FOCUS ON SAFETY

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Pyxis MedStation 3000 Training Manual

Patient Safety

Be Sure You Have The

1. RIGHT DRUG
2. RIGHT DOSE
3. RIGHT ROUTE
4. RIGHT TIME
5. RIGHT PATIENT

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Pyxis MedStation 3000 Training Manual

Overview of PYXIS MedStation

The MedStation is an automated medication-dispensing cabinet which allows "computer-controlled storage, dispensing, and tracking of medications at the point-of –care. (Institute for Safe Medication Practice (ISMP), April 2009) Some benefits of automated medication-dispensing cabinets as outlined by ISMP in their April 2009 Nurse Advise-ERR article are:

- increased access to medications in patient care areas,
- provides locked storage and electronic tracking of controlled drugs
- inventory control,
- with Profile function activated, allows for pharmacy verified, patient-specific medication lists, and
- can be interfaced with ADT and pharmacy information systems.

This manual will provide you with a comprehensive review of all aspects of the Pyxis MedStation and its use.

Registering Users on the MedStation

In order to register a new user a Pyxis User Form must be completed. Ensure that when you are completing this form that you print legibly to ensure timely processing. You can find a copy of the new user form in the Educator Resources Pyxis Section on the Virtual Learning Centre on the intranet (http://www.intranet2.capitalhealth.ca/uah-learningcentre/1_SubWeb_Edu_Resources/Educator_Resources.htm#Pyxis_Medstation)

Pyxis New User Form

A Pyxis New User Form is completed whenever:

- Access to the MedStation is required
- Access is no longer required
- A change in user name occurs
- A change in access area occurs
- A staff member forgets their password

Unit or Float Pool

For unit staff, put the unit number beside UNIT. For float pool staff, put a check mark beside FLOAT POOL. Casual employees may be identified with a Unit if it is the primary unit they float to. NOTE: Staff may only have one unit associated with their login. If staff works regularly on one unit and floats to others, their regular unit should be noted on the form.

User Name

Neatly print first name, middle initial and last name.

- Middle initials must be included as there is often more than one person having the same first and last name.

Position

Put a check mark beside the appropriate position. If able to do charge, or will be trained to do charge also put a check mark beside Charge RN Responsibility. For students an End Date must be entered to indicate when they will no longer requiring access to Pyxis (day after last scheduled shift on unit).

Bio-ID

Put a check mark beside Participate or Not-Participate.

- BIO-ID is the use of a fingerprint scan instead of a password to sign onto the Pyxis MedStation.

Section 1. User-New Addition

Complete Section 1 for new users. The following are examples of staff needing to fill out the form.

- New Employees
- Student Nurses
- Nursing Instructors

- Respiratory Therapists needing access to give medications

The initial password is assigned by pharmacy and is 123456 for all staff. During the first log on to the MedStation you will be asked to change it.

Section 2. User- Deletion from Pyxis

Completed when an employee no longer requires access to the MedStation.

Examples of when to fill out section 2:

- Employee that transfers to another area
- Employee that leaves the hospital

Section 3. User-Password Reset

For an employee who uses a password to access the MedStation, if he/she forgets their password, there is no retrievable record of passwords. The employee needs to complete Section 3 and will require temporary access to the machine until re-entered into the Console by Pharmacy.

Section 4. User-Information Change

If there are any changes from when you were initially given access to the machine, you must complete Section 4. The following are examples of when to complete section 4.

- Name Changes and therefore User ID changes
- Access Area Changes

Employee and Authorization Signature

The Pyxis New User form is signed by the employee and authorized by one of the following: Patient Care Manager (PCM), Unit Manager (UM)/Clinical Supervisor (CS) or Clinical Nurse Educator (CNE).

Completed Forms

Completed forms are faxed to Pharmacy. Pharmacy will be responsible for Additions, Deletions, and Changes. Allow time for Pharmacy to process the User Form Monday to Friday 0700 – 1515 hours.

Temporary Users

A user is given <u>temporary</u> access ONLY if:

- If they have permanent access to the MedStation but forgets their password. (A Pyxis New User form needs to be completed, authorized and faxed to Pharmacy.)
- Employee has completed the Pyxis New User form, but is not yet entered into the Console by Pharmacy e.g. new employee

All registered nurses that have permanent access to a MedStation on a unit have the ability to activate a user or create a temporary user. Once given access, a temporary user will be **active on the MedStation for 14 hours**.

Activate Existing User on a MedStation

1. On the main Menu, touch User Menu.
2. On the User Maintenance Menu, touch Activate User.
3. Type in the last name of the user to quick search the list.
4. Select the user name that you wish to activate or if more than one, select the users to activate.
5. Touch Activate to add the selected user(s).

Create a Temporary User

IMPORTANT: Prior to creating a temporary user, ensure there is paper in the printer; otherwise you will have no way of knowing the User ID and password.

1. On the Main Menu, Touch User Menu
2. In user maintenance menu – touch Activate User
3. Touch Add Temp User located on bottom left hand side of screen
4. Type the last name of the temporary user and press Enter
5. Type the first name of the temporary user and touch Accept. (You do not need to complete the Title or Initials bar.)
6. A User Id and password are automatically assigned and printed on a transaction slip. User should then
   - Log in with the assigned User ID (6 letters) and password
   - Change the password to own password. (Password must be a minimum of 6-8 numbers or letters or a combination of both.)
7. You will be given the option of registering your BioID to access the MedStation. (A temporary user will need to register their BioID each time he/she is given temporary access.)
8. User will use the temporary ID and password or BioID. (Keep the transaction slip with temporary ID for reference.)

Accessing the MedStation

Logging In

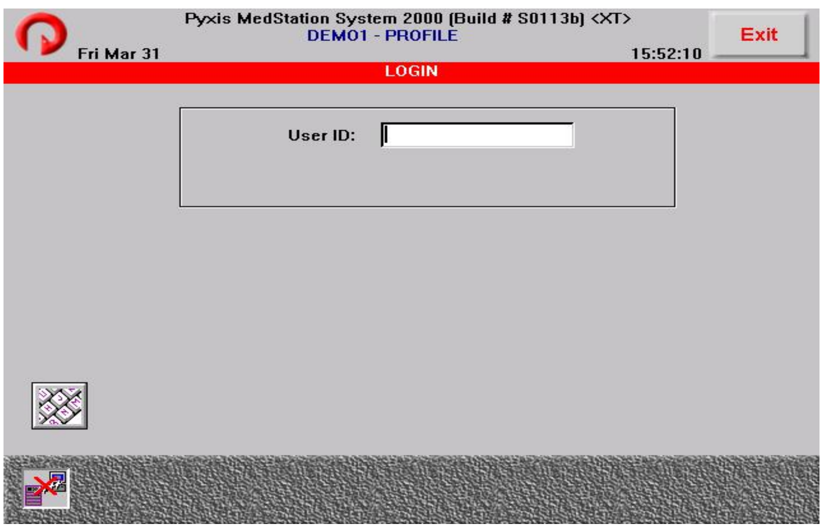
Only authorized users can access the MedStation. Logging in verifies your identity before you are allowed to access the system and allows the system to track your transactions.

The MedStation may be accessed by the following modes:
1. User ID and Password
2. User ID and BioID

Password Access

User ID

Your User ID is your first initial of your first name followed by the first 9 characters of your last name. Staff with the same first and last name may be required to use their middle initial.



Password

The first time you access the MedStation, use the password provided to you by pharmacy. Once logged on, you will be asked to change your password.

First time MedStation Log In

1. Enter User ID and press Enter
2. Enter password and press Enter and the New Password Screen appears.
3. Enter your current password in the **Current Password** field and press Enter
4. Enter your new password in the **New Password** field and press Enter (Your password must be 6 to 8 letters or numbers or a combination of both)
5. Re – enter your new password in the **Confirm Password** field and touch Accept

User ID and Password Login

1. Touch the MedStation screen to clear the screen saver
2. Type your User ID and press <u>Enter</u>
3. Type your password and press <u>Enter</u>

Staff who use a password to log in will be required to change their password every 3 months.

Changing Password

1. On the Main Menu, touch <u>User Menu</u>
2. Touch <u>Change Password</u>
3. Type your current password and press <u>Enter</u>
4. Type your new password and press <u>Enter</u> (Your password must be a minimum of 6-8 numbers or letters or a combination of both.)
5. Retype the new password and press <u>Enter</u>

BioID

BioID is a means of positive identification. It ensures that all transactions performed are done by the user on record. When set up to use BioID, the system scans your fingerprint and compares it to an image registered with the system.

Registering your BioID

To use BioID you must first register your fingerprint into the system. This process only needs to be done once. The registration process, takes only a few minutes, consists of a user providing four fingerprint images to the BioID Scanner. The best two images are converted into a template, and then discarded. The data is encrypted and transmitted to the MedStation. After successfully registering in the system, users have BioID log in rights at each Station where they have existing access privileges.

