SECTION XIX
PYXIS MEDICATION SYSTEM

CONNECTICUT VALLEY HOSPITAL
PHARMACY POLICY & PROCEDURE MANUAL

CHAPTER XIX: **PYXIS MEDICATION SYSTEM**

SECTION 19.1:   *Reserved for future use*

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CHAPTER XIX: PYXIS MEDICATION SYSTEM
SECTION 19.2:   PROCEDURE FOR USING LEXI-COMP

(Authorized Alternate Method for Meeting the Safety Standards for Medication Administration)

The station is equipped with two Lexi-Comp applications – the Lexi-Comp Information database and Lexi-Comp Medication Information tool.

From the main menu, tap the small red icon (Pyxis symbol) located on the upper left side of the screen. A drop-down box will show up.

Inside the drop-down box, you will see the word, "Lexi-Comp". Tap on this word.

On the bottom of the main screen, the words "med list" will appear. Tap on the word "med list". Wait a few seconds and then all the medications included in the nursing drug database will appear in alphabetical order on the left side of the screen.

In order to find information about the medication you are seeking, either scroll down using the scroll bar on the right side of the screen or type in the first 3 or 4 letters of the medication name and the system will automatically advance to the name of the med closest to what you typed in. Once you find the correct medication name, tap on it. This will automatically advance you to the medication along with its contents.

Once you have entered the system and identified the medication you want, the main categories are listed on the left side of the screen. You can scroll down for additional categories on the main screen. After you find the category you are looking for, just tap on it and the information you need will show up on the right side of the screen. You can also scroll down on the right side of the screen for additional categories.

> Example: If you are looking for information about dosing for the elderly, just tap on "Dosing-Elderly" on the left side of the screen and, within seconds, this will appear on the right side of the screen containing clinical information.

In order to comply with The Joint Commission safety standards for administration of medications, several categories in the "Drug Information Database for Nursing" must be selected and reviewed prior to writing any new medication orders for patients when the Pharmacy is closed (the Hospital's authorized alternate method for patient medication safety checks). This standard also applies for patients who are newly admitted and who will require medications prior to the standard pharmacist review.

The categories in the "Drug Information Database for Nursing" which physicians must review are:

1. Dosing-Adults
2. Dosing-Elderly (if 65 years of age or older)
3. Drug interactions- increased effect/toxicity
4. Drug interactions- decreased effect
5. Warnings/precautions
6. Contraindications
7. Dosing-Renal impairment
8. Dietary Considerations
9. Dosing-Hepatic impairment
10. Special Geriatric Considerations
11. Ethanol/Nutrition/Herb Interactions

Each new medication must be checked using this methodology.

A Progress Note must be written, indicating that the Lexi-Comp software was utilized for the patient medication safety check (authorized alternate method) for each new medication ordered.

To print off any clinical information off the Lexi-Comp screen, hit the key on the top right side of the keyboard that says, "Prt sc" (which stands for print screen). If you want more information printed than what is on the screen, you will have to scroll down and hit the "Prt sc" again. The paper that it prints to is thermal paper so if you want to keep the information you have printed for an extended period of time, then it is recommended that you photocopy it as the thermal paper fades with time.

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SECTION 19.3:   PERFORMANCE PROCEDURES WITH
                    PYXIS INTERFACE

Policy: Orders entered into the Performance System will interface with the Pyxis System and be processed in the most effective manner to ensure accuracy of administration of medications to patients.

Procedure:

1. All medications entered into the Performance System for patients will have a pharmacist review for safety of administration of the medications for each patient. Safety checks include:
    a. Therapeutic duplication
    b. Appropriateness of drug, dose, frequency, and route of administration
    c. Medication allergies or sensitivities
    d. Real or potential significant drug-drug, drug-food, drug-lab, and drug-disease interactions
    e. Contraindications to use
    f. Organizational criteria for use
    g. Other relevant criteria for use

2. In the event a Pharmacist is not on duty to perform this safety check then the physician on call who is ordering a new medication will perform this safety check using the Lexi-Comp Nursing Drug Data Base which is updated quarterly and located on each Pyxis MedStation. (see Section 19, Chapter 19.2) A licensed Pharmacist will review each new order on the next working day for the above items (a through i) as they enter the orders into Performance. Anything found to be a problem would be reported to the physician in charge of the patient or physician on call immediately.

3. Entering orders into Performance requires the following:
    a. Selecting the medication with the proper med code:
    1. Select from the STOCKED LIST first unless the medication is not listed on the stocked list and is currently stored in the pharmacy. If so, then use the ALL DRUGS LIST.
    2. Select the code with the U/D designation.

3. If you do not have a U/D designation, select the code with the PP designation.
4. If both the U/D and PP designations are not available, select the only code that is there or the one with the B designation.

b. If the medication is not listed at all in Performance, the Pharmacy Supervisor or designee must enter it in. If the Pharmacy Supervisor or designee is not available, then the pharmacist can enter it under "Patients Own Med" with the name of the med in the remarks area until the medication can be entered into Performance. They will have to notify the designated nursing unit that this medication will not show up on the MedStation until the next business day. Nursing will transcribe it on the MAR and leave a note so other shifts are aware. The Pharmacist can still do the safety check using the Micromedex, Healthcare Series software.

c. If a medication is listed in Performance and the nursing staff call to say that the order does not show up at the MedStation or that "UNKNOWN" shows up at the MedStation, the first thing to look at would be the patient profile (under system setup) at the console. If the med is not listed, it must be entered into the Pyxis System by the Pharmacy Supervisor or designee.

4. Any late day orders that pharmacists enter for a patient and the medication has not yet been loaded at the MedStation, will require the pharmacist to print a label and the quantity of meds to be filled and delivered to the MedStation and placed in a patient specific drawer. On the next business day, the medications will be loaded by the pharmacy technician.

