CONNECTICUT VALLEY HOSPITAL
Nursing Policy & Procedure Manual

SECTION F: MEDICATION POLICIES AND PROCEDURES
CHAPTER 23:   MEDICATION MANAGEMENT

POLICY & PROCEDURE   23.1   AUTOMATED MEDICATION SYSTEM

Standard of Practice:
> The Nurse will competently administer medications to patients using the Pyxis Med Station System.

Standard of Care:
> The patient can expect to receive correct medications from the nurse who administers them through the Pyxis Med Station System.

Policy:
> At Connecticut Valley Hospital, Nursing staff will use the Pyxis MedStation System for administration of medication to patients.
>
> The Pyxis MedStation System provides an automated system with a patient profile. It also contains an enhanced Bio ID Security System that only allows authorized users to access the system. The screen is a "touch screen" or you can use the "Alt" key with the letter, which is "underlined" to change the screen. The nursing MAR will be used with this system.

Procedure:
> A.   Signing onto the System.
>> 1.   The first time you log into the system, you will sign on with your assigned state I.D. number (payroll number) and hit the "enter" key. Do not use the "tab" key, as it will not change your screen.
>>
>> 2.   A message will appear stating; "your Bio ID is not on record". Would you like to register?" Choose "Yes".
>>
>> 3.   Instructions will appear and after reading them, click on the "scan" button on the screen. You will be prompted to enter your ID (state #) and password (which will be "new" until you change it).
>>
>> 4.   The screen will prompt you to "place" your finger and when to "remove" your finger. It will take four scans.
>>
>> 5.   Your index finger is recommended for use during the "scanning" phase. If for some reason your finger doesn't scan successfully it can be for the following reasons:
>>> a.   Not covering the entire scanner lens with your index finger.
>>> b.   Fingers are too cold-rub together to warm them.
>>> c.   Apply too much or too little pressure on the scanner.
>>> d.   Having a bandage on your finger.

6. Once you are scanned successfully you will then be prompted to change "your password". Enter in a password, which must be at least five characters long. Your password will only be used in a situation when the Bio ID fails to function.

7. The next time you log into the system you will enter your ID (state ID#) and then place your finger on the scanner.

B. Main Menu.
   1. After you sign into the system the main menu will appear.

C. Removal of Medication.
   1. Tap on the icon "Remove" (or hold the "Alt" key down and the underline letter "R").
   2. Select the patient you wish to administer medication for and "tap" on the name.
      a. Note- the patient's names are listed in alphabetical order if the "radio button" is green on the "sort by name". You can sort the entire list by MPI# or room/bed also.
      b. On the bottom of this screen two other icons appear that allow you to "admit a patient" or select medication for any patient you assign to yourself. These will be addressed in other sections.

   3. "Tap" on the patient's name you want to administer medication for then all the current orders for this patient will appear in alphabetical order. You can select by brand/generic name.
      a. If the list of medication is long, type in the first letter of the medication name and hit "enter". This will bring you automatically to all the medication that starts with that letter.
      b. Any medications that are "Patient Specific" i.e. inhalers, creams etc will be in the color "grey" and next to the note section on the screen it will say, P/S. This means that it is probably located in a "matrix drawer" providing it can be stored in the space provided. Otherwise, it will be in your cabinets.
      c. If a patient has more than 5 orders on the screen, in black it will say "MORE ORDERS". Either scroll down or type in first letter of the name of the medication.

   4. Tap on the med or meds you wish to administer and then the screen turns "blue." Check the list against your MAR. You can deselect a med by taping on it and the screen will become "white." After you have selected all your meds, you then have 2 options:
      a. select "remove selections" to continue the administration process.

b. select "list selections" which will then list in alphabetical order only the meds you want to administer.
  1. if you want your meds to be processed by your selection order (meaning in descending order off your MAR), then you must go back to the main screen and tap onto the "user menu". Then tap on "user preference menu" followed by the "remove preference" menu and then the "selection order" (which will turn blue). Then hit "Accept". A warning box appears: "Do you want to save changes". Select "yes". Go back to your main menu and select "remove" and continue the process of removing medications. After each medication removal, you will be prompted to close each drawer.

