



# **CONTROLLED SUBSTANCES**

## **Package Security Guide**

Version 3.0

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Department of Veterans Affairs  
Software Service  
Clinical Ancillary Product Line



# Package Security

The Controlled Substances module does not contain any VA FileMan security codes except for programmer security (@) on the data dictionaries for the CS files. Security with respect to standard options in the module is implemented by carefully assigning option to users and through the use of security keys.

## Options

All pharmacy personnel can be assigned the *PSD MENU* option as the primary menu option.

Nursing personnel can be assigned the *PSD NURSE MENU* option.

Controlled Substances Inspectors can be assigned the *PSD INSPECTOR MENU* option.

Some stations design their own menus for individual users. If this is the case, then the top level CS menu must contain the following entry and exit code in the OPTION file (#19):

```
ENTRY ACTION: I$D(PSDSITE) D ^PSDSET  
EXIT ACTION: K PSDSITE
```

This entry and exit code must be present because the PSDSITE variable is set as users enter the package. If the Kernel's ^OPTION NAME feature is used to jump directly into lower levels of the CS package, then the "Inpatient Site Name" prompt must be answered in order to define the PSDSITE variable. All options are independently invocable, however, if the instructions above are not followed, users will be repeatedly asked to select an inpatient site if there are two or more sites flagged for CS use.

## Keys

After the users are assigned the primary menu option, it is necessary to give the appropriate security keys to each user as required. There are eight keys associated with CS.

- **PSD ERROR** This key should be allocated to pharmacy supervisors responsible for maintaining the narcotic vault. This key controls access to reports listing various error and exception conditions generated when entries are filed from the barcode TRAKKER. Also, the holders of this key will receive electronic mail messages created by using the TRAKKER.

- **PSD MGR** This key must be allocated to the Inpatient Pharmacy Supervisor and Package Coordinator or his/her designee. This key controls the editing of CS files for package set up. This key locks the *Supervisor (CS) Menu* options.
- **PSD NURSE** This key should be allocated to nurses, usually LPNs, who can only receive and administer controlled substances but cannot place the order requests.
- **PSD PARAM** This key should be allocated **only** to the Inpatient Pharmacy Package Coordinator or his/her designee. This key controls the printing of the Green Sheets and the range of automated dispensing numbers for a dispensing site (vault).
- **PSD TRAN** This key should be allocated **only** to the Inpatient Pharmacy Package Coordinators. This key controls access to the *Transfer NAOU Stock Entries* option. Users can copy the stock entries from one NAOU into other NAOUs or from AR/WS AOU into an NAOU.
- **PSJ RNURSE** This key should be allocated to nurses who request narcotic orders, receive, and administer controlled substances on the wards.
- **PSJ PHARM TECH** This key should be allocated to pharmacy technicians handling narcotic orders.
- **PSJ RPARAM** This key should be allocated to pharmacists dispensing and receiving narcotic orders.

## Hardware Requirements

The following equipment is recommended to successfully implement Version 3.0

Intermec TRAKKER 9440 (Barcode Reader)  
HP LaserJet III (or any compatible laser printer)  
VT320 (bi-directional only) or any bi-directional flow CRT

The laser single sheet feed printer is required to print the VA FORM 10-2638 and barcode ID labels. It is recommended that the printer be physically located in the narcotic vault for efficiency and security.