5. Monitoring Inventory at MedStations

a. Inventory levels for medications at the MedStation should be established based on patient utilization and adjusted as orders change. This should be evaluated for each new order to limit stock-outs on the unit. This is done as follows:

1. Sign in at the console and select "inventory", then select the unit, select the medication name, click on "edit pocket", change the numbers in either the "max" or "min" to reflect the change. Save the information.

b. If you are unsure how to establish the "min" or "max" level then you can check the console for this number. This is done by: signing into the console, select reports, click on inventory, select all orders by meds, select the MedStation and medication you want to edit. Preview/print this out. A list of names along with the quantity can be viewed so that you can add up your daily utilization.

1. If you want to print the entire inventory for a MedStation, log onto the console, select reports, run reports, select inventory reports, select hospital wide med summary, select the MedStation you want, all medications and all classes. Then print it out.

6. Selecting the correct frequency: This must be done each time for each new order so that the meds at the MedStation can be removed "by time".

1. Select the patient name in performance to enter a new order.
2. When you get to the "frequency" section, type in time(s) you want ie. 88 and then HIT the F4 key on the keyboard. A list of frequencies will show up. Find the one you want, i.e. 88, select

and hit enter. Always use times when entering frequencies, i.e. never BID, TID, QID, etc.

3. Finish entering the order.
4. Hit F9 to complete.

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SECTION: 19.4   *Reserved for future use*

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CHAPTER XIX: PYXIS MEDICATION SYSTEM
SECTION: 19.5   MEDSTATION USAGE AND
         MANAGEMENT OF/BY PHARMACY

POLICY: At CVH, Pharmacy staff will use the console and the Pyxis
        MedStation 4000 for dispensing medications to each nursing unit.
        This system provides a safe and efficient process for dispensing
        and facilitates the pharmacist review of physician's order prior to
        administration of medication to patients.

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. Pharmacy Technicians, Pharmacists and nursing staff will have access to additional screens, which includes the patients and their profiles. This will allow them to review any orders or patient clinical information, which crossed the interface from Performance into Pyxis.

C.   Refill of Medications at the MedStation
1. Batch reports are printed daily at the console in the pharmacy.

2. Obtain a copy of the refill-pick list prior to refilling so you know what each unit needs. A print out contains the medication name and brand name. Select the medications needed for each unit.

3. After the medications are processed in the pharmacy, they can be refilled in the MedStation on the designated unit.

4. Once you arrive at the designated MedStation, from the main menu, select the "refill" icon and tap on it. On the bottom of the screen are two radio buttons that allow you to select medication for refill by:
a. all medication
b. medication at or below minimal
Hit "scan barcode" and scan the barcode on the medication.

5. The drawer will pop open and the screen will tell you which drawer number and pocket number you are to count or scan to. The screen also provides you with a beginning count and asks you if this is correct. Touch either "yes" or "no". Count the medications and enter the correct number.

6. After establishing a beginning count, the refill quantity will appear on the screen. Adjust quantity if what is on the barcode does not match the actual count.

7. Following this, you will be asked to enter the EARLIEST EXPIRATION DATE. This will keep track of all your out dated medications for you. Enter correct date each time. Close the drawer as prompted on the screen.

8. When refilling medication make sure you do not OVER FILL these drawers as they will cause drawer failures. Single Cubie drawers on average can hold up to thirty tablets but it depends on their size. Do not push them in a drawer to fit. You can easily reselect a bigger drawer or use two different drawers.

9. Do make sure that you check the medication you are refilling with the MedStation screen. Compare the name of the medication you are refilling with the MedStation screen and with the refill list you used in the pharmacy.

D. Loading Medication at the MedStation (Back-Up Procedure Without Barcodes)
1. Obtain your loading list from the console prior to and leaving the pharmacy so that you know which medications need to be added at the MedStation.

2. The loading icon is used for loading NEW medications at this MedStation. Tap on the "Load" icon.

3. Tap on "Assign and Load" on the bottom of the screen. A list of all the medications on the hospital formulary will appear.
   a. Select the medication you are loading by scrolling down or
   b. Select the medication you are loading by typing the first letter of the name of the medication and you will automatically be advanced to that letter.
   c. Both of these can be selected by brand/generic name. Tap on radio button on bottom of the screen and make sure it is green.
   d. In the event the list contains two medications with the same name, select the medication to load with med ID code that corresponds to the code on your "not loaded" bulletin.

4. After selecting the medication, tap on it and the next screen will tell you which drawers are empty
   a. You can select a matrix drawer, half height pockets, carousel etc. The drawer number and pocket number will be documented on the screen. Select the correct size drawer and pocket according to the number and size of the medication you are adding.
   b. The controls will be placed in carousel drawer.
   c. Most patient specific items will go into previously assigned patient drawers, which will be Matrix drawers.

5. After selecting the drawer; the next screen will require you to enter the following:
   a. maximum number
   b. minimum number
   c. current number
   d. Click on "outdate tracking" so that the expiration dates can be tracked electronically.
   e. Click on standard tracking also

6. When completed, click on "Load" and drawer will open. Click on "Accept" for the quantity you are entering.   Enter the earliest expiration date and tap on "Accept". Close drawer as prompted after this.

E. Inventory
1. Medications at each MedStation can be inventoried by:
   a. all medications
   b. by medication name

       c. medication class
       d. by drawer

2. If you select to inventory the entire MedStation, you are given a warning box, which states: Inventory by drawer may take several minutes (No chance exit/cancel). Are you sure yes/no?
    a. If you select "yes", and you start the inventory, you can still hit cancel and abort.

    b. If you select by medication name, you can tap on those medication you want to inventory only. The screen will turn blue. Tap on "inventory selection" next. The following screen will give you the "beginning count". If you disagree with the beginning count just type in the correct number and hit "Accept".

F.   Unload Menu
1. To unload any medications tap on the "unload menu" on the main screen. On the next screen, tap on "unload" you will be at a screen that says: "this function will require you to unload all medications from these selected pockets. These medications are not to be used for patient care". Select OK.
   Then another message may show up stating: "These meds contain orders, Do you still want to unload?"

2. You can then unload by specific medication name. Tap on one medication name and it will turn blue. Select "unload selection". The quantity to be removed will appear. You can change this amount if it is incorrect. The screen will tell you which drawer and pocket number the medication is in. Select "accept" and drawer opens. Remove the medication as prompted. However, any medications removed this way where the inventory does not match what is in the drawer will automatically be resolved by the system but also create a discrepancy. This will impact any reports for "discrepancies".