5. If the medication or medications are grey in color on the patients profile you will not be able to access the medication for the following reasons:
  a. Medication wasn't loaded into your medication cart yet.
  b. Out of stock.
  c. The order has not yet been reviewed by a pharmacist. All medications administered to patients are reviewed by a pharmacist prior to nursing administering the first dose. This is a significant TJC regulation.
  d. Patient Specific meds with a P/S in the note section.

6. After removing the medication, verify the medication with your MAR to make sure the five R's are correct (patient drug, dose, time and route). If you are "preparing" routine medication, place the meds in a medication cup in the plastic medication tray. Be sure to put a medication card with the patient's name on it in the mediation tray. Do not fill in medication card with medication name, dose, etc., as you only need to document the patient's name.
  a. Once you are in a patient screen, on top of the screen is the patient's name and in parenthesis is the date-of-birth. This can be used as a second patient identifier.

7. Medication can be removed by "scheduled times" also. Log on and select "remove" tap on patients name and on the bottom of this screen tap on "remove by time". The next screen will prompt you to enter start and stop time in military hours. Tapping on the left boxes will decrease your time and tapping on the right boxes will increase you time. If you select a time period when nothing is due a yellow box on the bottom of the screen appears stating "there are no profiles order within the specific due time range". If medications are due, they will be displayed. Again you need to verify this list of medications with your nursing MAR.

8. After removing your medication, touch the "exit" Icon to signoff. This precludes anyone from entering the system under your BioID.

9. Patient specific medications can be removed by utilizing the override icon. First tap onto the "remove icon", select the patient's name and then tap onto the "override button" on the bottom of the screen. Select "patient specific meds" and the patient matrix drawer should open. Remove meds as needed.

10. The override button at this hospital will be used for the following situations:
    a. to remove patient specific medications
    b. to remove non-medication items in the refrigerator
    c. to remove approved medications without a pharmacy review of the order for emergency/stat or now orders.
    This field will require a physician selection.
    When removing override controlled medications, you must select a reason and a physician name. This screen will only appear for controls. You will be prompted to select a reason for the override, which could be a "stat" medication or the fact that pharmacy is closed. This is a **TJC** requirement. The physician names are in alphabetical order. Instead of scrolling through the entire list, you can type in the first letter of the physician's last name and the screen will automatically advance to that letter.

11. When the pharmacy is closed, the entire Pyxis System will be placed on "Critical Override" by the pharmacy. This will allow you to access all the medications on your MedStation. Before you sign in, an icon will appear on the bottom of your left screen that contains a blue and yellow capsule with a clipboard. This icon will alert you that the pharmacy is closed and you can override all of your medications.

D. Wasting a Medications (Controlled Substances)
    1. If you remove a controlled substance and the patient refuses to take it or you drop it on the floor etc., you must waste this controlled substance **immediately** with a witness.

    2. Select the "waste" icon from the main menu. Tap onto the patient's name. Select the medication you wish to waste and tap onto it. The order will turn "blue". Tap on "Waste Selections". The next screen lists the medications and dosage you must waste. You are also prompted that it requires a witness. If another nurse can't witness your waste at this time cancel the transaction. When you can get another nurse to witness your waste, select "Accept". The other nurse will need to sign in and witness. You are then prompted to accept the amount wasted on the screen or change it if the dosage wasted is less than what is stated. Hit the "accept" icon at this point.

E. Return Medications
    1. Medications can only be returned to the MedStation providing they have not been removed from their original package.

2. To return a medication, tap on the "Return" icon on the main menu. Select the patient's name and tap on it.

3. Find the name of the medication you want to return and tap on it. The screen will turn blue. The return quantity screen appears. From here type in the amount you are returning if it is different from what the screen shows. The amount you return can not exceed what you administered. Also, medication returned must be "entire tablets", not half tablets, etc.

4. When returning your medication, you will be prompted to enter an expiration date. You can enter the one on the tablet/pill you are returning. This feature assists the pharmacy staff in keeping tract of all expiration dates of all medications in your MedStation.

5. To return medication to the Pyxis Medstation, such as Prolixin Decanoate, just hit the return feature under the patient's name. After this, then you can select "cancel"; which should only cancel the credit for the patient.

