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<b><u>PYXIS FILL AND REFILL</u></b>		

## POLICY

Automated dispensing machines will be filled and refilled according to the following procedure to ensure safe storage of medications in patient care areas.

## DEFINITIONS

Fill = Initial placement of a medication within a drawer or pocket in an automated dispensing machine (e.g., med-to-load placement)

Refill = Replenishment of inventory of a previously existing item (e.g., stock out replacement)

Stock out = actual inventory value reaches zero prior to refill

Med-to-Load notices = Printed sheets that automatically print when a medication is ordered on a patient profile and is not located in the automatic dispensing machine on the unit.

## PROCEDURE

- I. Refill of Medications into Automated Dispensing Machines
  - A. Refill reports automatically print at the Pyxis Medstation console at preset times
  - B. If print times need to be changed, the Pyxis Coordinator should be notified and is responsible for all changes
  - C. Gather medications based on the delivery portion of the report, which will list all medications and refill quantities needed to restock each Medstation to the maximum count
  - D. Refill medications or supplies in the exact quantity indicated on the Pyxis Refill report
  - E. Package and label each medication individually for each unit in a separate bag
  - F. To provide a double check, a pharmacy technician should pull the medications to refill the Pyxis and either a pharmacist or another technician is required to check the medications pulled against the delivery report before the technician delivers the medications to the Pyxis
  - G. Deliver medications to units and refill Pyxis
- II. From the Pyxis main menu
  - A. Select the **Refill** icon
  - B. Select either **All Meds** for a complete list of meds or **Meds at/Below Min**
  - C. Select meds to refill
  - D. Select **Refill Selections**
  - E. Verify that the medication name matches the one to refill
  - F. Verify initial quantity of medication
  - G. Enter quantity to be refilled
  - H. Enter the earliest expiration date of the items in the pocket
    - a) Expiration dates that are listed with Month/Day/Year on packaging should have that exact date entered

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- b) Expiration dates that are listed as Month/Year only should use the last day of the month as the specific day of expiration
    - January = 31
    - February = 28 (leap year = 29)
    - March = 31
    - April = 30
    - May = 31
    - June = 30
    - July = 31
    - August = 31
    - September = 30
    - October = 31
    - November = 30
    - December = 31
  - c) Mini-Bags should use the soonest expiration date between the vial and the MB+ piggyback
- III. Proper restocking
- A. Open any boxes that medications are stored before placing in Medstation
- IV. Loading
- A. Determine the correct quantity of the item to be give the unit approximately a 12-days supply (if space allows)
    - a) Tablets
      - QDay = max 12 min 3
      - BID = max 24 min 6
      - TID = max 36 min 9
      - QID = max 48 min 12
      - 5XD = max 60 min 15
    - b) Liquid cups/syringes
      - QDay = max 15 min 4
      - BID = max 25 min 6
      - TID = max 40 min 10
      - QID = max 50 min 12
      - 5XD = max 60 min 15
    - c) Narcotics
      - QDay = max 15 min 6
      - BID = max 25 min 10
      - TID = max 40 min 16
      - QID = max 50 min 20
      - 5XD = max 60 min 24
  - B. Find a proper pocket for the item to be loaded by using the 'Empty Pockets Guide' located in the fill area.
  - C. Fill full quantities of items to be loaded
  - D. Have double-check performed by either another technician or pharmacist
  - E. Give Med-to-Load sheet to A or D pharmacist to change to 'Floorstock' in WORx
  - F. Deliver item to unit
    - a) Log into automatic dispensing machine
    - b) Select 'Load' icon

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- c) Select items to be loaded
- d) Enter correct quantity of item to be replaced (if not using an empty pocket)
- e) Remove old item
- f) Place new item in pocket making sure NO look-alike/sound-alike of different strengths of same medication are loaded nearby
- g) Accept transaction and enter soonest expiration date according to previous examples

**RESPONSIBLE FOR REVIEW:** Assistant Director of Pharmacy



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Director of Pharmacy