3. The most accurate way to remove medications out of the pyxis medstation when you are not unloading is to "outdate" the quantity you want to remove.

G.   Reports Menu
1. You can print any reports listed under reports menu you need. Most of these an also be printed at the console in the pharmacy, including what medications were removed from the medstation in the absence of a pharmacist, or on off hours.

H.   User Menu
1. Under user menu, you can change your password if you want and select options in the "user preference menu".

2. Select the "user preference menu";
   a. Select "list preferences" which also allows you to set each MedStation by your preference. You can select medication list by generic name or brand name, refill lists by all medications or those at a below minimum and inventory list by drawer, medication or class.

H.   Console Considerations
   1. You can pend your medication at the console and it will be ready to load at the MedStation when you arrive.

   2. Sign onto the console. Select the Inventory on top of the screen. Select the unit, then hit select and it will bring up all the meds on that unit. The select, "assign new medication" and the hospital formulary will appear. Select the medication you want by either brand or generic name. Then highlight the med and hit select. After this you must select a drawer you want to put it in such as a matrix, cubie etc. Identify the drawer and pocket. Hit select and enter max, min and quantity you're putting in. Click on "Outdate tracking" and "Standard tracking" and then hit save.
      When you get to the designated MedStation, select" load" icon and the medication you pended should show up.
      Select them and assign *accordingly.*

I.   Moving medications from drawer to drawer, cubie to cubie, or to a different pocket in same drawer

   1. First you have to "unload" the medication from the drawer/cubie it is currently in. Refer to the "unload section F".
   2. After this, select the "assign and load" icon to load the medication in a new drawer/cubie. Identify which drawer/cubie you want to put them in and follow the steps for "load a new medication" under section D.

J.   Switching entire Matrix Drawers:
   1. Select the "unload menu" on the main menu.
   2. Tap onto the "unload icon" and when the screen displays a message, select "OK".
   3. Tap on "select by drawer" at bottom of the screen.
   4. Touch on the drawer you want to switch with.
   5. Select the "unload all meds" icon.
   6. When the drawers are open, remove the plastic container with the meds in them and put them into the newly assigned drawer. Take out the plastic container in this new drawer first.
   7. Following this, all the medications loaded into the newly assigned drawer must be entered with the maximum number, minimum number and current number you are loading. You will also be asked for the expiration dates so enter the earliest date listed on the medication packets.

8. Upon completing this, you can run a report to verify or you can go into inventory and select one of the meds you unloaded and reloaded to ensure that the correct drawer opens up.

K. Calibrating the MedStations
    1. Once the technicians signs in, from the main menu they must select the "system menu". Then select "system configuration" on the next screen.
    2. Touch the "Calibrate Screen" icon on the bottom of the screen.
    3. You will be prompted to follow some steps; ensure that the cursor will follow your finger. If it does, then you can exit the program.

L. Outdated Medications
    1. Every time a pharmacy technicians signs onto a MedStation, They should check the "outdated icon". If medication is outdated or projected to be outdated soon they should remove it from the drawer.
    2. Once the medication is removed, you will enter the earliest expiration date of the medications that remain in the drawer.
    3. If no medications are found in the drawer, then you will need to check the inventory list to see if it needs to be refilled.

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CHAPTER: 19.6   PYXIS AND PHARMACY TECHNICIAN
                          WORKFLOW

POLICY: With the inception of the Pyxis Automated Medication System, MedStation 2000 and its updated versions, Medstation 3500 and Medstation 4000, it is the goal of the pharmacy staff to have the information flow from the reports obtained at the console into the everyday work flow of their respective duties.

Procedure:

1. The first pharmacy technician entering the pharmacy on a daily basis will see if any "Ordered Meds Not Loaded" bulletins need to be filled/addressed immediately, i.e. medications that need to be loaded for the 8:00am med pass that morning.

   a. Any of these notices can be printed out by signing in, go into run reports, select "system reports", scroll down to XQ reports and click on it. Then select the unit, date etc to be printed out.
   b. You can also print out the items listed by clicking on the "Print screen" on the keyboard.
   c. If any drawers are listed as failure, maintenance required etc, then this should be brought to the attention of the appropriate pharmacy technician to view when they go to the unit, as long as it does not require immediate attention. This should then be brought to the attention of the pyxis support technician to decide whether a pyxis field technician should be sent out.

2. Daily batch reports will be in the printer and should be removed by this technician, separated and sorted by building/ward .
   a. Daily batch reports include: daily refill list for non-controlled medication, and a bed list report for the pharmacists. This bed report list should be left on the pharmacists respective desks. The other batch lists should be used by this technician for filling the medication in correspondence with the ParX handheld list. The batch list may not include every medication below minimum, however the ParX will since it is in real time. See Chapter 19.10.
   b. Once a pharmacy technician fills each ward, the filled bin with the ward will then be checked for accuracy by the respective pharmacist. The pharmacy technician assigned to the building will deliver the meds to the unit, which will serve as another check.
3. Once other pharmacy technicians come in, they must start filling wards that they are not assigned to. This allows for 3 different checks to take place.

4. Once the pharmacy technician is ready to leave the pharmacy, they should check the console one more time to make sure that no additional drawers/cubies have failed. Nurses on the units can not remove cubies that have failed or require replacements. If another unit in their area shows up as failed, they can print it out and take the bulletin with them. The pharmacy technician should prioritize filling the units that have "failed cubies/drawers" so that nurses can expedite the removal of required medication.

5. After the medications are filled at the units, the pharmacy technicians will return to the pharmacy and look for any bulletins either in the console printer or their respective building bins. Any new orders for medications that are not stocked on a unit will be printed out on a bulletin. This bulletin then will alert the technician that this medication is needed on one of their units.
   a. Throughout the workday, they will need to keep checking the console and their respective bins for other new orders that have not been loaded.