F. Admission of Patient
1. During the hours pharmacy is open the pharmacist will enter the new patient into the performance system. Newly admitted patients will show up on your screen in alphabetical order. Tap on the patient's icon on the main menu screen. If the name isn't there contact your pharmacist to make sure they are aware of a new admission.

2. When the pharmacy is closed, nursing can admit the patients themselves. Tap onto the "patient" icon in the main screen, tap onto "New Patient" located on bottom of screen. This admits the patient permanently.

3. Under the "General folder" type in patient last name, first name and their ID number, which is the MPI #. You should have the correct MPI # to admit this patient. But if not, you can admit this patient with only their first and last name at the Pyxis medstation under the section, REMOVE (where you would remove a medication). Select the button, "NEW PATIENT". Add the patient last name and first name only. When the pharmacy admits the patient into their system and it crosses over into the Pyxis Medstation, then you will need to discharge the patient that you admitted (which doesn't have an MPI # attached to it). This patient will stay on your station for up to 99 hours unless you discharge them. In order to access the correct MPI information on the off shifts or weekends contact the hospital operator and have them page the medical record person on call. This person will provide you with the MPI#. These two screens are the only screens that way you can admit this patient into Pyxis.

When the pharmacy re-opens and admit this patient into the performance system, the other information i.e. height, weight, allergies etc. will come across the interface. You are not required to enter this information. Your allergies will be documented on you MAR.

4.   Once you admit your patient, tap on "Save" and the patient will be on your patient list.

5.   When entering a new patient, make sure you type in the **<u>CORRECT MPI</u>**#, last and first name. If you don't when pharmacy enters this patient into performance with a different MPI# you will have two different patients showing up on the Pyxis with the same name and different MPI#. You must notify your pharmacist if this occurs. The patient with the incorrect MPI# will need to be discharged.

G.   Patient Transfer
1.   If the pharmacy is open, all patients being transferred to another unit must be completed by your pharmacist. Direct transfers can not be completed at your MedStation. The pharmacist will transfer the patient through the performance system.

2.   Any transfers that occur when the pharmacy is closed must be implemented as follows:

   a.   If you are the transferring unit keep, the patient on your screen. Do not <u>discharge</u> them or all orders will be discontinued.
   b.   If you are receiving the patient from a unit, from the main screen, tap on "Remove". Following this, tap on "Add Patient" on the bottom of the screen. Type in last name, first name and MPI#. Hit "Accept" and the patient will now show up with all previous orders on your patient list.
   c.   When the pharmacy opens they will transfer this patient via the performance system and the name will be removed from the "sending unit".

H.   Discharge Patient
1.   While the pharmacy is open, you can notify your pharmacist when a patient is being discharged. Once the pharmacist discharges a patient from the performance system the patient will also be discharged from Pyxis.

2.   If a patient is being discharged when the pharmacy is closed, you can discharge the patient from the Pyxis system. From the main menu tap on "Patients", then find your patient's name and tap on it. The screen will turn blue. At the bottom of this screen is an icon and you will be prompted to discharge this patient by tapping on "yes"

I. Medical Discharge Acute Care Hospital (MD/AC)
When patients are discharged to an acute care hospital, do not discharge the patient from your patient list. Just keep the patient listed and mark your MAR as directed with a note in the progress notes. When the patient returns, the pharmacist will enter all new or changed orders onto performance system that interfaces with Pyxis.

J. Allergies
1. All allergies should be documented on the MAR by nursing. Allergies can now be viewed on the medication profile screen. This is on top of the screen in RED. If the patient has too many allergies, then it will say "see MAR".

2. The allergies can also be found in the "clinical" folder located in the Patient Folder. Allergies are entered via the pharmacist into the Performance System that cross the interface into Pyxis.

3. If you want to add allergies on to a patients "clinical" folder follow these steps:
    a. From the main menu tap on the "Patient" icon.
    b. Select the patient's name and tap on it. (Note: the patient selected will turn blue)
    c. Select the icon, "Edit Patient" on bottom of screen.
    d. Tap on the "clinical folder"
    e. Type the specific allergies into the allergy field, tap on "Save" when completed.