When registering your fingerprint:

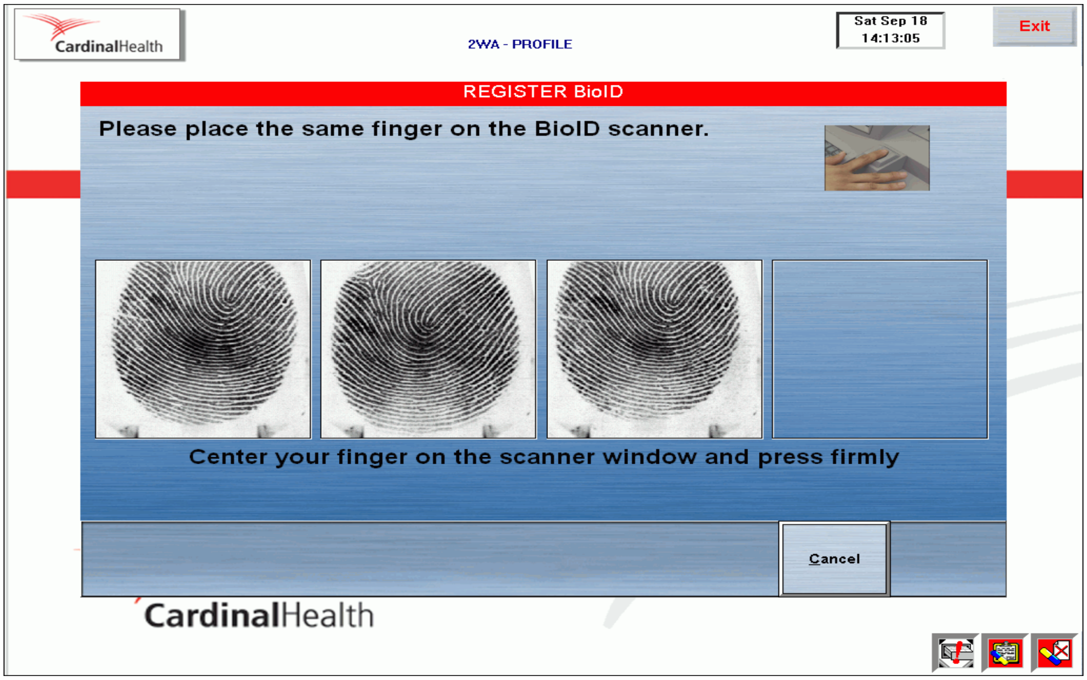
- Ensure finger is warm
- Use the same finger for all 4 scans; middle finger works best
- Place finger in same location on scanner each time
- Cover the entire scanning lens with your finger
- Apply firm, consistent pressure on the scanner

Process to register BioID

1. Enter your User ID and a BioID message appears:

   "Your BioID is not on record. Do you want to register?"

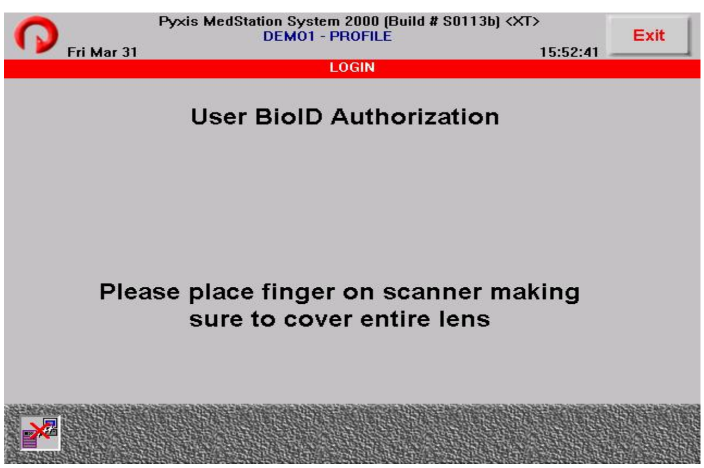
2. Touch Yes and the BioID registration login instruction window appears.
3. Touch Scan to scan your fingerprint - four fingerprint scans are required
   NOTE: Place your finger squarely on the lens, covering it completely.



4. A confirmation screen appears to indicate that you have successfully registered your fingerprint identification
5. Touch OK and the Main Menu appears

Logging In with BioID

1. Touch the MedStation screen to clear the screen saver
2. Enter your User ID and press Enter and the BioID Authorization window appears



3. Place your finger squarely on the lens, covering it completely

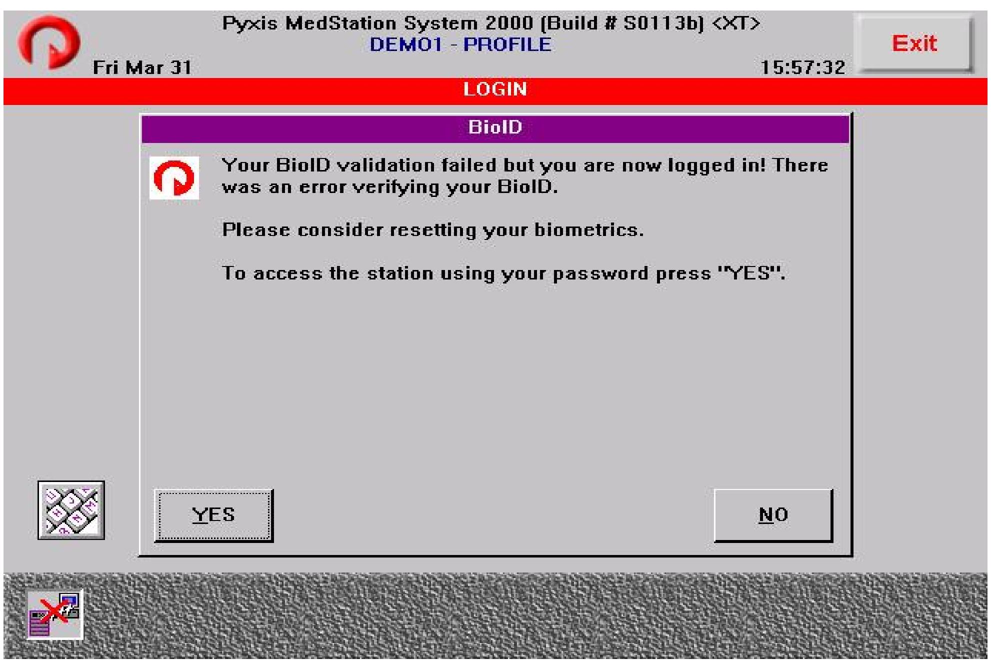
Once the scanner flashes from bright to dim, the scan is complete and you can lift your finger. If the scanner does not flash, the system prompts you to lift and replace your finger for a re-scan.

Logging in after a BioID Failure

If the MedStation fails to verify your fingerprint scan, a message appears informing you the scanner was unable to verify your fingerprint identification. The system prompts you to retry, reminding you to cover the scanner completely and to press firmly. After the third failed verification attempt, the system fails the BioID attempt and you are prompted to enter your password and to reset your BioID.

Factors contributing to registration failure:

- Not covering entire scanner lens with finger
- Not applying firm, steady pressure i.e. movement during scan
- Cold finger
- Applying too much or too little pressure on the scanner
- Using the wrong finger
- Glove or bandage on finger
- Dry finger (rub finger on forehead)
- Lotion on finger



The system continues to request the BioID login on every login attempt unless placed on permanent password at the Console in Pharmacy.

You must notify Pharmacy if requesting to change from BioID to password to access the MedStation.

Resetting Your BioID

1. On the Main Menu, touch User Menu
2. Touch Change Biometrics
3. Enter your password and press Enter
4. Select Scan, and follow the scan instructions on the screen
5. When a message appears notifying you of successful fingerprint registration, touch OK

Logging Off of the MedStation

Always log off the system after completing your transactions to ensure no one can access medications under your profile. To log off, touch Exit on the upper right corner of the screen.

BioID Tip Sheet

Pyxis® BioID Fingerprint Identification System Tip Sheet

Pyxis® BioID Fingerprint Identification System

Remember the four Cs for registering!

Clean—Clean the Pyxis® BioID fingerprint identification system ("scanner") according to label instructions:

Yellow Cleaning Label

Clean with tape only.

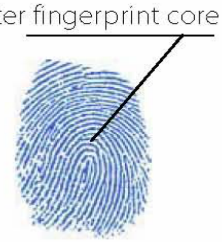
Green Cleaning Label

Clean with disinfectants only. Do not use

Cover—Cover the scanner completely with your finger.

Contrast—Apply firm, even finger pressure when scanning.

Core—Center fingerprint core on the scanner lens.



If you get a Failed Login message, also check for:

- Cold fingers—Warm your finger before scanning.
- Dirt on finger—Wash your hands before scanning.
- Dry or cracked skin—Use skin moisturizer before scanning.
- If you still get a Failed Login message, reregister using the four Cs above.