6. The "weekday narcotic report" will be printed daily and the "weekend narcotic report" is printed on Mondays. These forms will be reviewed daily by the pharmacy technician assigned to controls on a daily basis on Monday through Friday. If this person is off, another technician will be assigned to do this or will be done the next day by the drug control technician.
   a. Upon investigation of these reports, if additional reports are needed, then the pharmacy technician can run the discrepancy report for the particular medication, time and unit.
   b. After evaluating these reports, the forms will be reviewed by the pharmacy supervisor and signed off with his/her approval. Any discrepancies requiring reporting to drug control will be done by the pharmacy supervisor or his/her designee if off.

7. At 3:30 p.m., another patient bed list prints out for the second shift pharmacist.

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CHAPTER: 19.7   **PYXIS CUBIE REPLENISHING STATION**

Policy: To accurately fill all the cubie IL pockets with the correct medication, dosage and form prior to filling the MedStations on each unit.

This system works by reading memory chips which are located in the bottom of each cubie pocket and that are programmed and re-programmed in the cubie replenishing station (CRS) prior to entering it into a MedStation.

Procedure:

1. Sign on to the CRS in the pharmacy with your user ID (state ID # or # assigned to you) and then enter in your confidential password. This will be the same password you used on the MedStation/workstation previously.

2. After signing in, you will be at the Main Menu which provides you with 3 major categories:
   a. Med. Management- allows you to fill cubies, restock and return cubies.
   b. Cubie Logistics- Rx check which will be used at CVH, storage of cubies and release of cubies.
   c. Station Management- includes a report menu, station setup, logistics configuration, archives and edit user feature.

FILLING OF CUBIE POCKETS AT THE CRS:

1. Cubies can be filled at any time and kept in the CRS for storage. They will be used for non-controlled substances only.

2. Determining which meds to fill in the CRS can be ascertained by the following:
   a. Printing off a high volume report off the workstation.
   b. Printing off a frequent stock out report from the workstation.
   c. Consultation with a pharmacist.
   d. Printing out sound alike/look alike medications that often get mixed up

3. Medications that will be used in the CRS will be stocked near the CRS – away from other medications.

4. Once you have signed in, select "Fill" off the main menu. A list of the hospital formulary will appear in alphabetical order. Medications can then be

selected by either brand or generic name by changing the radio button. Most of them include strengths attached to them i.e. 23 mg, 100 mgs etc.

   a.   Select the medication you want or type in the first 2/3 letters of the medication name and the system will automatically advance to the name. Touch the name of the medication and it will turn blue. Then touch, "accept".

5.   At the next screen, you will be prompted to select a cubie size pocket. We only have available the 1x1 and the 1x2.

   a.   The 1x1-cubie pocket can hold approximately 20 meds depending on size.
   b.   The 1x2-cubie pocket can hold approximately 40 meds depending on size.

6.   Once you determine the size, tap on the correct size picture. Then enter the "maximum" number of meds you will enter, hit the tab key and the " current" number will automatically default to the maximum number. Then enter a "minimum" number, which will be equivalent to the low stock item report you get off the workstation. Then enter the expiration date and if you have more than one; always enter the earliest expiration date.

7.   After this, you can fill a single cubie with a specific medication or you can batch fill several cubies with the same medication and the same dosage. To fill a single cubie pocket select the "fill single pocket" icon. To batch fill, select the "batch fill" icon.

   a.   Filling a single cubie pocket IL: After the drawer opens, a cubie pocket lid will open and prompts you to enter in the amount of meds you entered at the "maximum" number screen". If the drawer does not contain any empty cubie pockets, the screen will prompt you to insert one based on the original size you selected. After this, the lid will pop open and you will fill it, a label prints out automatically with the medication name. This must be checked and signed off with 2 pharmacy staff whereby one must be an assigned pharmacist to ensure accurate filling of the cubie with the correct medication, dosage and form. Insert the label in-between the lid after checking and 2 staff signatures. **(See Rx Check Section)**
   b.   Batch filling several cubie pockets with the same medication, form and dosage: follow the same process as above except when prompted to continue, select the "continue icon" for as many cubie pockets you want to fill. After filling all of them, you can return to the main menu.

RETURNING OF CUBIE POCKETS IL TO THE CRS:

1.   Select return off the main menu; tap on the correct cubie pocket size you are returning, either 1x1 or 1x2.

2.   Insert the cubie pocket into the drawer, touch "continue".

3.   The name of the medication located in the cubie pocket IL will show up on the screen in blue. Hit "accept".   The lid will pop open. Then the amount left in the cubie pocket will be displayed on the screen, hit "accept". Then

you can remove the meds, and the label and hit "accept". Close the lid, cancel out and return to the main menu.

RELEASING OF CUBIE POCKETS IL IN THE CRS:

1. Cubie pockets IL can be released from the CRS either filled or empty. When releasing them filled, you can either store them in the matrix drawer on the bottom 2 drawers of the CRS or they are ready to be loaded into the MedStation on the units.
   a. Multiple pockets can be released by holding the "shift key" on the keyboard down while selecting each pocket.

2. To release an empty cubie pocket IL, select "release" off the main menu. Tap on "empty". Select the size cubie pocket you want and location of the cubie pocket for release. Tap on it and it will turn blue. Then hit,"accept". The drawer will open and the cubie will pop-up. Remove it and close the drawer.

3. To release a filled cubie pocket IL, select "release" off the main menu. Select "filled cubie" and find the name of the medication you want released. Touch the name of the medication, hit accept, drawer opens and the cubie pocket will popup. Remove the cubie pocket and close the drawer.

INSERTING PROGRAMMED CUBIE POCKETS IL INTO MEDSTATIONS ON THE UNITS:

1. Prior to loading a filled cubie pocket IL at the MedStation, you must make sure you have empty areas to load them in. Unloaded cubies should be removed in order to make room for the filled cubie pocket IL.
2. Sign on to the MedStation on a unit. At the main menu select "system menu". On the next screen, tap on "drawer configuration". Then select a half-height drawer, touch it and it will turn blue. Select from the bottom of the screen, "edit drawer" and the drawer will then open.
4. The following screen will show a diagram that looks like this:

Drawer 9-1

	1	2	3	4	5	6
E						
D						
C						
B						
A						

   a. White pockets are available.
   b. Blue pockets are loaded medication.
   c. Green pockets contain cubie IL already.
   d. Tan means it has no cubie in it at all.
5. To release all the pockets in a drawer, select the "release all pockets" icon and all the cubies will pop-up in that drawer.

