Director of Pharmacy Services

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION – Override Policy

EFFECTIVE: June 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.04.PYX	PAGE: 1 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	To define the use of the override function on Pyxis Medstations, and identify the best practices associated with its use.
*See Also:	
POLICY:	<p>OVERRIDES Override medications are those that are accessed by nursing staff before review of an order by the pharmacist. The purpose of the override function is to allow for quick administration of medications in emergency and stat situations. However, best pharmaceutical practice and JCAHO standards MM4.10 require that all medication orders be reviewed by a pharmacist prior to administration of the drug. <u>There are two allowable exceptions:</u></p> <ol style="list-style-type: none"> 1. NON-‘PROFILE’ devices: areas in which the physician is in control of ordering, dispensing and administration of the drug: <ul style="list-style-type: none"> • Operating Rooms (Including Recovery, Minor Procedures, and Post-Anesthesia) • Emergency Department • Cardiology, Radiation Oncology
	<ol style="list-style-type: none"> 2. ‘PROFILE’ (Rx) devices: OVERRIDE GUIDELINES <u>The ability to override a medication will be defined as follows:</u> <ol style="list-style-type: none"> a. ‘Stat’ or ‘Now’ orders: the time necessary for pharmacy review of the medication may be considered detrimental to patient care (Emergent medications). The order must specify either or these terms, and the physician assumes responsibility for the immediate administration of the medication prior to review. b. Standard Stock: Some medications are in Pyxis® only to improve patient charges and create a centralized stock location (i.e. NS flushes), and are for standard procedural use. These will not require a double signature in Pyxis®, however administration must still follow protocol or be administered pursuant to an order to administer these medications. c. Override groups may be defined to limit a user’s automated dispensing cabinet privileges for medication removal. d. All medications will require a witness signature (not including ‘standard stock’), signifying the verification of the order and medication: Correct Patient, Medication, Dose, Frequency; No therapeutic duplication, allergy, or other contraindication. e. A ‘type-in’ area will be provided for most medications to document a justifiable reason for removal via the override function, or pain level for analgesics. f. For <i>all</i> medications in which an override has been performed, written orders should be sent to the Pharmacy as soon as possible for review. The frequency and appropriateness of use of the overrides will print via report daily, and monitored to insure patient safety. g. ‘Clinical Data Categories’ have been established to prompt users to answer medication related questions prior to administration, which are documented with the transaction. h. Pharmacy services not available - For scheduled (<u>non</u> STAT or NOW) non-emergent medications- ONLY the nursing supervisor has privileges to perform ‘review’ on this order and access the medication; a second nurse will verify the order and medication as part of the double check process. A pharmacist will review the order when the pharmacy reopens.
REFERENCES:	



POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION – Override Policy		
EFFECTIVE: June 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.04.PYX	PAGE: 2 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

Approved: _____ Date: January 15, 2008
Alex Chebishev, R.Ph.
Director of Pharmacy Services



POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION –Drug Discrepancies; Weekly Controlled Substance Inventory		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.05.PYX	PAGE: 1 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	The purpose of this policy is to provide a consistent means for documenting the resolution of medication discrepancies and weekly inventory of all controlled substances within the Pyxis Medstations. It is the policy of HRMC for users of the Pyxis Medstation to resolve all discrepancies prior to the end of the work shift, and to document this resolution according to established procedure outlined below. All Controlled medications discrepancies will require resolution, along with other medications deemed appropriate by the pharmacy department.
*See Also:	
POLICY:	<p>A. Discrepancies:</p> <ol style="list-style-type: none"> Pyxis Medstation will require that the user verify the count of all Schedule II-V medications, as well as other medications deemed appropriate by the pharmacy department. Verification of count must be done during any transaction in which the pocket containing the controlled drug is accessed. If the count is incorrect, this action will create a discrepancy record in the Pyxis system. Any narcotic discrepancy discovered should be reported immediately to the unit supervisor or department manager. All unscheduled discrepancies are logged, but are then automatically resolved and sent to the Console. Immediately print an Activity Report for that medication from the Medstation. This report will provide information concerning access to the specific medication for the last 24 hours. A full report of activity for the past 30 days can be run from the Console in pharmacy. It is the Unit Supervisor's responsibility to verify that all discrepancies must be resolved prior to the end of the shift. The nurse should print a Discrepancy Report at the end of every shift, and review MAR's for patients on the specific medication. The hospital can be cited if an unresolved discrepancy is greater than 24 hours old. Unresolved narcotic discrepancy information remains on the Station for seven days. Record the resolution using the 'Document Discrepancies' procedure in the Medstation. <ol style="list-style-type: none"> From the Main Menu, select Document Discrepancy. Select discrepancy to document. A witness is required, then selects Accept. Select the reason for the discrepancy from the list and select Accept, or if there is another discrepancy reason that is not in the list, Select Other and type reason. MOST discrepancies will require that an inventory is completed on the medication pocket, and another discrepancy is usually necessary to be created. NEVER document a discrepancy simply as 'Count=XX'. All specific details of the transaction that created the discrepancy must be entered. An 'Attention Notice' window will display in the Pharmacy on the Console and all Workstations as soon as any Discrepancy occurs that is not documented. The Pharmacy department should immediately contact the unit any time this warning appears. An 'Open Discrepancy' report will also print in pharmacy daily of all undocumented discrepancies. This report will be forwarded to the appropriate department for review by the unit supervisor until the discrepancy is resolved. Any controlled substance discrepancy that has not been resolved within 7 days must be reviewed with the unit manager. Unresolved discrepancies may lead to removal of Pyxis privileges by the personnel involved, until the discrepancy is resolved. After 7 days, the



POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION –Drug Discrepancies; Weekly Controlled Substance Inventory		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.05.PYX	PAGE: 2 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

	<p>discrepancy will no longer display on the Medstation, and must be re-sent to the Console [Brain Transplant – All discrepancies]</p> <p>8. All unresolvable discrepancies will be documented as an incident report, then documented by a pharmacy supervisor on the Medstation stating all known information.</p> <p>9. The pharmacy department will run weekly 'All discrepancy' reports to track discrepancies and look for trends in user/medication activity.</p>
	<p>B. Inventory Count</p> <p>1. An Inventory Count of all Controlled (CII-V) medications must be performed weekly for each Med Station by two nurses on the unit that have Pyxis® privileges. It is suggested that this count is done weekly on Wednesday, however can be done on another day if reported to the pharmacy department first.</p> <p>2. The Pharmacy System Manager will verify that a pharmacy technician or buyer is performing a monitor the weekly shift counts by viewing a report automatically generated from the <i>Console</i> every Thursday. If the counts are not being done, the Pharmacy System Manager will notify the Unit Nurse Manager, at which time an immediate inventory must be completed.</p> <p>3. If a unit has a disproportionate number of discrepancies, the frequency of the Inventory Count may be increased after using the <i>Medstation</i> over time. The Pharmacy manager and Unit Nurse manager may determine if a certain unit may have a decreased frequency of inventory.</p>
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION—Medstation Formulary & Inventory Management		
EFFECTIVE: June 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.06.PYX	PAGE: 1 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	To determine which medications will be available within the Pyxis Medstation, to insure that stock counts remains accurate, and to provide that medications are available to patients when needed without stock outages. The HRMC Pharmacy department will insure adequate supplies are maintained and adjust the Medstation formulary by adding or deleting medications when needed.
*See Also:	
POLICY:	<p>FORMULARY INVENTORY MAINTENANCE</p> <ol style="list-style-type: none"> 1. The inventory in all medstations will be determined in collaboration with the Nursing Unit Supervisors and Managers. 2. Any additions/deletions of medication, or change in removal policy will be communicated to the department(s) for review. 3. Medication quantities will only be increased above current Par levels when space is available, and if determined to be safe to be stored in large quantities. 4. Medication storage location (& drawer type: Carousel, Mini, Cubie, Matrix) will attempt to maximize the separation of products for minimal chance of confusion 5. HRMC Pharmacy will attempt to load all possible controlled (CII-V) medications as needed into a medstation in order to insure electronic documentation of all transactions
	<p>REFILLING Medications</p> <ol style="list-style-type: none"> 1. Daily Refill/Pick reports: <ol style="list-style-type: none"> a) The pharmacy will determine the time and number of refills for a unit daily, dependent on activity and accessibility to locations b) Stock is gathered based on set Min/Max levels, and separated to be delivered based on unit. c) A pharmacist will check EVERY medication before delivery to the Medstation 2. Stock Out Report /Bulletins An automatic report is generated when a medication normally stocked in the Medstation is at a quantity of zero. These medications may be gathered/checked/delivery outside of the usually refill times if determined to be immediately necessary for a unit 3. RX Check This feature will only be utilized if it is determined that refill/delivery of a medication by a technician is be required to be checked for correct delivery by a pharmacist.
	<p>LOADING Medications</p> <ol style="list-style-type: none"> 1. Medications may be pended to be loaded at the Pyxis Medstation (Except Mini-Drawers) or from the Console 2. All Controlled medication will ONLY be loaded in a Carousel, Cubie, or Single-pocket access Mini drawer. 3. Ordered Medications Not Loaded report: generated daily in the pharmacy to verify if a controlled medication is entered into the pharmacy order-entry system but is not currently stocked in the Pyxis Medstation.