K. Counting Controls
1. Every time you enter a drawer that contains a controlled substance, you will be prompted to count the meds in the drawer and type in that specific number.
    a. If you enter the incorrect number, the screen will prompt you to "Please Recount". After you enter the correct number, your drawer needs to shut.
    b. If the number you enter doesn't match what is in the computer, a discrepancy will occur. A discrepancy will occur at the main menu that you will see after you exit out of the system. The discrepancy icon will be located on the bottom of the screen, left side in red with a picture of a blue and yellow capsule and a red "X". This discrepancy must be resolved prior to the end of your shift.
    c. In order to resolve the discrepancy, you need a witness. From the main menu tap on "Document discrepancy". Select the medication with the discrepancy and your name is attached to. Tap on the medication and have a "witness" sign in. Select the reason why this discrepancy occurred and it will turn blue. Hit "Accept" and you will automatically get a printed receipt. If your discrepancy results in you being either "over or under" the

number in the computer you must do an incident report and contact your supervisor. **Do MERF (CVH-495) and notify pharmacy.**

2. **Controlled Substances Shift Count** will be performed by the oncoming and off going nurses at each change of shift. The responsibility for the correct count lies with the departing nurse. The following procedure will be used when conducting shift count.

    - From the main menu, touch on the "inventory" icon.
    - Select medications by class and tap on med classes two through five. (**Do not count non-controlled substances.)** All screens will turn "Blue"
    - Press inventory Selections.
    - The next screen will list the controls in alphabetical order. Tap on "Select".
    - Next screen states, "The following medications require a witness for verification during inventory." Hit accept
    - Have witness type in User ID.
    - Count medication and enter the number into Pyxis
    - Any discrepancies that occur must be resolved before the end of the shift, documented on an incident report and your supervisor notified.

    a. If you want to print out any discrepancy you can go to the "report menu" and tap on it. Then tap on "discrepancy" icon. Then select the report you want to print. Dates can also be changed at this screen.

3. All controls stored in the double locked box, because they do not fit in the Pyxis MedStation or it is in a liquid bottle and must stand upright to prevent leaking, will need to be counted each shift. Examples of this include liquid Morphine Sulfate 20 mg/ml in a 240 ml bottle or Tincture of Opium 10 mg/ml.
    a. Sign into the system and select inventory.
    b. On the bottom of the screen select box that says "select by med." A list of all control medication will show up in alphabetical order.
    c. Touch the med(s) you want and it will become highlighted in blue. Then touch "inventory selection." Then open the double locked box with the key, enter the beginning count into the Pyxis MedStation after reading the amount left in the bottle or container.
    d. You will either proceed to the next med to count (if you selected more than one) or you will be finished counting.

L.   Refilling controls in your MedStation
       1.   When the pharmacy technician refills a controlled medication on your MedStation or enters a new one, you will not have to witness this transaction.

M.   Review of Orders and Transcription
       1.   When new orders, **not renewals**, are entered on the pyxis, the nurse checks the order with the MAR prior to administration. This must be completed prior to administering the first dose. STAT orders are precluded from the pyxis profile review process.
            a. Nurses working in the GPD/WFD will review the MAR with the pyxis profile and only review it with the physician order sheet if there is a discrepancy.
            b. Nurses working in ASD will place the physician's order sheet in the MAR until the MAR is reviewed against the pyxis profile. The order sheet is then returned to the chart.

       2.   For medications administered intermittently, nurses need to be aware that the orders entered by the pharmacist will show up at the medstation exactly 24 hours before they are DUE TO BE ADMINISTERED. Examples of this include:
            a. Lasix 20 mg at 8:00 a.m. on Mon, Wed and Friday are written on Friday at 3:00 p.m. The pharmacist enters the order at 5: 00 p.m. This medication is due on the following Monday to start. It will not show up for review on your medstation until Sunday at 8:00 a.m.
            b. Medication orders such as prolixin dec or haldol dec. q2 weeks will show up the day before they are due. Check your MAR to see if the nurse before you administered it, as it will stay on your medstation until 11:59 p.m. that calendar day.

