



# **CONTROLLED SUBSTANCES**

## **NURSES' USER MANUAL**

Version 3.0  
March 1997

(Revised April 2011)



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## Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual or use the entire updated manual.

Date	Revised Pages	Patch Number	Description
04/2011	<a href="#">iii</a> , <a href="#">35-36</a>	PSD*3*71	Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. <b>REDACTED</b>
05/2010	34, 35, 38	PSD*3*69	Added description of patch's new security key PSD TECH ADV, and PSD TECH key. Added PSD TECH ADV and PSD TECH keys to Index <b>REDACTED</b>
08/08	All	PSD*3*64	New menu options added to the Transfer Green Sheet Menu. Reformatted to conform to national standards. <b>REDACTED</b>

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**PSD TECH ADV**

Allocate this key to specific control substance technicians who perform advance functions. This key controls access to the *Receipts Into Pharmacy* [PSD RECEIPTS MENU], *Dispensing Menu* [PSD DISPENSING MENU], *Destructions Menu* [PSD DESTROY MENU], *Manufacturer, Lot #, and Exp. Date - Enter/Edit* [PSD MFG/LOT/EXP], *Outpatient Rx's* [PSD OUTPATIENT], *Complete Green Sheet* [PSD COMPLETE GS], *Destroyed Drugs Report* [PSD DEST DRUGS REPORT], *DEA Form 41 Destroyed Drugs Report* [PSD DESTROY DEA41], *Destructions Holding Report* [PSD DESTRUCTION HOLDING], *Add Existing Green Sheets at Setup* [PSD EXISTING GS], *Green Sheet Transfer Between NAOUs Report* [PSD GS TRANSFER (NAOU) REPORT], *Transfer Drugs between Dispensing Sites* [PSD TRANSFER VAULT DRUGS] options on the *Technician (CS Pharmacy) Menu* [PSD PHARM TECH]. The CS technician may perform all functions of the *Outpatient Rx's* [PSD OUTPATIENT] option except releasing prescriptions.

**PSD TRAN**

This key should be allocated to the Inpatient Pharmacy Coordinator(s). This key controls the access to the *NAOU to NAOU Transfer Stock Entries* [PSD TRANSFER NAOU] option. Users can copy stock entries from one NAOU into another NAOU or from an AR/WS AOU into an NAOU.

**PSDMGR**

This key should be allocated to the Inpatient Pharmacy Package Coordinator(s) or his/her designee. This lock controls the editing of CS files for package set up. This key locks the Supervisor's Menu options [PSD MGR].

**PSJ PHARM TECH**

This key should be allocated to pharmacy technicians handling narcotic orders.

**PSJ RNURSE**

This key should be allocated to nurses who request narcotic orders, receive, and administer controlled substances on the wards.

**PSJ RPHARM**

This key should be given to pharmacists dispensing and receiving narcotic orders.

**Satellite Vault**

An NAOU set up as a secondary dispensing site.

**Stock Drug**

A drug (from the DRUG file) stored in an NAOU.



<b>Stock Level</b>	The quantity of a drug stocked in a specific NAOU.
<b>VistA</b>	Veterans Health Information Systems and Technology Architecture
<b>Ward (for Drug)</b>	The name of the ward or wards that will use this particular drug. It is important to accurately answer this prompt because this is the link between the Unit Dose package and the Controlled Substances package. The Unit Dose package looks at this field to know if the drug is a Controlled Substances stocked drug.