6. If you only want to release 1 or 2 pockets etc, type in the letter and number in the area labeled "select pocket". Then hit "ENTER"" on the keyboard. The cubie pockets IL will pop-up and then you can remove them.
7. Once you have a vacant pocket, all you have to do is insert the filled cubie IL into any open area. A screen will appear with the name of the medication, strength and expiration date. You will be asked, "Do you accept the pocket contents"? If it is correct, then tap on "yes". After this, select "configure complete" and close the drawer.
8. Any time a pocket is pink, it means you have a failed drawer and the system will prompt you to recover it. Just follow the prompts.
9. If you want to verify this medication, go back to the main menu and select "inventory". Select the name of the medication by touching it and immediately it will display the Drawer number and Pocket Number IL.

UNLOADING EMPTY CUBIE POCKETS IL FROM THE MEDSTATION

1. Cubie IL pockets can be removed via this process providing they are 100% empty.
2. At the main menu, select the "unload" icon. On the next screen, select "unload empty IL pocket". Touch the drawer number, it will turn blue. Then touch the "unload selections". The drawer will open and the empty cubie IL pocket will pop up. Remove it and close drawer and exit out of the system.

RE-OPENING CUBIE POCKETS IL AT THE CRS IF YOU NEED TO

1. This feature can be used if you forgot to insert the correct number of Meds or you forgot to insert the label. At the main menu, select the "Return" icon.
2. Re-insert the cubie pocket IL, select the medication name to open the cubie lid.
3. Make necessary changes.
4. Select the "cancel" icon and close the lid.

RESTOCKING OF THE CUBIE POCKET IL WITH SAME MEDICATION

1. Use this feature to restock a cubie pocket IL with the same medication you had in it previously. This option can only be used if the EXPIRATION DATE FOR THE PREVIOUS MEDICATION USED IS THE SAME EXPIRATION DATE FOR THE REFILLED MEDICATION.
2. From the main menu, select the "restocking" icon.
3. Insert the cubie pocket IL to be refilled and then select, "continue".
4. The screen will show you the medication listed in this cubie pocket IL. Select the item you are returning and hit "accept". The pocket will open and the "check contents" screen appears. You must verify the quantity and item.
   a. If the quantity is wrong, press "change quantity" and enter the correct number.
   b. If the item is wrong, select "wrong med in pocket" to remove it.
   c. If the item is unstable, select "document waste" and remove it
   d. If you decide not to refill it now, select the "skip pocket" icon
   e. If both the item and quantity are ok, select the "accept" icon.

Rx CHECK

1. The Rx Check feature allows the system to be set up automatically for review of each medication prefilled in a Cubie IL.

2. At the workstation (console) click on "System Setup", select "Formulary Management" and then select "Formulary"
   a. Find the name of the medication you want (i.e. Synthroid 0.025mg) and click on it till it turns blue. Click on the edit button. Then click on "Formulary Options". Under "Med Options", make sure you have a check mark where it says "Requires Rx Check". Do this for all the medications you use in the CRS.

3. At the CRS select "Rx Check" from the main menu.
   a. Select the correct pocket size and press "continue".
   b. Select the medications to be checked and press "accept".
   c. Verify the item and quantity in the pocket.
   d. If the quantity or expiration date is incorrect, enter the correct one now.
   e. If the item is wrong, expiration date has expired or is unusable, press "wrong med." to remove the medication and discard the label.
   f. If the medication expiration date and quantity are correct initial the label and press "Accept".
   g. All pharmacy technicians will have privileges to fill IL pockets and all pharmacists will have privileges to Rx check the filled cubies.

REPORTS

1. All CRS reports must be generated off the CRS, as it does not send data back to the console/workstation.

2. Various reports that can be printed off include inventory, activities, discrepancies, system configuration and user lists.

CUBIE REPLENISHING STATION (CRS)
STOCK LIST

The following is a list of drugs that are to be prepared using the CRS.
New drugs will be added or deleted as required.

QTY	
30/10	Bupropion Sustained Release 100mg tablet
30/10	Bupropion Sustained Release 150mg tablet
30/10	Bupropion Sustained Release 200mg tablet
50/20	Divalproex Sodium Extended Release 250mg tablet
50/20	Divalproex Sodium Extended Release 500mg tablet
30/10	Escitalopram 20mg tablet
50/20	Gabapentin 600mg tablet
30/10	Glyburide 5 mg. Tablet
25/10	Heparin 1000 units/ml
25/10	Heparin 5000 units/ml
30/10	Lamotrigine 100mg tablet
30/10	Lamotrigind 150mg tablet
30/10	Lamotrigine 200mg tablet
50/20	Lamotrigine 25mg tablet
30/9	Levothyroxine .025 mg tablet
30/9	Levothyroxine .05 mg tablet
30/9	Levothyroxine .075 mg tablet
30/9	Levothyroxine .088 mg tablet
30/9	Levothyroxine 0.1mg tablet
30/9	Levothyroxine .112 mg tablet
30/9	Levothyroxine .125 mg tablet
30/9	Levothyroxine .150 mg tablet
30/9	Levothyroxine .175 mg tablet
30/9	Levothyroxine 0.2mg tablet
50/20	Lithium Controlled Release 450mg tablet
50/20	Lithium Sustained Release 300mg tablet
30/10	Metformin ER 500mg tablet
60/20	Tramadol 50mg tablet
50/20	Venlafaxine Extended Release 150mg capsule
50/20	Venlafaxine Extended Release 37.5mg capsule
50/20	Venlafaxine Extended Release 75mg capsule
20/9	Warfarin 1mg Tablets
20/9	Warfarin 2mg Tablets
20/9	Warfarin 2.5mg Tablets
20/9	Warfarin 5mg Tablets
15/5	Yellow Locks

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SECTION XIX: **PYXIS MEDICATION SYSTEM**
CHAPTER: 19.8   **MOVING A SINGLE UNIT TO ANOTHER**
                                 UNIT WITH ALL THE SAME PATIENTS

Policy: When an entire unit is moving to another unit, two changes have to occur at the Workstation so that information can be forward to the new unit. All discrepancies on the unit that is moving must be resolved prior to initiating any of these changes.