       3.   To review an order, the nurse selects "remove" from the main screen which brings up all the patients' names.
       4.   Select the patient's name.
       4.   Select the medication you wish to review by tapping on the medication. It will turn blue.
       5.   Tap on the "review order" button. The order information screen will appear and the following is reviewed against the Nursing MAR:
            a. Name of medication
            b. Dose
            c. Route and frequency
            d. Order start time (in military hours)
            e. Order stop time (in military hours)
            f. MD name
            g. Any MD notes, i.e. agitation, NTE 4 doses in 24 hrs.

       7.   If all of the above match the NURSING MAR, the nurse will initial the MAR in the lower half of the renewal date box by the medication name (this will be the 2nd initial on the MAR by nursing).

8.   If the information on the Pyxis system does not match the nursing MAR, then the following occurs:

    a. The nurse reviews the nursing MAR with the physician order sheet and the pyxis order.

       1. Any discrepancy is reported as per the Medication Error Policy 23.14.

       2. If the error is on the MAR, the nurse corrects the MAR. The medication can then be administered as ordered.

       3. If the error is on the pyxis order, the nurse notifies the pharmacist immediately and explains the error or notifies the pharmacy via voice mail. Once the error is corrected, the medication can be administered as ordered.

       4. If the pharmacy is closed, and the error is on the pyxis system, then 2 nurses will check the physician order sheet with the nursing MAR and verify that the MAR is correct.

       5. Both nurses will initial the MAR. The medication can then be administered as ordered.

       6. The nurse paperclips a blue medication card to the order indicating the nature of the error.

9. The nurse on the night shift conducts the twenty-four hour medication check for all medication orders. (See NP&P Chapter 23.12).

10. All STAT ORDERS are exempt from a pharmacist review prior to administering the medication. Therefore, all STAT orders entered into the Performance System will NOT cross over into the pyxis system. STAT orders will NOT show up at your medstation.

11. All NOW and ONCE (one time only) ORDERS will show up at your medstation that will have an automatic 2 hour drop off time. Once a NOW order is administered, it will show up grey on the Pyxis screen. If you selected it, a warning will appear stating that it was already given.

12. If the medication is prescribed for patients while the pharmacy is closed, the nurse may administer the medication if, and only if, the physician documents in the progress note that he/she has performed the safety check for the medication(s) prescribed, utilizing the Lexi-Comp Software on the medstation, and there were no safety issues prohibiting the use of the medication. On the next working day, a pharmacist will review all the new orders and if any contraindications exist, they will notify the nurse and the physician of the respective unit.

    a. In this case, one nurse will transcribe the order onto the MAR and another nurse will check the transcription for accuracy.

  b. The nurse transcribing the order checks the progress note written by the physician who performed the safety check, and documents validation of the safety check by writing "safety √" on the MAR at bottom of the space for expiration date. This also serves to communicate to the nurse who is assigned to administer the first dose of medication that the safety check was completed.

  c. Once the orders cross over onto the pyxis profile, again the order on the nursing MAR must be checked with the pyxis profile.

N. Printing

  1. Your MedStation will print out discrepancies for you and will also print refill transactions for the pharmacy technicians. This allows you to have hard copies of any discrepancies you create or find during your shift. The pharmacy technicians can print out copies of refill for the controls.

  2. These printers use "thermal paper" only that will need to be ordered by your Chief of Patient Care Services. Several extra rolls will be kept on each unit in the medication room.

  3. When refilling the printing paper, place the grey roller between the new roll of paper and slide into the machine. Pull the paper forward and put in between the front bars. Push the black level on the right side down. Lightly hit the green button on the left side and paper should readily slide into place. If the paper is crooked, lift up the black level and move paper around.

  4. If you experience any problems contact a super user for this system.

  5. Patient profiles and Lexi-Comp information is set up to print on the unit LAN printer.

O. Reboot the Pyxis MedStation

  1. The MedStations do not have to be rebooted on a regular basis. However, if you need to do this for any reason (i.e. screen freeze), follow these steps.

   a. On the back of the MedStation, which contains the computer, look for the black switch. (Which has an I over the letter O).

   b. Just push the button down and up again. This should re-boot the entire system.

   c. Do not reboot on a regular basis, as this isn't required.

   d. If this doesn't unfreeze your screen, dial the pyxis 800# posted on your unit.