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION—Medstation Formulary & Inventory Management		
EFFECTIVE: June 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.06.PYX	PAGE: 2 OF 2
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

	<p>OUTDATING Medications</p> <ol style="list-style-type: none"> 1. All medications will be set with a 'first date to expire', except: <ol style="list-style-type: none"> a) Medications that have are accessed frequently, quickly rotating stock. b) Medications in devices that will have frequent outdate checks (Anesthesiology) 2. An expiration date will be required during medication load, refill, removal, and return. 3. A schedule of frequent verification of outdates for ALL medications within all units will be determined by the pharmacy department 4. Any medication within the pharmacy that is outdated (or outdating) will immediately be assessed to determine where it is stocked in Pyxis Medstations to verify the stocked expiration date. 5. Outdating can be accomplished via the following: <ol style="list-style-type: none"> a) Inventory :: Select Med :: Select 'Outdate' before entering actual inventory b) Outdate :: Select Med (will only allow show nearly expiring/expired medications) 6. Outdated controlled medications must be first 'returned' to the Pyxis CIISafe (from ADM) before expiring/wasting.
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION Reports – Quality Assurance		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.07.PYX	PAGE: 1 OF 1
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	This policy describes the type and purpose of various reports that will be routinely generated by the Pyxis system for HRMC quality assurance reviews. It also describes any additional audits that are completed.
*See Also:	
POLICY:	All reports are reviewed with the nursing department(s) involved and appropriate nursing committees after Audit results are completed. Any deviations from policies and procedures regulating the use of medication storage and distribution will be reported during this time. Audit results are also presented to the P&T committee with documentation in the minutes detailing the outcome and committee recommendations.
	DAILY: Override Reports: [see 7710.09.04.PYX] policy. All orders will be reviewed for verification of existing order and appropriateness of the overrides.
	WEEKLY: 1. Returns & Wastes This report focuses on return and waste of all medications, specifically controlled Medication, for review of possible user diversion. 2. All discrepancies This report focuses on inventory discrepancies for all medications to review for diversion or other inappropriate/incorrect removals. It also is used to review all documented discrepancy resolutions for controlled medications [see 7710.09.05.PYX] 3. User Modification: [Including Temp/Float User by Station] ALL modification by staff with privileges to add/modify/delete Pyxis user access. This will be reviewed by the Pharmacy System Administrator to verify documentation exists for all modifications. 4. ADR reports: A report of all medication that may be utilized for the treatment/prevention of allergic response, to look for possible unreported Adverse Drug Reactions.
	MONTHLY: Random reports are run monthly to verify medication removal activity of 'Non-Profile' Medstations. This includes the Emergency Department, Anesthesiology, and Post-Anesthesia Care areas. An audit is completed to verify proper removal, documentation, waste, and return of ALL medications.
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS: Downtime Procedure: Console / Medstation		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.08.PYX	PAGE: 1 OF 4
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	To provide guidelines for users in the event of a power outage or equipment failure involving Medstation and/or its interface with the pharmacy order-entry system. It is the policy of HRMC to take immediate measures in the event of a system failure to insure that accurate medication therapy for patients is continued and that appropriate documentation is maintained.
*See Also:	Rx-Link Downtime; Affinity Downtime Pyxis WorldWide Service: 1-800-727-6102, Account 3647
POLICY:	Power: All Medstations should be plugged into emergency power outlets to assure electricity will be available to operate Medstation during a power outage. Most areas will also have a UPS for power surges and battery backup. For a medstation that will not turn on, Pharmacy will contact Pyxis to plan and coordinate the resolution to the problem during Pharmacy hours of operation. The Administrative Coordinator shall initiate the call, or designate other nursing personnel to contact Pyxis when required.
	Keys: Keys to allow access to Medstation in case of emergency will be kept in a controlled drug area located within the pharmacy department. <ul style="list-style-type: none"> a) Most keys will generally be kept in Pyxis® C¹Safe b) Unlocking the station can only be done by a hospital designee for servicing of stations. Pyxis technicians will never have access to keys/drawers without the presence of such hospital designee present c) Keys will be accessible to the Administrative Coordinator during non-pharmacy hours. The keys can only be utilized to unlock a station if pharmacy has been notified and a Pyxis technician requires access <p>Unlocked Station: All transactions from the unlocked Station will be documented (during downtime) via a manual paper documentation. Verification of appropriate order must be completed before removal occurs. All transactions will either be completed electronically once the system is functional, or charged manually into the Pharmacy Order-Entry System. An inventory of the medication may be necessary once functional to reflect removed medications.</p>
New Patients AND orders not appearing in CONSOLE & MEDSTATION	Symptom: Network Issue / Pharmacy Order-Entry Non-Functional / Pyxis Procar down <ol style="list-style-type: none"> 1. Pharmacy Responsibility <ul style="list-style-type: none"> a) Verify if Pharmacy system is sending ADT and orders b) Verify Console is on and functioning c) Verify Pyxis Procar (interface) is on and functioning (no warning on Console) d) Verify Pyxis Medstation at reporting unit is communicating (no warning on Console) e) Determine if it occurring on multiple medstations f) If downtime is longer than one hour: [From Console] turn stations to critical override mode to allow nurses' access to non-override medications. g) Insure that medication order changes from pharmacy order-entry system populate in Pyxis as soon as the system is operational. 2. Nursing Responsibilities <ul style="list-style-type: none"> a) Alert pharmacy b) Use override only if absolutely necessary and available for newly ordered medications.