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Cardinal Health BioID and Password Reset

CardinalHealth

Pyxis® MedStation™ System
Pyxis® BioID Fingerprint
Identification System
Re-Registration Tip Sheet

Pyxis® BioID Fingerprint Identification System

Re-Register Your Fingerprint Identification (ID)

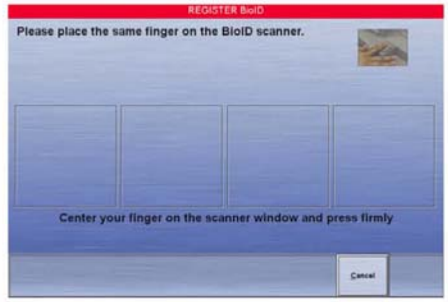
As a user of the Pyxis® BioID fingerprint identification system ("BioID"), Cardinal Health strongly recommends that you re-register your fingerprint ID annually on the Pyxis® MedStation™ system ("MedStation") or whenever your logon process starts to fail regularly. The BioID system's ability to verify your fingerprint can change due to various factors, such as a cut on your finger, a change in the condition of your skin over time, or the presence of dirt on the BioID lens. Additionally, whenever the BioID hardware on your MedStation system is upgraded, you should re-register to take advantage of the enhanced performance of the new lens. By re-registering your fingerprint ID, you help ensure that the BioID system continues to identify you successfully and you reduce the need to apply moisturizer before you log on to the MedStation system in the future.

Note: Complete this process at one station. The applicable information will be transferred to the other stations to which you have access.

To re-register your BioID

1. Clean the BioID lens according to the instructions posted on your MedStation system (look for the yellow or green label).
2. Wash your hands.
3. Apply a skin moisturizer, and massage the moisturizer thoroughly into your skin.
4. Make sure that you have a witness available in case the MedStation system requires one, and log on.
5. On the Main Menu screen, tap **User Menu**.
6. On the User Maintenance Menu screen, tap **Change Biometrics**.
7. If a message appears that indicates you need a witness to proceed, tap **Yes**.
8. On the Register BioID screen, enter your user ID and password.
   - If you have forgotten your password, contact your pharmacy to request assistance.
   - If your password is about to expire, complete the steps listed under *Change Your Password* on page 3 before continuing.
9. When the BioID Registration Logon Instruction screen appears, tap **Scan**.

The Register BioID screen appears.



10. If your hands and fingers are cold, rub them together to warm them up before continuing the registration process.
11. Place your finger on the scanner lens, and follow these steps for optimal results:
    - Center the fingerprint core on the lens.
    - Cover the entire lens with your fingertip.
    - Apply firm, consistent pressure on the lens.

    The scanner flashes from bright to dim, indicating that the scan is complete.
12. To complete the three remaining scans, follow the instructions on the screen, removing and repositioning your finger on the lens as previously instructed.

    Important: Be sure to use the same finger for all four scans.

    After you have completed all four scans, the system processes the scanned fingerprints.

    The following samples show images in which the finger has been positioned correctly and incorrectly.

Excellent scan. Covers the four Cs of registration: clean, cover, core, and contrast.

Mediocre scan. Re-register if any problems occur during the logon process.

Unacceptable scan. Re-register immediately, even if the system currently accepts this series for registration.

13. When the message appears that indicates you have successfully registered your scanned fingerprints, tap **OK** to complete the re-registration process.

14. To verify that your fingerprint ID was successfully registered, log off the system, and then log back on using your newly registered BioID.

    This helps ensure that the BioID system can successfully identify you whenever you log on in the future.

15. Repeat the logoff and logon process two more times.

    Important: If the logon process fails any of these attempts, complete the re-registration process again using a different finger. For example, if you used your index finger the first time, use your middle finger instead.

Change Your Password

You can change your password at any time as a safety measure or when you are notified that your password is about to expire.

To change your password

1. On the Main Menu screen, tap **User Menu**.

2. On the User Maintenance Menu screen, tap **Change Password**.

3. On the New Password screen, enter your current password in the **Current Password** box, and press **Enter** on the keyboard.

   The New Password and Confirm Password fields become available.

4. Enter your new password in the **New Password** box, and press **Enter** on the keyboard.

5. Enter your new password again in the **Confirm Password** box to confirm the change, and press **Accept**.

6. After the message appears that indicates your new password is activated, tap **OK** to complete the process.

7. To log off the MedStation system, tap **Exit**.

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MedStation Basics

Screens

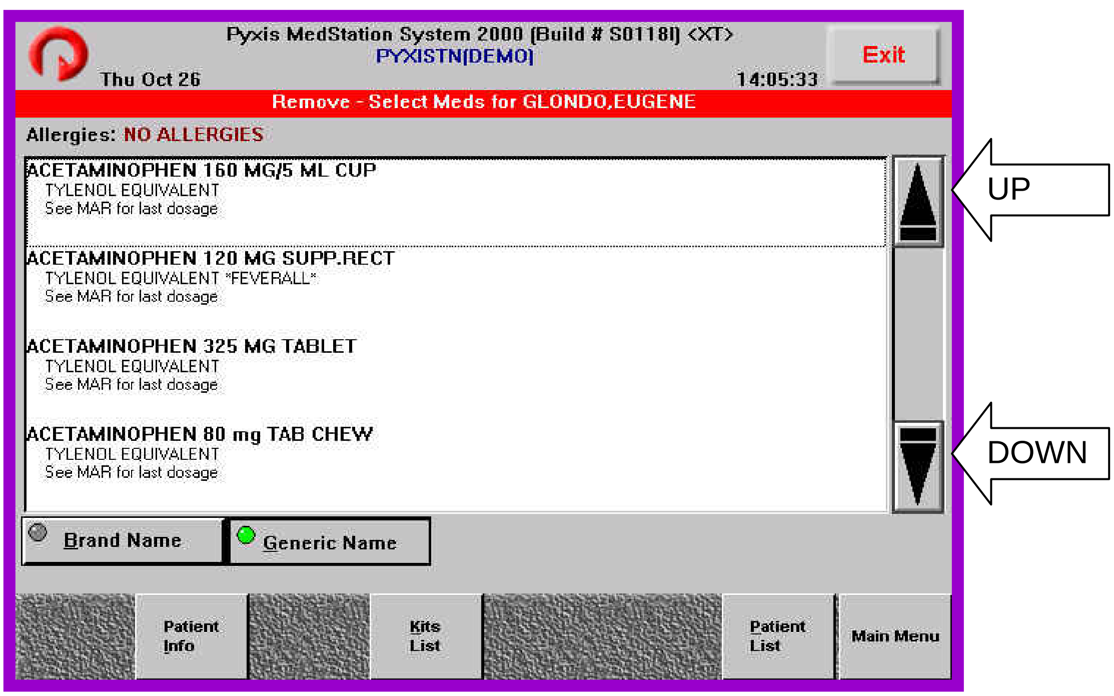
The keys on the screen are touch sensitive – a gentle touch is adequate. You can access the MedStation by either touching the screen or by using the computer keyboard or a combination of both.

To Select an item, touch it to highlight it.

To DE-Select an item, touch it again to remove the highlighting.

DO NOT use pens or other hard objects to tap/touch the screen as this may cause damage and hamper access to the MedStation. .

TouchScreen Scroll Bar



Move through lists in one of the following ways:

- Touch the **up-** and **down-** arrows
- Use the **up-** and **down-** arrows on the computer keyboard and scroll one item at a time
- Use **Page Up** or **Page Down** keys
- Typing the first few letters of the entry you desire

Text Fields

Entering text in a field

To enter text in a field, touch the field and then enter the text using the keyboard.

Deleting text in a field
Delete text in a field in one of the following ways:

- Highlight the data in the field by touching the text twice or sliding your finger across the text, and touch Delete, or retype the correct data
- Place the cursor at the end of the text to delete, and press Backspace
- Place the cursor at the front of the text to delete, and press Delete

Patient List

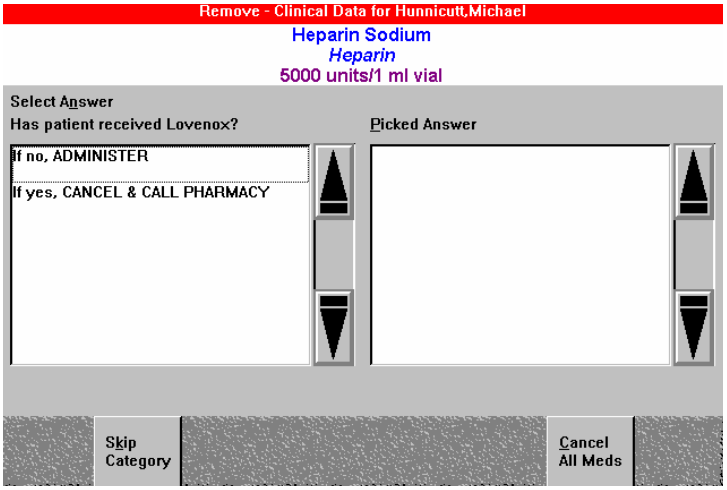
Patients on the unit are listed alphabetically and can be searched by typing in the first couple of letters of the last name.

Medication List

Medications are listed alphabetically and can be searched by typing in the first couple of letters of the medication. Medications can be searched by either the Generic or Brand name.