P. MedStation Drawers

Your MedStation drawers are designed to remain open just long enough to get out the medication you need. Upon removal you must shut the drawer in order to access you next medication. If you do not close your drawer, your MedStation

will make a "buzzing" noise and prevent you from further transactions. The screen will prompt you when to do this.

1. If a drawer fails, you will get an icon with a picture of a drawer with a red exclamation mark. This means it must be "recovered" before you can access it.

2. To recover a failed drawer off the main menu, select "Recover Drawer", touch "OK". A list(s) of stuck drawers will appear and tap onto one stuck drawer. When the drawer opens, you will probably see a medication sticking up in the drawer/air if so, rearrange the meds so they don't get
caught. You should eyeball the entire drawer to make sure nothing is sticking "upright" to fail the drawer again. If you have fixed the problem, you will get a screen that says, "drawers are operational".

3. If you get a message that "drawer requires maintenance" you must notify pharmacy during working hours or pyxis after hour.

4. When using a cubie drawer, make sure you close the cubie pocket before closing the entire drawer. The screen will prompt you to close the "pocket" before closing the "drawer". Failure to do this will result in nonfunctioning cubies. If you feel resistance when closing a cubie, re-arrange the meds so the cubie can close easily.

5. When you are using cubie pockets, close the pocket but you can keep this drawer open if your subsequent medication is in another cubie in that drawer.

6. The screen will always prompt you when to close a drawer, pocket etc. Read and follow the screens messages.

Q. Emergency Back Up Procedure
1. These procedures will be implemented only if instructed by your Nursing Supervisor, Chief of Patient Care Services, Pharmacy Supervisor or Director of Ambulatory Care Services.

2. Emergencies that might occur requiring you to use the procedure include but are not limited to:
   a. network failure
   b. power failure
   c. device failure
   d. other

3. If instructed to use your back up procedure, follow these steps:
   a. Shut the pyxis machine off (use black button on back of cart, which contains the computer. Push it down.

The entire machine should be off. If this fails unplug cord in the wall.

b. Remove both locks on left and right side with your key.

c. Pull the back panel off and place on the side.

d. Before you open your drawers, make sure you know which red release levers to push. Different drawer have different red releases. Always open the Cubie drawer before the power goes down or your UPS will be depleted.

e. Before you open any drawer, remember do not open all drawers at once or the front of the cart will become uneven in weight. The MedStation weight will be off balance and could fall forward if you open all drawers at once.

f. Matrix drawers-push the <u>red release lever</u> forward (located on right side), drawer will open.

h. Cubie drawer-slide the red lever to the left and up. The drawer will open. Push red button in the middle so all "cubie pockets" open at once. Do this before the power goes down 100% or you can't open them.

i. Carousel drawer- push red lever to the right and concurrently push the grey handle forward as far as you can. You must push forward enough to open the "cover" on the carousel.

j. If system will remain down, you must remove your controlled substances and place in the double locked box on your wall. the paper back up system must also be used for controls.

k. When the system is ready to go back up, snap back in place the two grey wires and clip them in, put back panel on, lock cart and turn machine on. To put the controlled substances back in your MedStation, you must do an inventory count with a witness. You will be prompted to type in the number of controls. For all entries, you will complete a discrepancy so your reason selected will be bring up system after failure.

R. Defrosting/Cleaning the Refrigerator that are Remote Operated on the night shift

1. Obtain from your supervisor, the Defrosting Door Hasp. Each building will have one of these located in it for defrosting and cleaning purposes of the refrigerators hooked up via the pyxis computer.

2. Log onto the system and select the "remove" icon. Select any patient and tap onto the "override button". Select the refrigerated med next. The refrigerator will then need to be opened. Place the "Defrosting Door Hasp into the lock. This hasp will make the system think that door is closed. Leave refrigerator door open until you have either cleaned it or completely defrosted it.

3. Once you have completed the above, log back onto the system, select any patient and select the override icon. Select the 'refrigerator medication" icon and the door will open. Remove the "hasp" and close the refrigerator door. Return the hasp to your shift supervisor.

S. Obtaining Medication for a Specific Patient From Another Unit

1. If you need medication for a patient which is not located on your med station, then you must first identify which unit has the medication your patient needs. This can only be done by selecting "Global Find" button on your screen or by looking on the S Drive under Contingency Med folder.