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS: Downtime Procedure: Console / Medstation		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.08.PYX	PAGE: 2 OF 4
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

	<p>b) Always check the written order or a MAR for current therapy and dosing information. Since the pharmacy computer is not communicating with Medstation, the Medstation will not be able to display the most recent ordered medications. Please note, during a downtime, only medications for standing orders are permitted to be administered prior to pharmacist check. Nurses should contact pharmacy directly to obtain a verbal confirmation that the order is correct, prior to administering the medication.</p> <p>c) For patients admitted while the pharmacy computer is down, the nurse may admit the patient at the Medstation . From the Main Menu select Remove: Add Patient and enter complete information (ID= Account number).</p>
<p>Patients AND orders NOT appearing in MEDSTATION only</p> <p>[Patients & orders in Console]</p>	<p>Symptom: Network Issue / Pyxis Procar down</p> <p>1. Pharmacy Responsibilities</p> <p>a) Verify Pyxis Procar (interface) is on and functioning (no warning on Console)</p> <p>b) Verify Pyxis Medstation at reporting unit is communicating (no warning on Console)</p> <p>c) Determine if it occurring on multiple medstations</p> <p>d) If downtime is longer than one hour: [From Console]- turn stations to critical override mode to allow nurses' access to non-override medications.</p> <p>f) Insure that medication order changes from pharmacy order-entry system populate in Pyxis as soon as the system is operational.</p> <p>2. Nursing Responsibilities</p> <p>a) Alert pharmacy</p> <p>b) Use override whenever necessary and available for newly ordered medications.</p> <p>b) Always check the written order or a MAR for current therapy and dosing information. Since the pharmacy computer is not communicating with Medstation, the Medstation will not be able to display the most recent ordered medications. Please note, during a downtime, only medications for standing orders are permitted to be administered prior to pharmacist check. Nurses should contact pharmacy directly to obtain a verbal confirmation that the order is correct, prior to administering the medication.</p> <p>c) For patients admitted while the pharmacy computer is down, the nurse may admit the patient at the Medstation. From the Main Menu select Remove: Add Patient and enter complete information (ID= Account number).</p>
<p>MEDSTATION Down [Console, Rx system functional]</p>	<p>Symptom: Medstation unit is not responding or responding inappropriately. .</p> <p>1. Pharmacy Responsibilities</p> <p>a) Attempt to restart machine.</p> <p>b) If the problem is not resolvable, contact Pyxis customer support immediately.</p> <p>c) If patient is available in nearby medstation, alert the nursing staff to temporarily remove medications from that Pyxis stations.</p> <p>d) If patient not available in nearby medstation, may route the area to allow the unit's patients to populate the nearby Pyxis station.</p> <p>e) If no nearby medstation, or downtime determined to last >4 hours, consult with unit nurses to determine if a 24 hour supply of noncontrolled medication is desired or if the nurses prefer to obtain the medications via the nearby Pyxis. The pharmacy should proactively review the patient's profile to identify which medications are no longer available via the non-</p>

POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS: Downtime Procedure: Console / Medstation		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.08.PYX	PAGE: 3 OF 4
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