Clinical Data Categories (CDC's)

CDCs are a tool to give information to nurses or to collect information. A Clinical Data screen prompts you to enter clinical data when a medication is removed, returned or wasted at the MedStation.



MedStation Main Menu

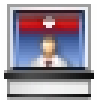
All of the Station activities are accessed from the Main Menu. The Main Menu is the default screen that appears after you log in.

The Main Menu consists of three sections:

- Patient Care – Provides access to the Remove, Return, and Waste functions
- Med Management – Provides access to the Inventory function
- Station Management – Provides access to the Kits, Reports Menu, User Menu, Document Discrepancy and Recover Drawer functions (document discrepancy and recover drawer icons only appear when it occurs)

Non-Profiled vs Profiled

Throughout this manual, there are references that are either Profile or Non-Profile specific. The icon below (pharmacy icon) will be used to identify these points.



Non-profiled MedStations

MedStations that are non-profiled offer staff access to all medications located within the cabinet at all times.

Profiled MedStations

Profile is a safety enhancement feature that provides pharmacy verified, patient-specific medication lists. This feature offers qualified staff the greatest level of confidence in the accuracy, appropriateness and safety of their patients' medications prior to administration. Profile is active on Pyxis 24 hours a day, 365 days a year. All inpatient units are profiled with the exception of ICU's, OR, PARR, ER, EIP, 5F3 and 4E3.

Staff is always expected to work off the patient's profile in Pyxis to obtain medications. If a medication that has been ordered does not appear on the profile, staff is expected to wait one hour ***from the scan time*** for pharmacy to process and put the medication on profile. * See below for exception. After that hour is up, if the medication is still not on Profile, staff is expected to contact pharmacy to inquire about the status of the order. Staff must have the scan time available when making this call to assist pharmacy in location of their order.

* At times it will not be possible to wait one hour to access the medication on Profile. In these cases, the override feature may be accessed. The **OVERRIDE** function allows you to bypass the profile to access medications in the MedStation. When accessing a medication on override, staff is required to ensure dose, route, and frequency are appropriate for the patient. The Caution Sheet must also be reviewed to ensure there are no reported allergies or adverse reactions to the medication.

Limited Override

- Effective during the hours of 0800-1600 Mon-Fri. Limited override allows access to a <u>limited</u> list of medications.
- ***It is meant to be used for an urgent or emergent clinical condition ONLY.***
  - A list of the medications available during this time can be found on the Virtual Learning Center at XXXX
- Whenever selecting a medication from this urgent or emergent clinical condition list, staff will be required to enter a reason for the override.
- Medications required STAT that are not on this list, must have the orders sent STAT to pharmacy and will be processed in priority order.

Complete Override

- In effect during the hours of 1600-0800 on weekdays as well as weekends, and Stat holidays.
- Provides access to the **<u>complete</u>** list of medications in the MedStation. Staff will see an icon on their main screen when Complete Override is in effect.

- ***Is meant to be used:***
    - ***in emergent/urgent clinical conditions,***
    - ***if it has taken greater than one hour for pharmacy to profile the medication (after clarifying with pharmacy if available), or***
    - ***if the order was written when pharmacy was closed.***
- You will always be required to enter an override reason for the medications on the urgent/emergent list only

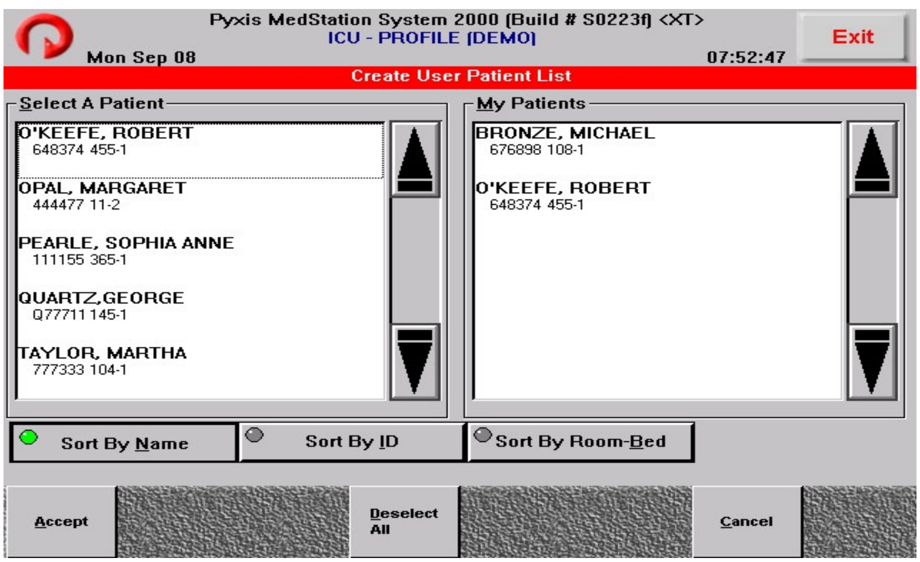
My Patients List

This option creates a customized patient list that allows you to view only the patients for whom you are providing care that day.

To select your customized patient list

1. From the Main Menu, touch User Menu. The User Maintenance Menu appears
2. Touch My Patients
3. Select the patient names from the Select a Patient pick list on the left side of the screen
4. The selected patients are added to the My Patients list on the right side of the screen
5. If you make a mistake, select the name to remove and the patient name is removed
6. To remove all patients from your list, touch Deselect All
6. Touch Accept to finalize My Patients list

As your patient assignment changes, you will need to revise your patient list.



MedStation Inventory

Medications whose inventory is managed by the MedStation:

- Wardstock medications (located in the MedStation)
- Narcotics and Controlled medications (located in the MedStation)
- Bulk items located on shelf/cupboard (See Remote Stock)
- Fridge items (See Remote Stock)

The only medications whose inventory is not managed through Pyxis are Patient Specific Medications.

Maintaining MedStation Inventory

- All medications that are part of the MedStation inventory are replenished by Pharmacy at regularly scheduled intervals daily
- Each medication has a maximum and minimum value. When the medication reaches 50% of the maximum stock in a pocket, pharmacy is alerted.
- Medications that are used in high volume are loaded in more than one pocket
- It is very important to ensure you accurately document how much medication you are removing from the MedStation to prevent premature stockouts.
- If a stock out of a medication occurs, the medication appears as a **grey color** on the MedStation screen. If this happens, pharmacy is already aware the drawer is empty and will be restocking shortly. There is *no need* to page pharmacy Pyxis tech.
- If the medication pocket every opens and is empty, page the Pharmacy Pyxis techs at 445 – 5911 - Monday – Sunday 0730 – 2230 to restock

MedStation Drawer Types

Depending on unit needs, drawer combinations will vary.

Carousel Drawer

The carousel drawer is circular in design and separated into 12 pie – shaped pockets. These drawers are used for controlled substances or larger items. Only the pocket containing the selected medication is revealed when the drawer is open.
To prevent a carousel drawer from jamming:

- When returning a package to a pocket e.g. Tylenol #3 card, ensure none of the package extends above the surface of the pocket
- Place liquid bottles horizontal, rather than upright

Matrix Drawer

Matrix drawer is an uncovered drawer with adjustable pocket separators. These drawers are usually used for over the counter or traditional floor stock items.

Cubie Drawer

The cubie drawer is similar to a Matrix drawer, but offers more security with cubie pockets that have lids. Users only have access to the Cubie pocket that contains the med they need, so the chance of choosing the wrong med is decreased. Cubie pockets come in 3 different sizes to accommodate a variety of medication packaging. When accessing a cubie, always close the lid before you close the drawer. Before closing the lid, ensure there is no medication packaging resting outside of the cubie pocket that may obstruct the closing of the lid which can cause a failed cubie/drawer. hyperlink to failed dawer

Cubie Pockets

Mini Drawer

Mini drawers have 18 small drawers in the space of one drawer. The mini drawer can have 1, 2, 3, 4, 6, or 12 pockets depending on the size of the medication, and how it is packaged. Each drawer operates independently and can be set up either by matrix mode, or unit dose dispensing.

Location of Medications not in Pyxis

Remote Access - Refrigerated and Shelf Stock Medications

You must still access the MedStation to remove a remote stock item, otherwise the inventory count will be incorrect and pharmacy will not know that they need to restock the medication.

“Drawer 99 – Remote Stock” will be indicated on the MedStation screen for all wardstock fridge items indicating the pocket number inside the fridge.

“Drawer 50 – Remote Stock” will be indicated on the MedStation screen for all bulk items that are stored at room temperature outside of the MedStation.

Multidose vials/bottles e.g. Tylenol, insulin, heparin (excluding narcotics)

For multidose containers, a screen prompt on the MedStation will ask you to check the patient specific bin prior to removal.

Remove from MedStation if no vial/bottle in patient specific bin.

Put a patient identification label on the multidose container ensuring drug name and concentration are visible and place in patient specific bin after initial dose.

Do not enter the medication again at the MedStation until you need a new vial/bottle.

