

Section: Division of Nursing

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**PROCEDURE**

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Approval: \_\_\_\_\_

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**HACKETTSTOWN REGIONAL MEDICAL CENTER**

**TITLE: PYXIS MEDSTATION/PYXIS CONNTECT/PYXIS PROFILE**

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PURPOSE: Pharmacy and Nursing services may use the Pyxis MEDSTATION System as an administration and charging system for the following types of medications:

1. Controlled substances
2. Selected Routine Medications
3. Stock medications
4. High volume PRN medications
5. Emergent/Stat Doses

SUPPORTIVE  
DATA:

EQUIPMENT  
LIST:

1. Employee badge number/user ID
2. Patient name, or account number
3. Medication to be returned to Pyxis MedStation

**A. Authorized Access**

1. Permanent access codes -- user IDS -- are assigned by the Nurse. These IDS will be entered and maintained by the appropriate Pharmacy System Manager.
2. A temporary password is to be issued with the user ID. The user must immediately access the *Station* or *Console*, as appropriate, and follow the prompts to change the temporary password to a secret permanent password. This new, secret password must be kept confidential.
3. All FT/PT/PD RNS, Unit Managers and Administrative Coordinator are allowed to access all *Stations* in the facility.
4. When creating a temporary ID and password for any personnel, the following information is required: full last name, first initial, license classification (such as RN, LVN, or LPN). **Only** Unit coordinators and Administrative Coordinators will have privileges to assign a temporary password.
5. Individuals may have different access privileges assigned to them. The defined user privileges by staff type are:
  - a. Staff Nurse - privileges A,B, and C
  - b. Nurse Manager, Charge, Supervisor - privileges A, B, C, F and H.
  - c. Pharmacy Staff - privileges A, B, C, D, E, F, H, I, J, and *Console* access privilege A.
  - d. Pharmacy System Manager - privileges A through K and *Console* access privileges A through C.

6. All requested additions, deletions, or changes to access IDS must be sent to the Pharmacy System Manager for Implementation.
7. Any user with access for the MEDSTATION System may change their password at any time.

#### **B. Inventory Count**

1. An Inventory Count will be performed every Wednesday for controlled at each Med Station. One nurse from the PM shift and one nurse from the NOC shift will complete the inventory (this is a form of shift count but is done only once a week).
2. The Pharmacy System Manager will monitor the weekly shift counts by printing a report from the *Console*. If the counts are not being done, the Pharmacy System Manager will notify the Unit Nurse Manager.
3. The frequency of the Inventory Count may be reassessed after using the *Station* over time. The adjustment of frequency will be dependent upon the number of discrepancies that occur on the nursing unit.
4. The decision to change the frequency of Inventory Count will be made jointly by the Nurse Manager and the Pharmacy Manager.

#### **C. Stock Replenishment**

1. The Pharmacy will be responsible for maintaining adequate inventory of all medications in the *Station*.
2. Inventory levels will be checked three times a day via the Pharmacy *Console*. The medications that are recorded as being low will be collected in the Pharmacy and will be delivered and refilled into the *Station*.
3. If a nurse notices that a medication is running low and the Pharmacy has already made its delivery or is about to close for the night, the nurse will notify the Pharmacy.
4. Pharmacy personnel will empty the return bin and save the return meds transaction slip when replenishing *Station* stock.

#### **D. Stock and Inventory Level Changes**

1. Any changes to the stock or inventory levels will be requested in writing to the Pharmacy manager by the Nurse Manager.

### **E. Replacing Paper**

1. All nursing staff will learn how to replace the paper at the *Station*.
2. Extra rolls of paper will be kept in one of the pockets of the *Station*. To access the roll for replacement, select Remove from the Main Menu and select Remove Meds. Select the patient name **Pyxis Paper** and select the medication **Pyxis Paper**. The drawer will open allowing you to retrieve a roll of paper. Close the drawer and install the paper as described in the Station Reference Guide kept at the *Station*.
3. The Pharmacy will replace the rolls of paper in the same manner as refilling a medication when the paper supply is low.

### **F. Problem-Solving**

1. Each Nursing station will have a number of designated Resource Nurses on each shift to answer questions and assist other nurses on utilizing the *Station* to answer questions.
2. If a problem cannot be resolved by referring to the Station Reference Guide or the Resource Nurse, contact the Pharmacy. If necessary, the Pharmacy can contact Pyxis for assistance. Pyxis support is also available 24 hours per day, 7 days a week by contacting 1-800-727-6102 account #3647.

### **G. Reports**

1. Nurse Managers may request special reports from the Pharmacy Manager. These reports can include reports by medication removal, by nurse, by witness, discrepancies, and so forth.
2. The *Console* will store information for seven days.
3. The Pharmacy will run a daily charge and credit report which will act as a billing document. An activities report by medication of all controlled substances will be printed to act as a document to record all Class II through C-V medication administrations, replacing the old narcotic sign-out sheets.