CONTROLLED SUBSTANCES PHARMACIST’S USER MANUAL

Version 3.0

March 1997

(Revised April 2011)

Department of Veterans Affairs Product Development

 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 | [i,](#_bookmark0) [44-45a](#_bookmark1) | PSD\*3\*71 | Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry.REDACTED |
| 05/2010 | 44-45, 50 | PSD\*3\*69 | Added description of patch’s new security key PSD TECH ADV, and PSD TECH key.PSD TECH and PSD TECH ADV entries added to the IndexREDACTED |
| 03/1997 |  |  | Original Released Pharmacist’s Guide. |

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**TRANSFERRED TO ANOTHER NAOU** Order

and drug transferred to another NAOU.

**UNDER REVIEW BY INSPECTOR** Order and

drug pulled from NAOU by CS Inspector for review.

**LOGGED BY TRAKKER** All drug doses from this order have been logged out to patients using the TRAKKER. (Not currently used in Version 2.0.)

**Prescription Status** A prescription can have one of the following status.

**CANCELLED** This term is now referred to throughout the software as Discontinued.(See Discontinued.)

**DELETED** This status is used when a prescription is deleted. Prescriptions are no longer physically deleted from the system, but marked as deleted.

Once a prescription is marked deleted no access is allowed other than view.

**HOLD** A prescription that was placed on hold due to reasons determined by the pharmacist.

**NON-VERIFIED** There are two types of non- verified statuses. Depending on a site parameter, prescriptions entered by a technician do not become active until they are reviewed by a pharmacist.

Until such review, they remain non-verified and cannot be printed, canceled or edited except through the Verification menu.

The second non-verified status is given to prescriptions when a drug/drug interaction is encountered during the new order entry or editing of a prescription.

**PENDING** A prescription which has been entered through OERR.

**SUSPENDED** A prescription which will be filled at some future date.

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**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 NURSE** This key should be allocated to nurses, usually LPNs, who may 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(s). This lock controls the printing of the Green Sheets and the range of automated dispensing numbers for a dispensing site (vault).

**PSD TECH** Allocate this key to control substance technicians.

This key controls access to the *List On-Hand Amounts* [PSD ON-HAND TECH], *Transfer Drugs between Dispensing Sites Report* [PSD PRINT VAULT TRANSFERS TECH], and the *Daily Activity Log (in lieu of VA FORM 10-2320)* [PSD DAILY LOG TECH] options on the Technician (CS Pharmacy) Menu [PSD PHARM TECH].

**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

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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 Supervisor and 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.

**Stock Level** The quantity of a drug stocked in a specific NAOU.

**TRAKKER** A barcode collection system utilized by scanning barcode labels or by pressing the key pad on the barcode reader device.

**V*IST*A** Veterans Health Information Systems and Technology Architecture

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**Ward (for Drug)** 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.

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