Procedure:

A   Workstation Changes
1. Sign into the workstation and click on "system set up".
2. Select "devices" and click on it.
3. Hi-lite the unit that is moving by clicking on the name and it will turn blue.
4. Select the "change name" on the lower left side of the screen. Make sure all discrepancies for this unit have already been resolved.   Select "yes".
5. Type in the new name of the unit and then close out.

B. Other changes at the workstation
1. Click onto "system set up" and select, "area".
2. Hi-lite the unit on the left side and make sure it shows up on the box just to the right of it.
3. To add a unit, select the unit from the box on the right side of the screen and click on "add" in the middle of the screen. The name will then be added to the box on the far right side of the screen. If you think you'll be using this unit again in the future, just keep the old unit in the box on the far-left. If you are not going to use it again, you can remove it by clicking on the "remove" icon in the middle of the screen.

Prior to the move, communicate the move with the IT Department to make sure all network drops are completed; and the movers to make sure the LAN printer is set up to print patient profiles from the medstation.

C. MedStation/Console changes on the day of the Move
1. Go to console, select system set-up, select devices you want to move, and then select out of service.
2. Disconnect the cables on the MedStations and the refrigerator.
   Shut off the UPS and place on top of the MedStation. Move all MedStations and refrigerator to new unit.
3. Connect everything together on the new unit.

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SECTION XIX: PYXIS MEDICATION SYSTEM
CHAPTER 19.9   PYXIS CII SAFE

Policy: A single-column auxiliary Pyxis CII Safe will be used in the pharmacy to store all controlled substances that will facilitate the management of controls from the wholesaler to the point of administration. Signing into the CII Safe will be by Bio-ID.

Procedure:

A. Setting up the Main Menu for Daily Usage
   1. Sign into the system using your bio-id and click on the "toolbar button" on top.
   2. On the next screen, on the left side, select these items in this order: (they should then appear on the Right side of the screen once you click on the blue arrow pointing to the right).
      a. Send (1)
      b. Return med. (2)
      c. Receive (3)
      d. Expire (4)
      e. Prescription (5)
      f. MedStation autorestock (6)
      g. Narc-Vault Access Inventory (7, only if you have this privilege)
   3. Click on "save".
   4. When you go back to the main menu and each time you sign in, all of these 6 or 7 functions will appear on top automatically. You can have a maximum of 8.

B. Entering controlled medication into the Pyxis Safe from an outside vendor
   1. Sign into the system and select number 3 (RECEIVE). On the next screen, you will get a screen that says: "Acquisition Record".
   2. Add a medication to the system by typing in the first few letters of the medication name. You can arrow down with the down key on the keyboard or click on the screen where the drop box is for med name. Be sure to select the correct strength concurrently.
      a. If the medication has NEVER been used before, you must request that a pharmacist with formulary privileges enter it before you search for it, as you can not type in the name yourself. It will need to be put in the pyxis console (workstation) first and then it can be added to the CII Safe formulary.
   3. Type in the correct quantity received into the safe in the box that says "Acq. Qty(+)".
   4. The vendor name should automatically default unless it is a new one. To add a new vendor, tap on the box that says, "add vendor". Fill in the fields it asks for i.e. vendor name, address, phone number, etc.
   5. The invoice # is located on the vendor invoice.
   6. Then click on the "green plus button" on the right side of the screen and the medication name, received quantity, vendor and invoice number will appear

under the "selected items" box. If you entered the incorrect medication, quantity or anything else just click on the red minus button and start over again.

7. Different controls can be added on the same screen. Once you have entered the medication you are adding and have hit the green plus button, then go to the top of the screen and enter another medication. This can be repeated several times. All items to be added will appear under the "selected items box" on the screen. Once you have entered all of them, click on "save".

8. After you have saved this information, the next screen to appear will ask you to scan the medication,; the compartment number (which is the drawer number (1,2,3,or 4), the position number (which is the number located on the BIN in the safe), and the transaction quantity number will then show up on the screen. The door opens to place the medication in the correct bin; the screen will ask for the expiration date, type in date and hit accept. Then it will go to the next screen adding the received and current quantity together. Close the door and finish this process with all the medications you are entering. A print out will occur listing all the medication you entered, date, quantity etc. This sheet should be stored in the correct pharmacy binder.

C. Sending Controls to a nursing unit or other location

1. Sign into the system and select (SEND). Then you will be at the screen that says, "Send Meds Details Screen".

2. Tap on the drop down box to select the correct unit. Tap on the unit so it is hi-lighted.

3. Under the medication name, type in the first few letters of the medication you want.

4. Tap on "send quantity" and type in the box the number of this specific medication you want to send to this unit. Click on the green plus button and the medication name, quantity, location will appear under the "send meds box". If this is the only controlled substance, then hit "save". If you need to send additional controlled substances, then repeat the above process and end it with clicking on "save".

5. Once you have saved the above information, the door will pop open and you will be directed to the correct compartment and position. Remove the amount as stated on the screen. Check the medication name, strength and quantity in your hand with the computer screen to ensure accuracy. Follow this for removing all the medications listed. At the end, select "cancel" to exit this screen.

6. A report will print out of the medication removed. Save the print out in the correct pharmacy notebook.

7. Go to reports, review reports, select send meds. Put a check in the box of the user, a check in the box of the unit, and a check in the box for the med. Click save. Initial report and pharmacist must initial file in notebook.

8. If you have selected the wrong medication, after you have removed it, then you must use the return function to add it back to the inventory and re-send the correct medication. A barcode label will print out for scanning at the pyxis units.

9. If this is a new med to load, a Control Substance Disposition Sheet must accompany it for downtime purposes. The POUS is to be marked with a DT and filed appropriately.

