

# Pyxis Competency Checklist

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Staff Name \_\_\_\_\_

## Removal of a medication:

	Complete	Not completed
• Access Pyxis using secure fingerprint technology	<input type="checkbox"/>	<input type="checkbox"/>
• In Pyxis Main Menu select <b>All Available Patients</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select appropriate patient	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Remove</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select required medication	<input type="checkbox"/>	<input type="checkbox"/>
○ Enter the quantity required, if prompted, and select <b>OK</b> .	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Remove Med</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrate how to close and secure the medication drawer	<input type="checkbox"/>	<input type="checkbox"/>

## Removal of a controlled medication:

• In Pyxis Main Menu select <b>All Available Patients</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select appropriate patient	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Remove</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select required medication	<input type="checkbox"/>	<input type="checkbox"/>
○ Enter the quantity required, if prompted, and select <b>OK</b> .	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Remove Med</b>	<input type="checkbox"/>	<input type="checkbox"/>

## Wasting of a controlled medication:

• Select an appropriate staff person to witness the waste	<input type="checkbox"/>	<input type="checkbox"/>
• In Pyxis Main Menu select <b>All Available Patients</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select appropriate patient	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Waste</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select correct removal transaction	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Waste</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Enter the amount of medication being wasted	<input type="checkbox"/>	<input type="checkbox"/>
• Confirm amount wasted by selecting <b>Accept</b> and have witness sign off	<input type="checkbox"/>	<input type="checkbox"/>
• Place medication in appropriate disposal receptacle with witness	<input type="checkbox"/>	<input type="checkbox"/>

## Returning a controlled medication to Pyxis:

• In Pyxis Main Menu select <b>All Available Patients</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select appropriate patient	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Return</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select correct removal transaction	<input type="checkbox"/>	<input type="checkbox"/>
• Identify the number of medications being returned	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Return</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Witness signs off on med and quantity to be returned	<input type="checkbox"/>	<input type="checkbox"/>
• Place the medication in the return bin with witness observing	<input type="checkbox"/>	<input type="checkbox"/>
• Select <b>Accept</b> or close drawer	<input type="checkbox"/>	<input type="checkbox"/>

# Pyxis Competency Checklist

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Staff Name \_\_\_\_\_

<b>Global Find</b> (finding a med that is not in this Pyxis)	Complete	Not completed
• In Pyxis Main Menu select <b>All Available Patients</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Select appropriate patient	<input type="checkbox"/>	<input type="checkbox"/>
• Select the required medication from the list (will be light grey)	<input type="checkbox"/>	<input type="checkbox"/>
○ All Pyxis units that stock this item will appear, controlled meds will only show the quantity as 'greater than 0'.		
• Make note of a location with the needed medication		
• From the visited unit, use Facility Search to find your patient and order	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolve Discrepancy:</b>		
• Select an appropriate staff person to witness the resolution	<input type="checkbox"/>	<input type="checkbox"/>
• In main menu select <b>Discrepancies</b>		
• Select the discrepancy you want to resolve and select Accept.	<input type="checkbox"/>	<input type="checkbox"/>
• Select an option at the bottom of the Transaction History screen:	<input type="checkbox"/>	<input type="checkbox"/>
○ Notes: Enter details about any information you have collected to resolve the discrepancy.		
○ Count: Perform an inventory for the medication. Performing a count will require a witness.		
○ Print: Print a transaction history for the discrepancy.		
○ Resolve: Select this option to resolve the discrepancy.		
• Select <b>Count</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Have second staff person sign	<input type="checkbox"/>	<input type="checkbox"/>
• Enter the amount of inventory counted	<input type="checkbox"/>	<input type="checkbox"/>
• If count is not accepted, double check and enter confirmed count.	<input type="checkbox"/>	<input type="checkbox"/>
• When resolution is determined, choose <b>Resolve</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Have second staff person sign in	<input type="checkbox"/>	<input type="checkbox"/>
• If the discrepancy reason is on the list, select it and add any further notes in the <b>More Info</b> field.		
• If your reason is not listed, use <b>More Info</b> field and enter the discrepancy reason, up to <b>250</b> characters		
• Select <b>Accept</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inventory count- accessed controlled medications:</b>		
○ Select an appropriate staff person to witness the inventory	<input type="checkbox"/>	<input type="checkbox"/>
○ From the Home screen, select Inventory Count.	<input type="checkbox"/>	<input type="checkbox"/>
○ Select <b>Controlled</b> and then <b>Accessed Controlled</b>	<input type="checkbox"/>	<input type="checkbox"/>
○ Select <b>Inventory Count</b> .	<input type="checkbox"/>	<input type="checkbox"/>
○ Have the second staff person sign in	<input type="checkbox"/>	<input type="checkbox"/>
○ Confirm or enter the count on the screen, then select <b>Accept</b> .	<input type="checkbox"/>	<input type="checkbox"/>
○ Close medication drawers as requested	<input type="checkbox"/>	<input type="checkbox"/>
○ Resolve any discrepancies prior to leaving your shift	<input type="checkbox"/>	<input type="checkbox"/>