

Section: Division of Nursing

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PROCEDURE

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HACKETTSTOWN REGIONAL MEDICAL CENTER

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GENERIC
(Scope)

TITLE: PYXIS® MEDSTATION PROCEDURES

PURPOSE: Pharmacy and Nursing Services may use the PYXIS MedStation System as a charging System for the following types of medications:

1. Controlled Substances
2. Emergency/Stat Medications
3. Stock medications
4. High Volume PRN medications
5. Selected Routine Medications

EQUIPMENT LIST:

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

CONTENT: PROCEDURE STEPS:

A. Entering Patient Information

1. The patient's name should appear on the **Station** census list. This information is obtained via an interface with the hospital's Admission, Discharge and Transfer patient care computer system.
2. For a variety of reasons, some patients may not be listed on the **Station** at the time a medication is needed. If this occurs, the nurse will select **Remove Meds** and, at the **Pick a Patient** screen, select **Add Pt.** Follow the prompts to enter the patient's last name and ID (if known). Entering the correct patient ID will assure the patient is billed appropriately.

B. Medication Administration

1. Remove the medication at the **Station** by selecting the **Remove Meds** option on the Main Menu and follow the instructions on the screen.
2. The nurse must verify the inventory count when removing any medication from the **Station**
3. Upon completion of each transaction, a transaction slip is generated and printed at the **Station**. This slip is **not** a legal document. The nurse may use it for charging purposes or to verify with the patient's ID when giving the medication. This transaction slip can be discarded when no longer useful.
4. All refrigerated medication may be accessed through the PYXIS machine.
5. For Pyxis® Profile MedStations (4N, 4S, 3S, 3N, ICU and PCU) medications may be removed after they have been reviewed and profiled by the Pharmacy.

6. Emergent/Stat medications may be overridden by two nurses as outlined in the override policy.
7. Non-Pyxis® Profile MedStations (OR, Anes/ OB Anes, ER, SDS and Minor Procedures) have a licensed in attendance and therefore are not required to follow the override Policy

C. Wasting Medications

1. If all or part of a medication originally taken from the **Station** has been wasted, it will be documented at the **Station** by using the Waste option under Procedures. Two nurses will be required to waste a controlled substance to document a witness.
2. The wasted medication is to be documented at the time the medication is wasted.
3. Medication wastes are defined as all or part of a medication that is not in its original, sealed package and not administered to a patient.

D. Returning Medications

1. A narcotic medication removed from the **Station** that is in its original package and not administered to the patient will be returned to the **Station**. This allows the patient to be credited for the medication. To return the medication to the **Station**, select the Procedures option on the Main Menu and select the Return option. Follow the instructions on the screen to return the medication. Two nurses will be required to return a controlled substance to document a witness for the return.
2. An unscheduled medication removed from the **Station** that is in its original package and not administered to the patient will be returned to its original pocket or another pocket in which the med is loaded (if loaded in more than one pocket). This allows the patient to be credited for the medication. To return the medication to its original pocket, select the Procedures option on the Main Menu and select the Return option. Follow the instructions on the screen to return the medication.
3. If the medication package is **not** intact, follow the procedure on page 7 (**Wasting Medications**) for wasting medication.

E. Discrepancies

1. When your entered count of a medication at the **Station** differs from the displayed count for the medications, a discrepancy exists. All narcotic (meds classified as I-through-V) discrepancies are logged and can be printed out at the **Station**. All unscheduled discrepancies are logged, but are then automatically resolved and sent to the **Console**. Unresolved narcotic discrepancy information remains on the **Station** for seven days.
2. Any narcotic discrepancy discovered should be reported immediately to the manager of the unit or administrative coordinator.
3. A narcotic discrepancy should be resolved either at the time of discovery or at the change of shift. A narcotic discrepancy is resolved between the user changing the count and the user with the previous access.
4. Once a resolution has been established, the involved users will use the Resolve discrepancy function from the Procedures menu to attach an electronic explanation for the discrepancy.
5. Pharmacy will review the Discrepancy Report for valid explanations and for discrepancies which may require further investigation.

6. Any controlled substance discrepancy that has not been resolved within 7 days will lead to the canceling of Pyxis Privileges by the personnel involved until said discrepancy is resolved. The Unit Manager will be notified of such issues. Temporary access will be given to the personnel involved as required.

F. Power Outage/Emergency Procedures

1. If the **Station** is plugged into the emergency power system, the station should remain operational.
2. Pyxis will be called the event of a software or hardware problem and will plan and coordinate the resolution to the problem. Pharmacy will make this call during Pharmacy hours of operation. The Administrative Coordinator shall initiate the call, or designate other nursing personnel to contact Pyxis when required.