

PROCEDURE FOR: Medication Administration: Pyxis for Controlled Substance Security

- POLICY:
1. All controlled substances must be maintained in a Pyxis machine or double locked refrigerator box, without exception.
 2. Monitoring of controlled substances is performed by change of shift discrepancy checks and weekly inventory of Pyxis.

EQUIPMENT: Control medications
Pyxis Machine

PROCEDURE:

ACTION

POINTS OF EMPHASIS

Controlled Substance Counts:

1. A discrepancy review is performed every shift. The charge nurse or designee will check to see that no open discrepancies exist and will relate this to the incoming charge nurse at change of shift.
2. If there is a discrepancy, attempt to resolve at that time, while following the steps indicated in the Policy and Procedure for Automated Dispensing System (Pyxis). The search is continued until the drug is found or determined to be missing. If the drug is determined to be missing a report must be filed with Pharmacy.

Receipt of Controlled Substances:

1. Controlled substances are delivered to nursing units from the pharmacy and placed into the Pyxis machine. Controlled substances which have not been entered into the Pyxis should not be accepted by nursing staff.

Discarding Controlled Substances:

1. Unwanted partial or individual doses of Controlled Substances can be discarded by nursing personnel or a physician. Such destruction is made by a nurse/physician, witnessed by a second nurse or physician, and recorded in Pyxis.

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ACTION

POINTS OF EMPHASIS

Administration of Controlled Substances
to Patients who are off their Designated
Units:

1. The assigned nurse will obtain, sign off, and administer controlled substances to patients off their designated units. Controlled substances are signed out from Pyxis on the patient's designated unit.

APPROVAL: Nursing Standards Committee
Department of Pharmacy

EFFECTIVE

DATE: 6/77

REVISION

DATES: 10/79, 5/80, 7/86, 7/87, 11/88, 12/90, 1/94, 2/95, 5/95, 10/97,
12/99, 3/03, 8/08