

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: PYXIS MEDSTATION® AUTOMATED DRUG DISPENSING SYSTEM	Original Issue Date: 05/01//23	Policy # 962
	Supersedes:	Effective Date: 05/01//23
Policy Owner(s): Director of Pharmacy Services Executive Sponsor(s): Chief Medical Officer		
Departments Consulted: Pharmacy Services Nursing Services	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Medical Officer
		(Signature on File) Chief Executive Officer

POLICY

The Los Angeles General Medical Center utilizes an automated drug delivery system (ADDS) and automated unit dose system (AUDS) that provides adequate medication security, accurate dispensing, and documentation of medications used in identified areas.

PROCEDURE

- I. **Security of Medications and Patient Confidentiality**
 - A. The Pyxis® system is installed in enclosed buildings throughout the Los Angeles General campus and Augustus Hawkins.
 - B. Authorized personnel include those whose scope of practice and job description require access to medications. Authorized personnel access the Pyxis® system with their employee number, BioID, and current network password if BioID could not be used. Pharmacy will be responsible for maintenance of system users.
 - a. Every employee who utilizes the Pyxis System will be required to obtain an employee ID number from Human Resources (HR) prior to having access granted to the Pyxis Active User Directory.
 - b. When an employee is no longer in the HR system, the employee will automatically be removed from the Pyxis Active User Directory.
- II. **Responsibilities and Accountability**
 - A. Registered Nurse (RN)/Licensed Vocational Nurse (LVN)
 - a. Verifies accuracy of medication information on Medication Administration Record with Pyxis System
 - b. Conducts a weekly controlled drug inventory every Wednesday with another licensed staff member
 - c. The RN in charge will verify that there are no unresolved discrepancies prior to the change of each shift. If an unresolved discrepancy exists, the Registered Nurse in charge will ensure the discrepancy is resolved prior to the staff leaving the unit
 1. If the discrepancy involves a controlled substance, see Nursing Policy “Management of Controlled Substances” for guidelines.
 - B. Nurse Manager
 - a. Reviews Pharmacy override report and provides corrective action as necessary
 - b. Ensures all licensed employees are trained and have access to available resource information regarding use and troubleshooting of system

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- c. Contacts designated Pharmacy team member when a user transferred from another unit need to change assigned area and/or privilege.
- d. If a user is terminated involuntarily, the Nurse Manager/designee must notify the Pharmacy immediately
- e. If abnormal narcotic usage is noted, refer to DHS policy # 747.200 "Impaired Employees and Drug Diversion-Reasonable Suspicion Testing".
- C. Pharmacy
 - a. To prevent stock outage, all AUDS will be refilled daily according to the refill report and stock out bulletins.
 - b. Pyxis activities are monitored by periodically generating reports: Override report, discrepancy report, inventory/refill report, stock out bulletins, outdated medications, and narcotic chart order audit.

III. Equipment Maintenance

- A. Staff utilizing the ADDS is responsible for maintaining the cleanliness of the ADDS.
- B. Routine maintenance and repairs are the responsibility of the CareFusion Staff.

IV. Inspections:

A review of the drugs stocked within, and the operation and maintenance of the ADDS shall be performed monthly by a pharmacist. The pharmacist will:

- A. Physically inspect the drugs within the ADDS for issues that may affect quality, potency, and purity of the stored drugs and devices.
- B. Inspect the ADDS for cleanliness
- C. Review all transaction records to verify the security and accountability of the system

V. Quality Assurance

For a medication error that reaches the patient and is attributable to the ADDS machine, the quality assurance record will be submitted with the facility license renewal.

VI. Recordkeeping

- A. The Pyxis System creates a complete and accurate record of all transactions including all users accessing the system and all drugs added to, or removed, from the system. Transaction information will be maintained in the facility for a minimum of three years.
- B. Quality Assurance records must be kept at the pharmacy for one year, separate from other pharmacy records. The Quality Assurance records is to be immediately retrievable for review by the Board of Pharmacy.
- C. Board of Pharmacy Self-Assessments for Automated Drug Delivery Systems will be completed annually before July 1st.
- D. This policy is to be reviewed annually.

REFERENCES

Pyxis System Access and Responsibility – Nursing Policy # 923

Automated Medication Dispensing Machines (ADM) – Pharmacy Policy # 223

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ATTACHMENTS (if any)

List of Pyxis Locations

REVISION DATES

January 11, 2022; May 1, 2023