PYXIS Training Check List:

Name: _____   **Date: _____**

1. Information flow from the hospital computer system to Pyxis in a profiled station (Nursing units)
   a. Admissions→CIS (Meditech)→Pyxis Interface→Pyxis console→Pyxis Medstation
   b. Physician writes medication order→ Order scanned to Pharmacy via Pyxis Connect →Medication Orders entered in CIS → Meds available in Pyxis Medstation
2. Information flow in a non profile station (Non-Pharmacist Review, ED, OR, etc)
   a. Physician writes (verbal) medication order→ Meds available in Pyxis Medstation
3. Gain access to the station
   ___Enter ID
   ___Enter Password
   ___Register Bio ID
   ___Change password
4. Remove Meds
   ___Remove a single med for a patient
   ___Remove multiple medications for a single patient
   ___Remove a medication using the "override" feature (profile units only)
   ___Remove a medication for a patient not listed (use "add patients" function)
   ___Meds listed in grey in the profile (not available reason)
   ___Cancel a selected medication before removal
5. Waste Meds
   ___Waste part of a medication during removal
   ___Waste a medication after removal and giving a partial dose
   ___Understand the difference between <u>wasting</u> and <u>returning</u> the medications
6. Return meds
   ___Return a single medication (to the pocket or the return bin)
   ___Return multiple medications for a single patient
   ___Return a medication not listed (All Meds button)
   ___Return meds for a patient not listed (add patient, All Meds button)
7. Reports
   ___Generate a discrepancy report
   ___Generate an activity report on a medication
   ___Generate an activity report on a patient
   ___Generate a report on your activity
8. Discrepancy Procedure
   ___Discrepancy Icon
   ___Discover a discrepancy while removing a narcotic and correct the count
   ___Research the discrepancy (Generating a report from the Med station)
   ___Document the discrepancy reason
   ___Narcotic Discrepancy Algorithm
9. Miscellaneous Procedures
   ___Take inventory of a narcotic(s) with a witness
   ___Inventory by medication, drawer, medication class
   ___Understand and perform the "recover drawer" procedure
   ___Medications grey are not available
   ___Load a roll of paper
   ___Agency Nurses
10. Other Features
    ___Rescan Bio ID
    ___My patients
    ___Change user login screen
    ___Brand/Generic Sort
    ___Misc. Icons
    ___Online tutorial

I have received a demonstration opportunity for the above skills. I understand that if I need further orientation to PYXIS processes, I can contact my manager/pharmacy for assistance.

Associate Signature_____

Competency Administered by: _____