2. Once the unit which has the needed medication is identified, go to that unit and admit the patient (keep the patient on his/her own unit concurrently). This is done by going into the "remove" section, select "admit patient," enter first name, last name, and MPI number. The patient profile appears on the screen once the patient is admitted to the unit. Tap on the patient's name. Then select the medication needed. Once the medication is obtained, leave the patient on this unit. He/she remains on the unit for up to 99 hours. If it is desired to remove the patient from this unit, call the Pharmacy (they are the only ones who can remove the patient). Ask the Pharmacist to remove the patient, not discharge him/her.

3. Following this, go back to your assigned unit and then you administer the medication to the patient.

T. Fractional Doses for controlled substances

1. When removing a medication that is a fractional dose off the Pyxis medstation, if it is a "fractional dose", the screen will "AUTOMATICALLY TELL YOU TO REMOVE MORE THAN WHAT IS ORDERED In TABLETS". This will occur because the medication is usually supplied in "whole tablets" and is not available in the dose that is a fraction.

2. On the Pyxis medstation screen, it will tell you to the number of "TABLETS" and right underneath this box, will be an asterisk with the CORRECT AMOUNT OF THE TABLET YOU NEED TO ADMINISTER. Example: Patient X has an order for klonopin 0.25-mg BID. The Pyxis medstation will tell you to remove 1 tablet klonopin 0.5 mg (it isn't supplied in 0.25mg). The screen below this will tell you that dose is: ½ TAB. Because this is a controlled substance, this ½ tablet has to be destroyed with a witness.

U. Accessing medications not stocked on your unit Medstation:

1. When a medication is needed for a newly admitted patient, a patient being admitted from a general hospital or a new order for a medication that is not located on your unit Pyxis Medstation and the pharmacy is closed, the medication maybe stored elsewhere in your division. A list of these medications, unit, division is located on the S Drive in folder called Contingency Meds.

2. Once you have identified what unit the medication is located on, then go to the unit and admit the patient to this unit. Enter the patient's last name, first name and MPI number. Wait a few minutes and the patient's entire profile will show up. Once this occurs, go to this patient and remove the medication

under their name. Leave the patients name on this unit as they are considered to be a "visiting patient" and will be removed automatically within 99 hours.

    3. If the medication is not located anywhere on campus then follow the Pharmacy Policy and Procedure Manual for after hours for obtaining a medication from Hancock Pharmacy, who is CVH back-up pharmacy for after hours.

W. Obtaining a Patient Profile:

    1. In order to obtain a patient profile or all patient profiles at the same time, you must initially assign all of the patients on your unit to yourself. The other option is to just assign to yourself one patient that is the single profile you want to print out.

    2. First, go into User Menu and then into My Patients.

    3. Select either one, two, or all patients by name. Once the name appears on the right side of the screen, select "accept".

    4. Return to the Main Menu and select "Patient Summary".

    5. Select the patient(s) you want by touching the box in the "select" column. A check mark should appear. Also, click on the box that says, "include non-schedules" so that PRNs will also be included.

    6. Click on "view worksheet". On the next screen, click on the printer icon in the box found on the right side of the screen. This will print out on your unit printer located in the nursing station or where the LAN printer is located.

    7. This patient profile can be used for the following:
        a. Attach to a W-10 instead of writing out the meds by hand.
        b. Unit to unit transfers for verification of orders. The sending unit will print out before a patient is transferred.
        c. For the 24-Hour Medication Check, whereby you can select one patient at a time, two patients, or all patients to be printed simultaneously.

X. Smart Remote Refrigerators:

All Pyxis Medstations connected to a smart remote on the medication refrigerator will have their temperature regulated electronically. Temperature logs will not have to be processed on paper with this system. If the temperature deviates above or below the normal range, then the Medstation will have an icon on it. The icon will be a picture of a thermometer. A message will also appear on the workstation located in Pharmacy. When this occurs, contact Pharmacy during business hours. Also, you can keep the portable thermometer in the refrigerator to compare

temperatures. If the refrigerator is not sustaining the expected temperature, then meds should be removed to another refrigerator and your supervisor should be contacted. Chances are you will need a new refrigerator that will have to be ordered as soon as possible.