D. Returning medication to the Pyxis Safe from a nursing unit

1. Sign onto the system and select (RETURN). Next the "Return Detail Screen" will appear.

2. Select the unit that it came from by typing on the drop down box. Select the medication name by typing in the first few letters of the medication name. You can arrow down until you locate the correct one.
3. Type in the quantity you are returning and hit the green plus button. More than one medication can be returned at once. Then it will show up in the button box called, "selected items". Hit the "save" button and the door will pop open. Once you have returned it, hit "cancel" to exit out of the system.

E. Signing out of the Pyxis Safe
   1. Every time you have completed your transaction in the Pyxis Safe, be sure to logout by clicking on the "Logout" key at the top of the screen. This will ensure that no one else can process any transactions under your BioID.

F. Expired medications that have to be wasted from either the Pyxis Safe or from a nursing unit
   If wasting from a nursing unit, you must first "Return" it to stock, and then you can waste it by selecting "Expire, Waste, Recall" screen.
   1. Sign into the system and tap on number 4 (EXPIRE). The following screen will be called, "Expire, Waste, Recall" screen.
   2. Under the medication name, find the name of the medication that has to be wasted.
   3. Then tap on the "Exp./waste/Recall Qty (-): and type in the amount of this specific medication you are wasting.
   4. Under the "reason" section, type in the reason it is being wasted i.e. damaged, out of date etc.
   5. Click on the green plus button and the medication name exp./waste quantity and reason for wasting will appear in the "selected meds for exp./waste/recall box.
   6. Wasting any controlled substances requires a witness so you either pend it and waste later or waste now with a witness.
        a. If no witness is around to witness your waste, Click on the box that says, "place in the pending destruction bin" so that a check mark appears and it will be hi-lighted in blue. Hit save and exit
        b. If you have a witness skip step (a) above and click on the "save" button. This will bring out the witness transaction screen. The witness will either type in ID and password or use the BioID. Then click on "OK". The "confirm vault quantity screen then appears and the door pops open. The witness will count the medication and enter the amount in the "ending Qty Available Field". Click on the "OK" button. If the number is incorrect, you have one more chance to recount and fix it. Press "cancel" to exit the system.
        c. When you procure a witness for destruction in letter a, sign into the system and click on the "administrative icon" on top of the main screen. Click on "meds pending destruction". Find the correct med. and it will be hi-lighted in blue, type in qty destroyed and follow the rest of the steps mentioned in letter (b) for a witness. We do this for our pharmaceuticals return vendor **EXP.**
        d. All print outs from the above transactions must be saved in the appropriate pharmacy binder.

G. Filling of Prescriptions for LOA, TV, discharge etc

1. Obtain the label for the patient with a status change from the label printer.
2. Click on (RX) and then you will be at a screen called "Prescription".
3. Type in the medication name with first few letters, type in quantity, Rx number, patient's first and last name, MD last name and first name. If you don't know the MD's first name, you can type in Dr.
4. Click on the green plus button and the medication name will appear under the "prescribed Meds" box. This can be done for more than 1 medication at a time.
5. Be sure that you have clicked on the "none" box so that an expiration date can be attached to each label. No check mark should appear in this box for it to print out.
6. For a signature page to print, make sure the "print on save" has a check mark in it. This is the sheet the nurses can sign on the unit. Press save. Then the confirm vault QTY screen appears and you must count the med., enter the amount in the ending qty available field and press "OK".
7. Make a copy of the signature sheet by pressing view, click on the patient name, uncheck "print label" and then hit reprint. Put this sheet in the bag with the control medication. This is for the nurse to sign when she dispenses this medication to the patient. The second copy is for the patient or quardian to sign.
8. If the patient returns from LOA/TV etc. with the control medication , and if not opened, then you have to "Return " it to inventory by: choosing the correct med, correct location, uncheck "return from pyxis" box, fill in correct quantity, hit the green plus button, hit save and then add the quantity to the already existing inventory.

H. Monthly Inventory as required or needed
1. A pharmacist and a pharmacy technician will monthly count the controls in the Pyxis Safe and in the designated refrigerator. This can be done more often if needed.
2. To perform an inventory on only one medication, select the "increase inventory" screen at the top of the main menu. Then select "Narc Vault Access/Inventory". On the next screen, select "meds" under the select inventory type. Select the medication name under the "Med Details", hi light it and you will then be prompted to which compartment and bin it is located in.
3. To perform the monthly inventory of all the meds, select "increase inventory" off the top, select "Narc Vault Access/Inventory" and at the next screen, select "compartment" under the inventory type.
4. Only one compartment can be counted at a time. After you finish counting each compartment, you must go back to step number 3 and enter in another compartment. All five compartments must be counted monthly.
5. Each time you count a medication, a screen asking for the expiration date will appear; if it is correct, select accept; if it is not correct, put in the correct date.
6. While performing the inventory now or at any time you are entering "ending quantity amounts", if you for whatever reason you type in a number that does not match the quantity currently in the safe, you will get a message that says, "wrong vault Qty". You will be given a second chance to re-count before a "discrepancy" occurs.
7. A print out of this inventory will be obtained and signed by the two people counting. A report for CII controlled substances will print out separately from CIII to CIV controlled substances. A copy will be retained in the correct pharmacy binder.

I. Discrepancies – resolving them
   1. After you sign in, select the "administrative button"; select "Resolve Discrepancy Menu" off the drop down box. The next screen to appear will be the "Resolve Discrepancy" screen. Select "view" at the bottom of the screen; a list of discrepancies will show up.
   2. At the next screen, select the medication that you want to resolve, hi-light it and click "ok". Then type in the new quantity under "New Qty". Then proceed to the section that states, "reason section" and type in why you had a discrepancy. You can only type in 50 characters here. Then select "ok".
   3. The following screen then appears which states, "Confirm, Vault Qty". The compartment opens, count the meds and enter the number you counted in the "Ending Qty Available". Press "ok", "print on screen", "save" and then "cancel".
   4. Take the print out and retain a copy for your records. If the discrepancy causes the count to be either under or over, you must notify your Pharmacy Supervisor/designee immediately. Additional instructions will be given to you at this time. This will require a witness.
   5. A daily report prints out at midnight detailing all the activities that transpired through the CII safe. A second report is printed by the control drug pharmacy technician called the Pyxis vs. CII safe compare report which details if a particular medication was withdrawn from the safe but not delivered to the intended unit.