Refrigerated Pharmacy In Bin and Return Bin

Pharmacy will deliver the patient specific refrigerated medications to the **Pharmacy Drop Off Bin** located in the refrigerator. Staff is responsible for relocating the medications to the appropriate patient specific bin.

If returning a refrigerated medication to Pharmacy, place in the **Pharmacy Return Bin** located in the refrigerator.

Removing Medications

Medication Removal Tips

- It is possible to remove one medication or several at a time.
- Read the screen prompts (information is highlighted in yellow) when completing MedStation activities. This helps to prevent errors and reduces time at the MedStation.
- Check pocket for correct medication before removing. This prevents errors as meds can move around due to the high quantity stored with in the MedStation so ***always double check***.
- Exit MedStation after removing medications. Check (against MAR and/or chart) and prepare your medications away from the MedStation. This reduces the amount of time at the MedStation.
- NON-PROFILE - Patient specific medications do not appear on the medication list as the MedStation only displays the medications that are part of the MedStation inventory

Removal of Non-narcotic Medications

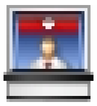
1. Touch Remove and the Patient List screen appears
2. Select a patient by touching the screen, or type the beginning letters of the patient’s last name to search the patient name and then select
3. Select the meds to remove.

   Profiled units will only provide a list of medications that have been verified by pharmacy for the patient. Non-Profiled units will provide an entire list of the cabinet contents.
4. Type the beginning letters of the medication to search. You can select Generic or Brand name to change the display

   Profiled units will list all medications for the patient including Patient Specific Medications. These will be greyed out and direct you to the Patient Specific Bins.
5. Verify/Enter the quantity required. If entering the quantity:
   a. Type the quantity that you are ***actually removing***
      i. This prevents stock outs by ensuring that pharmacy is always aware of when the pocket needs refilling.

IMPORTANT: Always check the unit of removal when accessing medications. Ex. tabs, mls, bottles, tubes, etc.

6. To remove single medication, touch <u>Remove Now</u>.
7. To remove multiple medications:



On profiled units you will highlight all required meds on the list and you must verify/enter quantity required. Non-profiled units must touch Select next Med and repeat steps 3, 4 and 5.

a. The medication(s) you have selected will be highlighted in blue across the screen. You can deselect the medication by touching that particular medication selection.

b. To view a list of the medications that you have selected, touch the List Selections button located on the bottom right hand side of the MedStation screen

c. Touch Remove Selections

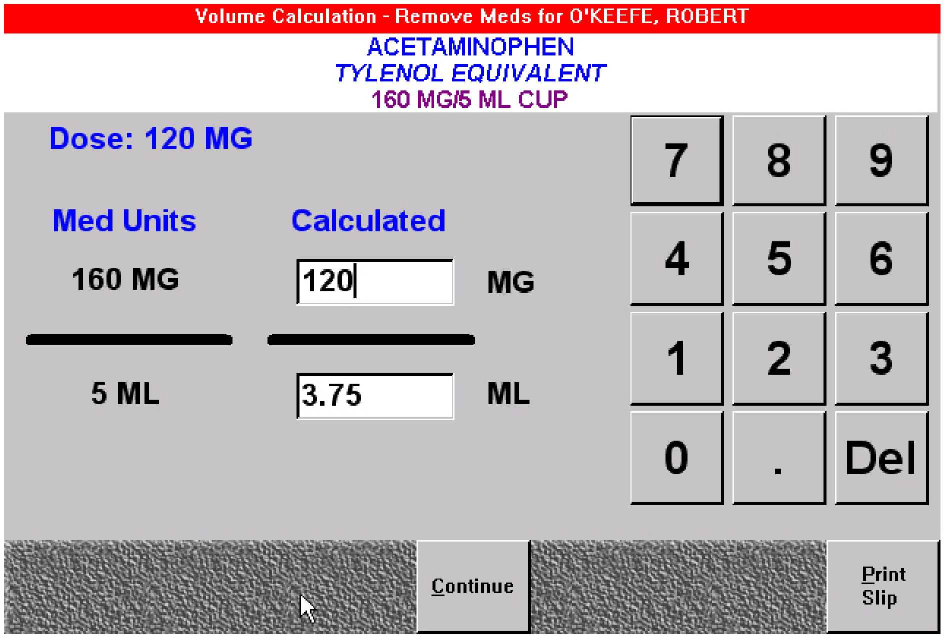
8. To cancel the removal of a medication at any time, touch the Cancel Med button or Skip this Med prior to closing cubie or drawer.
9. The final screen in the Remove process displays the name of the patient, the specified remove quantity, the medication name, the drawer and pocket, and the date and time last removed.
10. The required medication pocket(s)/drawer(s) will open.
11. When the drawers open, they do not open in the order that you entered the medications, but in the drawer order.
12. If several medications are being removed from the same cubie drawer, after you remove the first medication and close the lid, the next medication will appear on the screen and the next cubie pocket will open.
13. Remove the medication from the pocket checking against the MedStation screen that you have removed the correct quantity and the correct medication.
14. Close the drawer

Drawer Closed Before Medication Withdrawn

If you inadvertently close the drawer before removing the medication, repeat the remove medication process making sure to select the same patient, medication, and quantity.
When the drawer opens, remove the same quantity of medications that you indicated on the previous selection. Select Cancel Med key and close the drawer. The count in the drawer is now correct.

Volume Calculation

Allows user to convert strength units to volume units upon removal of a medication e.g. Tylenol elixir. Volume Calculation button appears on the bottom on the screen.



Narcotic Removal

1. Select medication to remove
2. Enter or verify quantity to remove
3. Select physician from list (This is only done on NON-PROFILED units)
   a. Touch Accept Response
   b. If physician not on list, touch Other Response and type in admitting physician
   c. Touch Accept Text
4. Verify Medication Count screen displays
5. Enter the number of medications in the pocket **prior** to removal
6. Touch Accept
7. When the count and the meds in the pocket do not match, a discrepancy icon appears and a print out of the discrepancy occurs. (Keep this paper until the discrepancy is resolved. See **Discrepancy Resolution**)

Narcotic Removal from a single dose pocket (Mini Drawer)

1. Select medication to remove
2. Enter quantity to remove
3. Select physician from list
   a. Touch Accept Response
   b. If physician not on the list, touch Other Response and type in admitting physician

    c. Touch Accept Text
4. A single dose will appear for removal. If not available touch DEMAND RECOUNT.
    a. Enter visible amount
    b. Touch Accept and a recount will be requested
        i. If no drug is visible it will open to the next pocket causing a discrepancy.
        ii. If more drug appears than requested it will prompt the user to remove from the first pocket leaving extra drug in rear pocket and close drawer. This will also cause a discrepancy.

Narcotic Wastes during the Remove Process

1. An on – screen message asks whether you are administering a full dose:
    a. Touch Yes if administering a full dose
    b. Touch no if not administering a full dose
2. Medication to be witnessed displays
3. Touch Accept
4. Witness enters Id and presses Enter
5. Witness enters Password/BioID and presses Enter
6. Enter amount to administer and touch Accept
7. Amount to waste is calculated for you

The witness is required *by law* to stay and observe the actual wastage.

Narcotic Wastes after Prior Removal

1. On the Main Menu, touch Waste
2. Select the patient and a list of previously removed medications appears
3. Select the med to waste; ensuring it is the correct medication, time and person removing the medication
4. Touch Waste Selections and the medication to be wasted is listed for verification
5. Touch Accept
6. Witness enters ID and presses Enter
7. Witness enters password/BioID and presses Enter
8. Enter the amount given, the amount wasted is displayed
9. Touch Accept

Narcotic Wastes When Patient or Medication Not Displayed on Screen

This process is used when wasting for patients already discharged from the unit or wastes for medications given greater than 32 hours ago.

1. Sign onto Pyxis.
2. On the Main Menu, touch Waste
3. Select the patient for which the narcotic was given. If patient name not indicated – Add the patient.
4. A list of removed medications appears on the screen if any meds have been previously removed for that patient within the last 32 hours.
5. If the narcotic does not appear on this list- Select "All Meds"
6. The Hospital's formulary appears. Select the narcotic to waste.
7. The system will prompt to state the removed quantity. Indicate the original amount removed. Then touch "Waste Now".
8. The next screen will require a witness for the wastage.
9. In the Waste screen- Enter the amount given and the system calculates the wastage.
10. Touch Accept.

Returns for ALL Medications

Only medications that are unopened, unused, non-contaminated may be returned to Pharmacy for reissue.

- **Do not** return any medications that have been handled by patients
- **Do not** return any medications that have been in an isolation room
- **Do not** return any medications that have been handled with unclean hands
- Return unneeded medications in a timely way so they cannot mistakenly be given.

Discard opened or used medications in the sharps container or biohazard box.

