



CONTROLLED SUBSTANCES (CS)

TECHNICAL MANUAL

Version 3.0
March 1997

(Revised May 2013)

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
05/2013	i, 41c, 96-98	PSD*3*76	Page 41c is no longer necessary and has been removed. Updated Glossary with description of patch's new security key PSDRPH J. Owczarzak, Technical Writer; N. Goyal, Project Manager
04/2011	i, 15, 41-41c, 97-98	PSD*3*71	Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. Made revision to PSD PHARM TECH option description. E. Phelps/C. Bernier Technical Writers; N. Goyal, Project Manager
05/2010	15 , 41-41c, 97-98	PSD*3*69	Added description of patch's new security key PSD TECH ADV, and options from the pharmacist menu added to the <i>Technician (CS Pharmacy) Menu</i> [PSD PHARM TECH], which allow holders of this new key to perform these additional functions. R. Sutton/Connie Bernier, Technical Writers; N. Goyal, Project Manager
08/08	24, 37, 39, 40	PSD*3*64	New menu options added to the Transfer Green Sheet Menu T. Dawson, Technical Writer, A Scott, Project Manager
07/03	19-20, 44-45	PSD*3*40	Added two new reports associated with the Electronic Order Entry for Schedule II Controlled Substances project to the <i>Production Reports</i> [PSD PRODUCTION REPORTS] menu: <i>Digitally Signed CS Orders Report</i> [PSD DIGITALLY SIGNED ORDERS] and <i>Digitally Signed OP Released Rx Report</i> [PSD DIG. SIGNED RELEASED RX].
04/03	All	PSD*3*41	Updated the manual to Standards. Added the <i>CS Monitoring Menu</i> options and routines.
03/97			Original Released Technical Manual.

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Inpatient Site	Inpatient Site must be defined for each NAOU. The CS software utilizes this data to distinguish multi-divisional sites.
Inspector's Log	This report lists all active Green Sheets by NAOU. It includes the following information: Green Sheet #, drug name, date dispensed, quantity dispensed, expiration date (if available), blanks for quantity on hand, and a signature blank for verification.
Interactive Reader Language (IRL)	The Interactive Reader Language (IRL) is a language used to write programs on barcode readers that allow the reader to interact with the user.
Master Vault	An NAOU set up as your primary dispensing site.
NAOU Inventory Group	An NAOU Inventory Group is defined by pharmacy to represent the Narcotic Areas of Use, which are inventoried together as a group. By grouping the commonly inventoried NAOUs under an easy to remember group name, the elements of the inventory are established, and do not have to be redefined every time an inventory is scheduled.
Narcotic Location	An NAOU set up for the nursing wards, pharmacy IV room, or a pharmacy working stock area.
NAOU - Narcotic Area of Use	A Narcotic Area of Use (NAOU) is a place where commonly stocked CS drugs are stored for use by pharmacy, wards or treatment areas. There are three types of NAOUs: 1) Master Vault, 2) Satellite Vault and 3) Narcotic Locations.
Order Status	<p>A processing status is attached to each CS request order. The following are valid:</p> <p>ORDERED - NOT PROCESSED—Ordered by nursing but not processed by pharmacy.</p> <p>PROCESSED - NOT DISPENSED—Processed (filled) by pharmacy but not yet dispensed.</p> <p>FILLED - NOT DELIVERED—Dispensed and verified by pharmacy but not delivered to the requesting NAOU.</p> <p>DELIVERED - ACTIVELY ON NAOU—Drug stored on the NAOU.</p>

COMPLETED - GREEN SHEET READY FOR PICKUP—Nursing has flagged the Green Sheet ready for pharmacy pickup.

COMPLETED - GREEN SHEET PICKED UP—Green Sheet returned to pharmacy but not yet reviewed.

COMPLETED - REVIEWED—Pharmacy has reviewed the Green Sheet.

COMPLETED - PENDING PROBLEM RESOLUTION—Pharmacy has reviewed the Green Sheet and a problem exists.

CANCELLED—Order cancelled.

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.

PSD ERROR

Allocate this key to pharmacy supervisors responsible for maintaining the narcotic vault. This key controls access to reports listing various errors 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

Allocate this key to nurses, usually LPNs, who may only receive and administer controlled substances drugs, but cannot place order requests.

PSD PARAM

Allocate this key to **only** the Inpatient Pharmacy Coordinators. This key controls the printing of the Green Sheets and the range of automated dispensing numbers for a dispensing site.

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 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

Allocate this key only to the Inpatient Pharmacy Coordinator. 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 Auto Replenishment/Ward Stock (AR/WS) Area Of Use (AOU) into an NAOU.

PSDMGR

Allocate this key to the Inpatient Pharmacy Coordinators. This key controls the editing of CS files for package set up and it locks the *Supervisor (CS) Menu* option.

PSDRPH

This key authorizes pharmacists to verify and dispense controlled substance prescription(s). The PSDRPH security key should be given to registered pharmacists working on controlled substances to honor Drug Enforcement

Administration (DEA) regulations and should not be given to non-pharmacists except in cases where the package coordinator (ADPAC) is not a registered pharmacist.

PSJ PHARM TECH

Allocate this key to pharmacy technicians handling controlled substances orders.

PSJ RNURSE

Allocate this key to nurses who request and receive controlled substances orders on the wards.

PSJ RPHARM

Allocate this key to pharmacists who can dispense and receive controlled substances drugs.

Satellite Vault

An NAOU set up as a secondary dispensing site.

Stock Drug

A drug (from the DRUG file (#50)) 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 pressing the keypad.

VISTA

Veterans Health Information Systems and Technology Architecture

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 Inpatient Medications V. 5.0 package and the Controlled Substances V. 3.0 package. The Inpatient Medications V. 5.0 package looks at this field to know if the drug is a CS stocked drug.