

EFFECTIVE DATE: 5/02	<u>DEPARTMENT OF PHARMACY</u>  <b>POLICY &amp; PROCEDURE</b>	SECTION: Operations
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<b><u>PYXIS® MEDSTATION POLICY</u></b>		

**POLICY:**

It is the policy of University of Kansas Hospital to strictly manage access privileges to the MedStation Rx system to insure adequate security for medications, including controlled substances, to provide for proper documentation of medication use, and to assure confidentiality of patient data. The Department of Pharmacy will be the responsible party to replenish and monitor MedStation Rx medication inventories on a regular basis. The Department of Pharmacy will take immediate measures in the event of a system failure to insure that accurate medication therapy for patients is continued and that appropriate documentation is maintained.

**PROCEDURES:**

- I. Authorized Access to MedStation Rx
  - A. User Database Maintenance. The Pharmacy will identify an individual who will serve as system manager and will be responsible for assigning and maintaining user IDs. Users will be responsible for their own password information.
  - B. New Access. Individuals authorized to use the MedStation Rx system must obtain a system identification code (User ID) and personal password by completing a *Pyxis MedStation Rx ID/Password Verification Statement and SignOn Request Form* (Appendix A) during the orientation process. The *Authorized by* line must be signed and dated by authorized staff development personnel or the immediate supervisor. The completed form will be faxed to Pharmacy Administration (88840), where user information is entered into the MedStation Rx console and a temporary password is assigned (the temporary password is always TEMP). The user should go immediately to the MedStation, sign on, and change their password. This password will expire every 90 days.
  - C. Biometric Password (BioID). All MedStations are equipped with the BioID fingerprint scanner. This is the primary method of secured access.
  - D. Change Current Access. Any change in access requires that a new *Pyxis MedStation Rx ID/Password Verification Statement and SignOn Request Form* be completed as above.
  - E. Area Access Privileges. Access is only granted to those areas (MedStations or Pharmacy console) where the user commonly works. The supervisor and system manager will define access privileges.
  - F. Per Diem, Agency and Float Access. Nurses working on a unit for a day will be Activated at the MedStation by a nurse, charge nurse, nurse manager, nursing supervisor, pharmacy personnel, or other designee with this privilege. This *Activation* will expire in 14 hours. Float nurses will be granted access to units they work most often. Other access will be available as above. Under NO circumstances will a temporary access code be issued.

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- G. Forgotten Password. In the event that a user forgets their password, it is their responsibility to come to the Inpatient Pharmacy and present their badge or photo ID. Their password will be reset to their user ID and they will be prompted to change it when they log on again.
- H. Routine Termination. Human Resources will notify the system manager by Email when an employee with MedStation Rx access is terminated. Their access will immediately be changed or revoked accordingly.
- I. Unfriendly Termination. In the event of an unfriendly termination, the nurse manager will page the pharmacy administrator on call for immediate revocation of user privileges.
- II. Maintaining the MedStation Rx Formulary and Station Inventory
- A. Stock Replenishment. The Pharmacy Department will refill all MedStations daily or as activity and inventory dictate.
- B. Return Bin Processing. Each MedStation Rx return bin will be emptied and reconciled at least once a month in accordance with *Unit Review Purpose and Procedures Policy*.
- C. Non-Controlled Medications Inventory. Pharmacy technicians will inventory and remove outdates from stock according to *Unit Review Purpose and Procedures Policy*.
- D. Formulary Additions. When a new drug is added to the departmental formulary, purchasing personnel will provide product and cost information to the Computer Coordinator who will then pass on that information to the Pyxis® Technician. The Pyxis® Technician will add the new medication to the Pyxis® 2000 formulary. The Pyxis® Technician or the Technician Supervisor must process all formulary additions or deletions.
- E. Adding/Deleting Items in Station Inventory. MedStation inventories for nursing units will be adjusted periodically based on patient needs.
- III. Downtime Procedures for MedStation Rx
- A. Emergency Power Outlets. All MedStations will be plugged into emergency power outlets to assure electricity will be available to operate MedStation Rx during a power outage. Keys to allow access to MedStations in case of emergency will be kept in the Pharmacy Department.
- B. Pharmacy System Down / Pyxis® MedStation Operational. Nursing will continue to withdraw needed medications from MedStation Rx for existing orders. Use override whenever necessary and available for newly ordered medications. Always check the written order or medication cardex for current therapy and dosing information, since

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the host computer is not communicating with MedStation Rx and the MedStation, therefore, may not reflect the most recent ordered or discontinued medications.

- C. Pharmacy System Operational / Pyxis® MedStation Down. Appropriate personnel will be notified as stipulated in Nursing Pyxis® Procedures. Nursing should obtain medications from another nearby MedStation until the problem is corrected. If the MedStation must be unlocked, all transactions must be recorded on the *Downtime Medication Log* (Appendix E) provided by Pharmacy. When the MedStation is back in service all drawers must be inventoried.
- D. Pharmacy System Down / Pyxis® MedStation Down. General power failure. Appropriate personnel will be notified as stipulated in Nursing Pyxis® Procedures. MedStations will be unlocked. All transactions will be recorded on the *Downtime Medication Log* provided by Pharmacy. When the MedStation is back in service all drawers will be inventoried.
- E. Pyxis® Console Down. Appropriate personnel will be notified as stipulated in Nursing Pyxis® Procedures. If the console will be down for greater than 24 hours, an *All Activities* report will be run at each MedStation every 24 hours. A *Refill* report will be run from each MedStation and used to refill each unit.

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



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Director of Pharmacy