Return of Non-narcotic Medications

- Return non - narcotic medications to the room temperature or refrigerator Pharmacy Return Bin

Return of Narcotics (excluding PCA and Patches)

- Return to the Return Bin located in the first drawer of the MedStation.
- You will need a witness to return a narcotic or controlled medication
- See instructions below for returning

PCA and Narcotic Patches

- Return to the correct MedStation pocket OR
- See instructions below for returning

Return to Pocket or Return Bin in MedStation

1. On the main Menu, touch Return
2. Select the patient
3. A list of previously removed medications appears
4. Select the med to return; ensuring it is the correct medication, time and person removing the medication
5. The Witness Screen appears
6. Witness enters his or her User ID and password and press Enter
7. Enter the number of meds to return
8. Touch Return Now
9. Touch Accept and one of the following will happen:
    a. Drawer Number 1 opens. Place in Return Bin, turning roller until you no longer see the medication
    b. The drawer and pocket opens that contains the narcotic patch or PCA vial, return to pocket

DO NOT return liquids, opened pills, syringes, etc to the Return Bin in the MedStation

Borrowing a Medication from Another Unit

To borrow a medication from another unit, you will require your name to be added to that MedStation as a temporary user by a RN on that unit (see **Activate Existing User on a MedStation**). You will then need to add the patient to the MedStation. The patient will stay on the MedStation for 24 hours.

Adding a Patient at the MedStation

1. Always search to see if the patient is already listed on the MedStation (may have been a previous borrow event in the past 24 hours)
2. From the Main Menu, touch the Remove button
3. Touch Add Patient in lower left-hand corner of screen
4. Enter the patient's last name, first name, and ID
5. Touch Accept

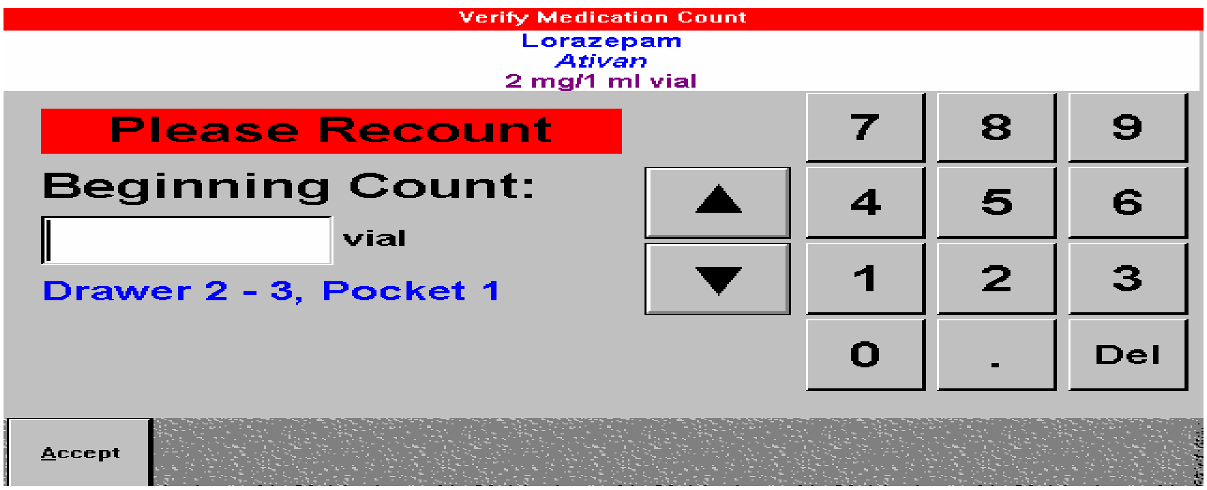
Medication Discrepancies

What is a Discrepancy?

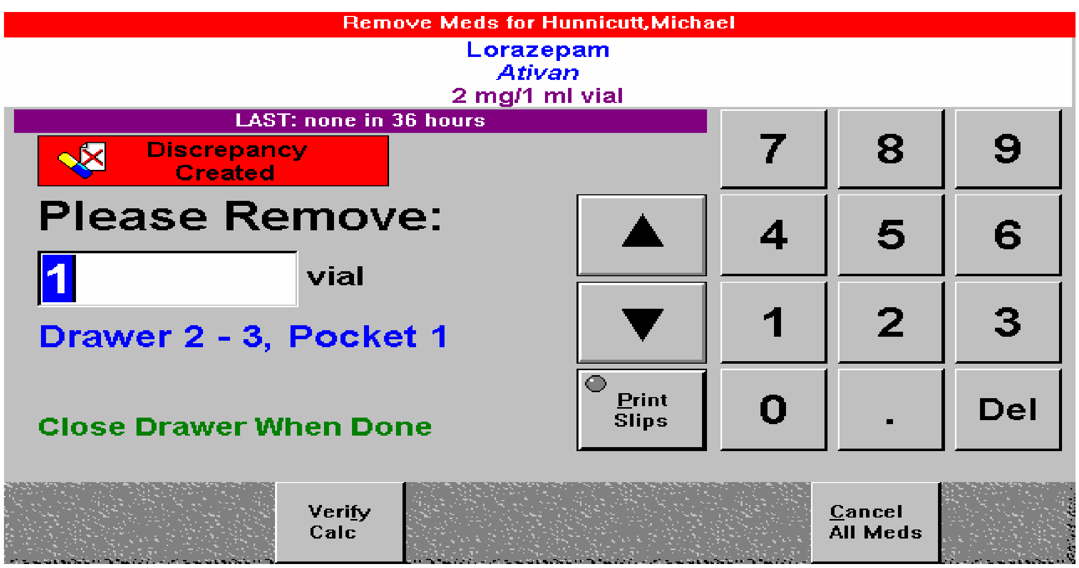
During the removal process for narcotics and controlled drugs or during inventory of these same medications, all users are prompted to do a BEGINNING COUNT. A discrepancy occurs whenever the beginning count is different than the count the MedStation expects to be found in that pocket or drawer.

Entering the Correct Beginning Count

The user is given two attempts to enter the correct beginning count. If an incorrect quantity is entered on the first try, a message to Please Recount will be shown and recount the medications and enter the value.



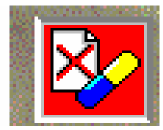
If, on the second attempt you enter a value discrepant to what Pyxis understands as the correct count, then a Discrepancy will be created.



When this happens:

- **DISCREPANCY CREATED** displays on the screen (See previous page)
- A DISCREPANCY ICON appears on the bottom right hand side of the MedStation screen
- A print out of the discrepancy occurs
- Document Discrepancy button appears on the Main Menu

Discrepancy Icon



Resolving a Discrepancy/Narcotic Inventory

The charge nurse is responsible to ensure all narcotic discrepancies are resolved as per corporate policy (CAD 2.3.11). Discrepancy Resolution is a Health Canada requirement and compliance is monitored by Health Canada auditors.

When the discrepancy occurs:

When a discrepancy occurs, continue to remove the medication you are accessing and administer as required.

- Ensure to keep the print out of the discrepancy with you. This print out identifies the drawer and pocket number, along with the user and prior access information to assist you in resolution of the discrepancy.

Complete a Controlled Medication Inventory

Doing an inventory is key in resolving discrepancies. It confirms the current count in the pocket. ***You will need a witness to complete this process.***

1. Go to the Main Menu, touch Inventory
2. Select By Med
3. Select medication to inventory
    a. Medication may be in more than one drawer
    b. Refer to discrepancy transaction slip for drawer/pocket number
4. Select Inventory Selections
5. A witness is required to inventory the pocket
6. Enter Beginning Count
7. Touch Accept

If when you do the inventory, you find that you had miscounted when you first removed the medication, when you enter the inventoried value, you will create a second discrepancy. This is OK. The **first** was created when you were removing the medication and entered the wrong Beginning Count and the **second** was created when you inventoried the drawer and corrected the prior miscounted value. Both of these discrepancies must be resolved using the process below.

Documenting Discrepancies

Investigate to determine the cause of the discrepancy. This may involve doing a chart review, discussing with other staff that accessed the drawer, or run a report of the drawer activity (see **Reports**). Then complete the following. ***You will need a witness to complete this process.***

1. From the Main Menu, touch Document Discrepancy
2. A discrepancy list appears, select discrepancy to resolve
3. A predefined list of resolution reasons appears on the screen. Select the appropriate response. If none of the reasons are appropriate, touch Other and type in the reason

NOTE: If you are unable to determine the cause of the discrepancy, see **Unresolvable Discrepancies.**

4. Touch Accept
5. A print out of the discrepancy resolution occurs
6. Discard print out in confidential bin
7. The discrepancy icon and document discrepancy button are gone

Each staff member is responsible for checking the MedStation for a discrepancy icon prior to leaving the unit at the end of the shift.

The Charge Nurse is responsible to ensure ALL DISCEPANCIES are resolved prior to the end of each shift.

Discrepancy Reports

The Discrepancy report helps the user resolve discrepancies by providing current and prior access information.

On the Main Menu, touch Report Menu and then touch Discrep.

- All Discrepancies – Lists all documented and undocumented discrepancies at the Station (31 days for undocumented discrepancies and up to 32 hours for documented discrepancies)
- Undocumented Discrepancies – Lists all undocumented discrepancies for up to 31 days
- Documented Discrepancies – Lists all documented discrepancies for up to 32 hours.