	<p>functional Pyxis Medstation. Up to a 24 hour supply should be dispensed from Pharmacy.</p> <p>2. Nursing Responsibilities</p> <p>a) Report the problem to the pharmacy immediately.</p> <p>b) If possible, obtain medications from another nearby Medstation until the problem can be corrected.</p> <p>c) If not able to obtain medication from nearby Medstation, wait to obtain supply of medication from pharmacy, or obtain emergent medications directly from pharmacy.</p>
CONSOLE & PHARMACY SYSTEM down	<p>Symptom: Complete network or power issue</p> <p>1. Pharmacy Responsibility:</p> <p>a) Follow down-time procedures for Pharmacy Order-Entry System</p> <p>b) If Pyxis remains non-functional after problem fixed, contact WorldWide Service</p> <p>c) If Medstations also not independently functioning: Utilizing the most recent Medication Summary report, the pharmacy technician will release the latch on the back of the Medstation for the required drawer and assist the nurse in obtaining necessary medications. The technician will document all medications taken from the machine during downtime on the Downtime Medication Log</p>
Medstation FUNCTIONING (or nearby)	<p>2. Nursing Responsibilities</p> <p>a) Report any non-functioning Medstation to the pharmacy immediately.</p> <p>b) If possible, obtain medications from another nearby Medstation until the problem can be corrected.</p> <p>-----</p>
Medstation Also DOWN	<p>a) Utilizing the most recent Medication Summary report, the pharmacy technician will release the latch on the back of the Medstation for the required drawer and assist the nurse in obtaining necessary medications. The technician will document all medications taken from the machine during downtime on the Downtime Medication Log</p> <p>b) Once functional, the electronic removal of ALL medications on the log should be completed.</p> <p>c) A complete narcotic inventory should be completed immediately after all medication removals are completed.</p>
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services



POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION: Pharmacy Billing		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.09.PYX	PAGE: 1 OF 1
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	The following information describes how medications are billed to patients at HRMC via the Pyxis® Medstation system. It is the policy of HRMC to ensure that patients are properly billed for medications used during their course of therapy.
*See Also:	
POLICY: Real-time charges	<p><u>Medications obtained from Pyxis Medstation will be charged automatically upon removal</u></p> <ol style="list-style-type: none"> 1. Medications removed for a certain order will charge directly to that specific order; other charges will post as 'overrides', including charges from non-profile Pyxis medstations. 2. See procedures on billing patients for medications obtained from the Pyxis medication during downtime. 3. Medications obtained from the Pyxis Medstation will be credited to patients if they are returned to the Pyxis. A 'waste' documentation will only allow the choice to credit patients when performed by a system administrator. 4. Medications may also be credited it returned to pharmacy, and manually credited within the pharmacy order entry system.
Failed charges	<p><u>Failed charges</u></p> <ol style="list-style-type: none"> 1. A report will be run daily from the Pharmacy order-entry system of all charges which failed to post to the patient record 2. If available, a report of all failed charges from Pyxis will be charged directly into pharmacy order-entry system
Reports	<p><u>Charges & Credits – Temporary patients</u></p> <p>All charges for Patients 'typed in' (temporary) will print on a daily report. All charges for medications removed for these patients will be manually charged into the pharmacy order-entry system by the Pharmacy buyer or Lead Technician.</p>
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services



POLICY - PHARMACY DEPARTMENT

TITLE: PYXIS MEDSTATION – Archiving and Backup of Pyxis Transactions		
EFFECTIVE: August 1998 Created by: Peter Adams, Rph.	Policy #: Pharmacy: 7710.09.10.PYX	PAGE: 1 OF 1
Reviewed/Revised: (by/date)	[R. Thelin 1/08]	DISTRIBUTION: Pharmacy;
JCAHO MM standard reference: MM		
SOPs:		

PURPOSE:	The permanent storage of electronic Pyxis® Medstation transaction data to comply with hospital and state/federal requirements. All transactions will be readily accessible via electronic reporting if needed for hospital, state, or federal requirements.
*See Also:	
POLICY:	<p>Archiving:</p> <ol style="list-style-type: none"> 1. The administrative assistant (buyer) will be responsible for archiving all transaction data. 2. The archiving will be performed: <ol style="list-style-type: none"> a. Minimum every 7 days b. Backed up to a network location \\hrmcmsdbrx01\D\Pyxis Backups\PyxisArchive and specified by Month. 3. Archive data will be kept via electronic file for a minimum of 7 years <p>Backup</p> <ol style="list-style-type: none"> 1. The Pyxis® backup will be automatically performed by the Pyxis® console to a network location: \\hrmcmsdbrx01\D\Pyxis Backups\PyxisBackup\Backup and specified by DAY. 2. The network backup of the Pyxis® data will be performed automatically at 23:00 nightly to the designated location. 3. The data will overwrite itself after a week (replaces DAY backup from 7 days ago)
REFERENCES:	

Approved: _____ Date: January 15, 2008
 Alex Chebishev, R.Ph.
 Director of Pharmacy Services