J. Discrepancies – reviewing resolved ones
   1. Sign into the system and under the "administrative button"; select "Review Resolved Discrepancies Menu". The "Review Discrepancy Resolution" screen will appear.
   2. At this screen, select the dates you want to review in the "From" section to the "To" section. Then select the users individually or select "all" of them. Select the medication under the "Med Box" and press "Preview", "Print" and then "Cancel".

K. Auto-restocking of meds
   1. Sign in, select the "Decrease Inventory/Medstation Auto Restock" menu.
   2. For zone, select all; for "Meds Below Par/Max", select "At Min or Below"
   3. Select "view restock suggestions" button
   4. Under the restock details, a list of meds will appear which will include the maximum, minimum, current amount, suggested amount and actual amount. These numbers are recommendations only.
   5. The quantity will be highlighted in blue. At this point, adjust the quantities to correspond to the way the medications are packaged (i.e. methadone comes in sleeves of #25, clonazepam comes in sleeves of #10, etc)
   6. Select save
   7. Delivery signature sheets will print along with a barcode label for each medication that will be removed from the CII Safe to be delivered to the appropriate unit medstation.
   8. At this point, medications will be removed from the CII Safe one by one according to what is on the restock list. An ending quantity is entered for each medication as the medications are removed.
   9. The control drug technician then places each medication on the table in the vault as they are removed from the CII Safe. The control drug technician also prints out the "Send Report" to compare to the delivery signature sheets for verification.

10. Once all medications are removed, the technician then places the correct medication in small plastic bags, attaches the corresponding barcode to the outside of the small bag, and then places all the medications needed per unit in a large plastic bag with the corresponding delivery signature sheet. This is done for each patient care unit.
11. The large plastic bags are then placed in the corresponding bin labeled with the patient care building on it. This awaits checking by the appropriate pharmacist and technician, together.
12. Besides the control drug technician initials on the "Send Report" the checking pharmacist and delivery technician will place their initials. Three different licenses will have their initials placed on the send report sheet. If two technicians are not available, two pharmacists and one technician is fine. The end result is 3 licenses, 1 person removing the medication, the pharmacist checking the medication for accuracy and 1 person delivering the medication. An exception will occur on nights, weekends and holidays when only 1 pharmacist and 1 phamacy technician are on duty.
13. Once all are checked, the delivery technician then takes the large plastic bags and places them in their suitcase/delivery tote for delivery to their patient care units.
14. The delivery signature sheets are returned by the delivery technician to the control drug technician for safe keeping in the vault file cabinet.
15. The "Send Report" is filed daily in a binder kept in the vault.

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SECTION XIX: **PYXIS MEDICATION SYSTEM**
CHAPTER: 19.10   **PYXIS PARX**

Policy: Medications from the "PICK STATION" and other areas in the pharmacy will be selected and checked using the Pyxis ParX (Pyxis Automated Replenishment System). This system uses barcode scanning technology which includes a hand held PDT (portable data terminal) with a small portable label printer.

Procedure:

1. Remove PDT from the cradle and touch screen to begin. When the PDT is not in use, it needs to be returned to the cradle for recharging. The printer needs to be plugged in to be charged.

2. After removing the PDT from the cradle, tap screen, scan user ID user barcode, scan printer barcode being used, and then choose one of the following: PICK, CHECK, MAINTENANCE OR OTHER.

    A. Refilling meds using the PDT
        1. select Pick from the PDT – hit submit
        2. select the type of Pick items you want from the following:
            a. loaded items
            b. pending items
            c. loaded and pending
            d. stock out
            e. critical low-stock out
            f. on demand
         Then hit submit

3. Select what station(s) you are refilling or check off all stations being refilled
        a. highlight station(s) refilling and hit submit
        b. select either "All" areas or "Some" areas.
          1. All areas- check off ALL PICK AREAS, hit submit
          2. Some areas- check off areas picking from and hit submit
        c. select pick order
          1. select by pick area if refilling by area and then hit submit
          2. select by station if refilling by station and hit submit

4. The refill list will appear on the PDT
        a. scan barcode of the item appearing on the PDT to be refilled

     b. select the quantity refilling and submit

     c. follow this process until all meds are refilled

     d. if skipping an item just hit next

5. When filling a specific medication from the PDT, select the correct
bin, remove the bin from the shelf and scan it with the PDT. Select quantity
refilling, then hit submit. Once this is done, a label will print out on the portable
printer, which is to be placed on the baggie. The meds are put in this baggie with
the barcode label on the outside of the baggie. This label will contain the name
and strength of the medication, the quantity being delivered, the unit it is being
delivered to, the drawer where the medication will be placed into, and the pyxis
code of the medication.

6. If you have scanned the incorrect medication or strength, the PDT will beep
several times and display a message saying "Error! Invalid med scanned".

7.Upon completion of the picking process, select log off and put the PDT back in
its cradle.

B. Checking the "Picked meds"
    1. A pharmacist prior to leaving the pharmacy will check all the
      medications picked by the pharmacy technician for accuracy.

C. Delivering meds to the MedStations
    1. At the MedStation, sign on.
    2. Select refill and on the bottom of the screen, select "scan bar code".
    3. Scan the baggie and the correct drawer will open. If it is a matrix
     drawer, scan the number listed in the drawer to ensure filling the
     correct bin. If it is a cubie, it will automatically pop open.
    4. Sign out when completed.

D. Printing Shelf Labels
    1. From the PDT. Select other
    2. select "print a shelf label"
    3. enter the pyxis medication ID and hit submit
    4. retrieve label off printer

E. Reports
    1. Reports are available at the NT procar and can be selected by user,
     station or all.
    2. At the NT procar switchbox, change the procar to #2 for reports (#1
     is for the workstation).
    3. Then go into the "Hoststatus/Action" section of top of the screen,
     highlight the PDT: PARx and click on it. A window will open on
     the left side of the screen.
    4. Click on the "print report" box in the box and on the next screen you
     can print reports out by user, station, medication, or med class.
    5. Be sure to enter the dates you want these reports for.

6. When finished, remember to turn the procar back to number 1 so that you can use the workstation as needed.

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