If unable to resolve a discrepancy, viewing an Activity Report (see **Activity Reports**) on the selected medication involved will show all transactions including patient's name and user. Look for the medication that is involved in the discrepancy. Match the date and time to the discrepancy. This information will locate the patients name enabling you to check the chart to ensure the correct dosage was indicated by the user. All these reports should assist the staff in determining the cause of the error.

If further investigation is necessary, the All Station Events report can be obtained from pharmacy. This report is very useful because it generates a listing of all the transactions for the medication.

To get a copy of the All Station Events report:

- Call pharmacy with the name of the medication, drawer and pocket number
- A copy of the All Station Events will be sent to you

Unresolvable Discrepancies

Every effort must be made to resolve a discrepancy. If all best efforts have been exhausted and unresolvable is chosen as the discrepancy resolution reason, then a netSAFE report MUST BE COMPLETED.

Discrepancy examples:

> *You inadvertently take out the wrong number of medications e.g. removed 2 Tylenol #3 and only entered 1. You realize you have taken out 2 Tylenol # 3 as soon as the drawer is closed.*

You will not see a discrepancy icon at this point as the miscount has not yet been picked up, however, now is the time to correct this situation. **Do NOT** go back and try to trick the machine by saying that you are removing 1 additional Tylenol #3. You should do an <u>inventory</u> of the pocket. **Verifying the count corrects the inventory and will create the discrepancy.** Resolve the discrepancy under the Document Discrepancies. From the drop down menu –pick <u>UNDER – QUANTITY TAKEN WAS GREATER THAN QUANTITY REQUESTED</u>.

See more examples on the next page.

Codeine Scenario 1	Codeine Scenario 2
(10) Codeine in Drawer 6 **Nurse A wants to remove 1 tablet** **Enters 10 for Beginning Count**	**(10) Codeine 30 mgs in Drawer 6** **Nurse A wants to remove 1 tablet** **Enters 9 for Beginning Count** **(enters the end count)**
Enters 1 to remove, **but removes 2 Codeine**	**Discrepancy Created** **Station Expects 10 Found 9** **Removes 1 Codeine tab**
Nurse B **Enters beginning count of 8** **Discrepancy Created** **Station Expects 9, Found 8**	**Inventory Pocket** **Inventory 9 Codeine** **(Station expects 8),** **When you enter the correct beginning count, you will get a second discrepancy**
Removes 1 Codeine tab	**Second discrepancy created because of changing the count to the correct count**
Nurse B and Nurse A **Inventory Pocket** **Inventory 7 Codeine** **No second discrepancy** **(Station expects 7)** **Resolve discrepancy**	**If you don't inventory the pocket, the next person who comes and removes Codeine will get a discrepancy** **(Station expects 8, found 9)** **2 discrepancies to resolve. One for incorrect beginning count and second one is correction of incorrect beginning count.**

Reports

Activity Reports

Activity reports are used to list and monitor transactions at the Station. All transactions are stored on the MedStation for 32 hours.

Activity reports can be sorted in a variety of different ways and used to monitor:

- User access
- Medication activity for patients
- Transactions involving selected or all medications
- Drawer access
- Current user activity

Activity by Selected Patient

This report provides a chronological list of all transactions at the Station for selected patient.

Activity by All Patients

This report generates a chronological list of all patients' transactions at the Station.

Activity by Selected Medication

This report provides a list of patients that received this particular medication. Each transaction indicates the user, time and dose removed.

Activity by All Meds

This report lists patient and non – patient activity at the Station for all medications.

Activity by Current User

This report lists all transactions by date and time for all or specific medications for the user currently logged on the Station. The report will show patient name and medication removed with dose and time of removal.

Activity by Selected Users

This report lists the chronological activity by selected users at the Station. The report will show patient name and medication removed with dose and time of removal.

Activity by All Users

This report lists all transactions by date and time for all or specific medications for all users at the Station.

Activity by All Drawers

This report generates a list of activities for all medications contained in all drawers at the Station sorted by drawer.

Activity by Selected Drawers

This report lists activities for medications contained in selected drawers at the Station sorted by drawer.

Inventory Reports

Inventory reports list counts, locations, and other information about medications stored in the MedStation. The inventory reports can be sorted by remote stock, by medications, by drawer, or by outdated medications.

Descriptions of each of these reports include:

Inventory by all Meds – Lists all medications stocked at the Station

Inventory by Selected Meds – Lists selected medications stocked at the Station

Inventory by All Drawers – Lists all medications in each drawer of the Station

Inventory by Selected Drawers – Lists all medications in selected drawers of the Station

Inventory by Remote Stock – Lists all medications stocked external to the Station
Inventory by Outdated Meds – Lists all medications at the Station that will expire in the current month

To access Inventory Reports

1. From the Main Menu, touch Report Menu
2. From the reports menu, touch Inventory
3. The Inventory Reports screen appears
4. Select report to view

MedStation Maintenance

Replacement paper for the MedStation can be obtained by calling Pharmacy Pyxis Techs.

To replace the paper in the Station's printer:

1. Lift the printer cover
2. Move the black lever upward
3. Remove the old paper roll
4. Save the gray rod from the center of the roll
5. Insert gray rod into the new roll
6. Insert the roll of paper into the paper bucket as shown on the diagram on the printer lid
7. Thread the paper coming up from the paper roll and behind the feed roller
8. Pull the paper through so it is smooth and centered in the printer
9. Move the black lever down, toward you
10. Push the paper advance button to advance the paper
11. Close the printer cover

Touchscreen Care

Any non-abrasive household cleaner and a clean cloth or paper towel can be used to clean the touch screen. Apply the cleaner to the cloth, not the screen.

The touch screen is resistant to:

- acetone, benzene, butyl acetate, chloroform, ethanol, isopropyl alcohol, methanol, toluene, xylene, ammonia, hydrochloric acid, mineral spirits, sodium hydroxide, turpentine

Metri Guard, which is ammonia based, is suitable for cleaning the screen.

Do not use pens or other hard objects to make selections on touchscreen as it may damage the screen.

Avoiding Fluids on Top of the MedStation

Do not use the top of the MedStation as storage for fluids.

Cleaning the Station Cabinets

Clean the exterior of the cabinet with a damp cloth. Do not let any liquids seep into any of the openings or seams. A nonabrasive cleaner may be used sparingly. The drawers can be cleaned with a slightly damp cloth, taking care not to leave behind a wet surface where dust may accumulate.

Cleaning the BioID Finger Identification Unit

Do **not** use any tape to clean the BioID lens. For preventative maintenance the lens should be cleaned periodically (once a week). The preferred method of cleaning is to use soap and water on a damp cloth and apply to the top of the lens. Metri Guard may also be sprayed onto a cloth and applied to the lens.

Pyxis® Bio ID
Fingerprint Identification System
Cleaning Guidelines

The Pyxis® Bio ID fingerprint identification system ("scanner") on this device is now protected by a protective film that can be cleaned with hospital disinfectants. Use one of the listed products SPARINGLY on a soft cloth. Do not saturate.

NEVER clean the scanner with tape, as this will damage its protective membrane!

Disinfectants that can be used to clean the scanner include:

10% bleach in water	LpH se
70% Isopropyl alcohol in water	MaxiSpray
Betadine 10%	PD CARE Surface Disinfectant
Cavicide	Quaternaries 1:512
Envirocide (Metrex)	Sklar Disinfectant
Germ-X RU	Sterall Plus Spray
KleenAseptic B	Vesphene II se

PN 121844-01

Trouble Shooting

Data Problems

Patient's Name does not appear on the MedStation list

Patients appear on your MedStation ONLY after admitted to your unit through Tandem. If the patient's name does not appear on the MedStation of their unit, it could be related to the following:

- Is this a new admission?
    - Check Tandem ATD to see if patient admitted.
- Is this a transfer from another unit?
    - Check Tandem ATD to see if the patient has been transferred by the sending unit. If sending unit has not transferred the patient, the receiving unit may transfer the patient in Tandem.
- Is the patient discharged but has not left the unit yet?
    - Check Tandem ATD to see if patient has been discharged.

If you are unable to determine why you do not see the patient, contact admitting to follow up.

Patient's Name Listed Twice

If you should ever see a patient appear on the MedStation twice, select the patient name that has the complete ID number and case number e.g. 16987620/102.

Profile Problems

Profile is blank

- Check to see if patient was accidently discharged from the unit in Tandem
- Check Patient list to see if patient double entered. If so, the manual entry will NOT display the profile.
- Ensure Post op orders were not rescanned
- Ensure POP is complete
- Ensure that if the patient has been on the unit for greater than one year, that pharmacy is made aware to reload the profile.

What if a one time order medication needs to be re-removed (ex. Was dropped or spilled)

- Call pharmacy to reload the order thus allowing the medication to be removed again.

Profile is missing meds

- Is the medication only given on certain days? If so, will not see on Profile for days it is not due.
- Check the chart to ensure order scanned
- If there is still a concern, phone pharmacy refill line; tell them specifically what you are missing and where it is missing.

- You must provide the patient name, UAH MRN, and Scan Time.
- If not STAT order, wait one hour from time of scan to phone pharmacy.

Physical Problems

Recover a Failed Drawer

A failed drawer can occur if a drawer is left open too long; a package is protruding above the pocket, or if there is a mechanical failure.

When a drawer fails, four things happen:

- A drawer failure icon appears on the screen to alert all users of a failed drawer
- An attention notice appears
- The medications in the failed drawer display in gray on the screen
- The Recover Drawer button appears on the Main Menu

1. From the Main Menu, touch <u>Recover Drawer,</u> a list of failed drawers appears
2. Select the drawer to recover
   a. ***A witness is required if the jammed drawer contains narcotics***
3. The MedStation attempts to force the drawer open. If the drawer opens, a message appears prompting you to verify that the contents do not extend above the pockets. Check the medication packages in the pocket to make sure none are above the top of the pocket and the bottles are lying flat

Additional Steps for **Carousel Drawer** only:

4. Touch <u>Unlock</u> button on MedStation screen and pull the drawer all the way out. Lift the top cover. You are prompted to inventory the contents of the drawer. Each pocket has a letter starting with A and ending with L

   When you enter the beginning count:

   - **ensure that the pocket letter listed on the MedStation screen is the same pocket that you are entering the Beginning Count for,**
   - **ensure that you put the medication back into the correct pocket,**
   - **for all non narcotics, just touch <u>Accept,</u> there is no need to count**
5. Close the drawer when finished
6. The system does a self check to verify the drawer is operational
7. Touch <u>OK</u>

If while recovering a drawer, the MedStation indicated that the drawer needs maintenance, follow the trouble shooting resources guide.

Recover a Failed Cubie Pocket

1. When a cubie pocket lid fails to open during an attempt to access a medication, an ALERT appears on the MedStation screen
2. The title bar at the top of the screen identifies the pocket that failed e.g. C6

The following grid illustrates pocket locations within the Cubie drawer. You visually will not see the letter or number on the cubie.

E1	E2	E3	E4	E5	E6
D1	D2	D3	D4	D5	D6
C1	C2	C3	C4	C5	C6
B1	B2	B3	B4	B5	B6
A1	A2	A3	A4	A5	A6

Front of drawer

3. Briefly press or tap down on the red circle or lock area located on the Cubie pocket and touch Retry
4. If the lid still does not open, repeat step 3 one more time
5. If the lid does not open after a second attempt, touch Fail Pocket
6. An alert appears "Go to Main Menu and select Recover Drawer"
7. Touch OK and follow the instructions on the screen to recover the pocket

You will be allowed one attempt to recover the cubie pocket, and if unsuccessful, a message will state that you do not have sufficient privileges to recover the pocket. Refer to trouble shooting resources guide.

Station Display Screen is Black

1. If the Station LCD is black, check to see if the Station is plugged into the wall socket.
2. Touch the screen on the Station and listen for a key click. If there is no click, the Station may not have properly started up after a power failure or some other cause.
3. If the screen remains black, turn the power switch (located on the right rear of the Station) to the off position and wait at least one minutes before switching it on.
4. If this does not work, follow trouble shooting resources guideline.

Keyboard is Unresponsive

Sometimes the Station keyboard seems unresponsive because the computer is processing another transaction. Wait a few minutes and try again. The Station is fully functional through the touch screen. Therefore, in the event of a keyboard failure, the system will still function properly in all other aspects, until the keyboard is repaired.

1. If the keyboard remains unresponsive, turn the power switch (located on the right rear of the Station) to the off position and wait until the screen turns black and then wait ten more seconds before switching it on. Try to type on the keyboard again.
2. Do any characters appear in the ID field at the standby screen? If yes, press delete to remove the characters and enter your ID and password/BioID.
3. Is the time on the clock changing? If it is not, the Station is down.
4. If you are at a screen other than the Standby screen, wait a few minutes to see if the Station times out and returns to the Standby screen
5. If unable to resolve, follow the trouble shooting resources guide.

The Touchscreen is Unresponsive

Sometimes the Station touchscreen may seem unresponsive because the computer is processing another transaction. Wait a few minutes and try again.

1. Take a small piece of paper and move it around the perimeter of the screen. Dust accumulated within the edges may cause the screen to freeze.
2. Touch the screen on the Station and listen for the beep the screen makes when active. If there is no beep, the Station could be down.
3. Is the time on the clock changing? If it is not, the Station is down.
4. If the touchscreen remains unresponsive, turn the power switch (located on the right rear of the Station) to the off position and wait to the off position and wait until the screen turns black and then wait ten more seconds before switching it on.
5. If you are at a screen other than the Standby screen, wait a few minutes to see if the Station times out and returns to the Standby screen
6. If unable to resolve, follow the trouble shooting resources guide.

BioID Lens Failure

If the infrared light on the lens is not working, you will not be able to log on the MedStation using BioID. Notify Pharmacy so that the MedStation Console in Pharmacy can be changed to password access until the lens is fixed.

Pyxis MedStation Resources

The following information is also taped onto the MedStation.

For any problems related to the MedStation, access the following resources:

1. First call the Pharmacy Pyxis Techs, pager 445 - 5911 Monday to Sunday from 0730 – 2230
2. Between 2230 – 0730, Cardinal Health World Wide Services at
   1 800 727 6102. UAH Customer File # is 107681.
3. If the pharmacy pyxis techs are not available or cannot solve the problem, Cardinal Health World Wide Services is available 24/7. In Edmonton, Cardinal Health has field technicians who are on call 24/7 and can be dispatched to help fix a problem.

If your MedStation is unavailable and you need to give a medication during this time - borrow from your neighboring unit (see **Borrowing a Medication**)

Resources

UAH Pyxis Educational Materials – found in Medication Portal as well as on the Virtual Learning Center (enter hyperlink)

Pyxis MedStation 3000 Station User Guide.

Cardinal Health Policies and Procedure Manual – reference material that focuses on the Nursing aspect of the MedStation.

Cardinal Health Icon

The MedStation contains two Lexi – Comp applications – Drug Information Database for Nursing and Patient Education Leaflets. To access Lexi - Comp, touch the Cardinal Health logo at the upper left corner of the MedStation screen. A toolbar with icons appears.

Lexi – Comp

Allows the user to access the Lexi – Comp Drug Information Database for Nursing. It contains brand/generic cross references as well as clinical information on medications.

- Touch Med List to view an alphabetical listing of medication names
- Search the medication by typing either the generic or brand name
- Medication name is highlighted in blue
- Tap screen over medication name to view

Patient Medication Information

Provides patient education in an easy-to-read format. Includes automatic quarterly updates. Pediatric and adult version available.

- Touch Med List to view an alphabetical listing of medication names

- Search the medication by typing either the generic or brand name
- Medication name is highlighted in blue
- Tap screen over medication name to view

Tutorial

Walks you through some of the patient care, medication management and station management functions. The tutorial is only available when you are logged off.

Pyxis MedStation Skills Checklist

Place check mark in ☐ when activity completed.

Gain Access to Station

- ☐ **Enter User ID**
- ☐ **Enter password**
- ☐ **Change password**
- ☐ **Register Biometrics**

Remove Meds

- ☐ **Choose medication from generic or brand name list**
- ☐ **Remove a single medication for a patient**
- ☐ **Remove multiple medications for a patient**
- ☐ **Remove multi – dose vial/bottle**
- ☐ **Cancel a selected medication before removal**
- ☐ **Remove a medication for a patient not listed (Use “Add Patient” function)**

Waste meds

- ☐ **Waste part of a medication during removal**
- ☐ **Waste a medication after removal and giving a partial dose**
- ☐ **Understanding the difference between wasting and returning medications**

Return meds (unopened and unused)

- ☐ **Return a Narcotic/Controlled medication (to the pocket or Return bin in drawer number 1)**
- ☐ **Return a non – controlled medication**

Discrepancy procedure

- ☐ **Discover a discrepancy while removing a narcotic**
- ☐ **Inventory the narcotic with a witness**
- ☐ **Research the discrepancy**
- ☐ **Document the discrepancy reason**

Inventory Meds

- ☐ Inventory a narcotic with a witness

Creating Users

If you are a RN, CNE or UM/CS:

- ☐ Activate a user from the float pool/nursing instructor
- ☐ Create a temporary user

Troubleshooting

- ☐ Locate the Pyxis Resource Manuals
- ☐ Understand the “recover drawer” procedure
- ☐ Wrong medication removed
- ☐ Drawer closed before medication removed
- ☐ If profiled – What to do if medication(s) do(es) not appear
- ☐ Identify trouble shooting resources

Care of the MedStation

- ☐ Cleaning the BioID lens
- ☐ Cleaning the MedStation touch screen
- ☐ Load a roll of paper into the MedStation

Reports (optional)

- ☐ Generate a discrepancy report
- ☐ View an activity report on a medication
- ☐ View an activity report on a patient
- ☐ View a report on your activity
- ☐ View Inventory
  - ☐ By medication
  - ☐ By drawer
  - ☐ By remote stock

Signature______________________________

Date__________________________________