

**PYXIS MEDSTATION EXPANSION - IMPLEMENTATION SCHEDULE**

TASK LIST	Assigned to	Completion Date		Comments
		Target	Actual	
<b>PHASE 1 - Planning for MedStation Conversion</b>				
Review Narcotic/Cerner/AMS usage and determine mins and maxs for all areas (drawer configurations)		11/01/07	complete	
Map medstations (assign meds to drawers and pockets for pending reference)		10/31/07	complete	
Prepare pick lists per medstation (narcs/benzos separated from pyxis meds)		12/20/07	complete	
Prepare matrix drawer templates		12/01/07	complete	
Redo Ward stock lists for areas having ws items added to pyxis		10/04/08	complete	
Tally premium drawer needs for all expansion areas and forward to [name]		12/20/07	complete	
Tally inserts required to complete expansions and forward to [name]		12/20/07	complete	
Prepare drawer diagrams of medstations (helpful when placing orders with pyxis)		11/01/07	complete	
Prepare drawer/insert diagrams of medstations (helpful when configuring equipment upon arrival)		12/20/07	complete	
Identify which meds will need to be added to pyxis area		12/20/07	complete	
Prepare pyxis area for new meds needed to accommodate new areas (bins with labels, CMS labels too?)		04/01/07	complete	
Identify meds that will require quota adjustments on updated pyxis order sheets		12/20/07	complete	
Update pyxis bring up to include meds/bins added to area and new quotas (update CMS too?)		04/30/08	complete	
MedStations received		04/03/08	complete	
Contact [name] to determine if renos on time		04/03/08	complete	
Determine which MedStation belongs to which area		04/03/08	complete	
Use test environment to load training meds and patients into one MedStation		04/03/08	complete	
Move six peds MedStations to School of Nursing for training purposes		04/04/08	complete	
Determine new MedStation names		04/03/08	complete	
Use new names and create new MedStations in pyxis; ensure area name matches Cerner/ATD name		04/10/08	complete	
Configure drawers and insert correct pockets into MedStations		11/04/08	complete	
Have narcotic room check quantities of narcotics required so can increase order		2008-03-04	complete	
Give narcotic room prepack list for narcs etc for Psych		2008-02-04	complete	
Pick non-narcotic meds for Psych Health.			complete	
Check non-narcotic meds			complete	
Get Psych medstations up and running in conf room. Have Pierre block load messages prior to pending and loading			complete	
Pend and load non-narcotic meds for Psych wards		05/01/08	complete	

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Check non-narcotic meds that were loaded.		05/09/08	complete	
Review new wardstock lists for Psych Health		04/30/08	complete	
Pend narcotics for ICU's		04/15/08	complete	
Assign override meds		04/04/08	complete	
Review Pyxis Downtime Procedures, night override procedures		04/20/08	complete	
Examine Workflow/Schedules in Pyxis area considering additional medstations and staff		04/30/08	complete	
Examine workflow/schedules in Narcotic room		04/30/08	complete	
Consider impact of workload on evening staff (narcotic loads/filling critical lows for Gen/RR/Wom/ER/CH/ICU/Psych)		04/30/08	complete	
Review new wardstock lists before 'go-live' (checking for any additions/deletions that may have occurred)		15/04/08	complete	
Decide if ordered meds not loaded will be pended to Psych medstations (considering space issues *PY2/PX2/PY3N)		04/30/08	complete	
Decide if CH-ER will use their TOWER? May swap aux for tower and use tower elsewhere (psych?)		03/31/08	complete	
Decide what to do with AUX cabinet for IICU (currently configured as empty)		30/04/08	complete	
Train [names] on Kroll		04/15/08	complete	
Backfill Psych so can train [names] on Pyxis processes		April/May	complete	
Forward all IP addresses for all medstations to [name]		pre-go-live	complete	
ICU/Childrens/Psych pharmacists will need instruction on order entry. Provide these pharmacists with a pyxis overview.			complete	
Cerner/Pyxis testing to see if orders entered by satellite pharmacies come across as expected.			complete	
Set up Psych wards in C2 Safe		2008-05-19	complete	
<b>PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008</b>				
<b>(CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN)</b>		2008-04-11	complete	
Contact MOPC's to update/confirm Go Live		21/04/08	complete	
MedStation tested in pharmacy - check a remove with Cerner		21/04/08	complete	
MedStation inactivated			complete	
Ordered meds not loaded report run, ensure prepacks ready			complete	
? MAR's checked against Pyxis/Cerner/ATD profile			complete	

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TASK LIST	Assigned to	Completion Date		Comments
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Prepare Pyxis Resource Binder with Nursing information			complete	
Add Day Override List, new wardstock list, & pyxis communication log to Pyxis Resource binder			complete	
Pharmacy refill request forms ready to take to ward			complete	
Discuss with MOPC's refill form, drug clarifications, automatic wardstock reorder procedure, oral liquid narcotics			complete	
Notify inpatient and ICU pharmacy staff			complete	
<b>PHASE 3 - GO-LIVE for ICU's - Tuesday, April 22, 2008</b>				
<b>Change settings in C2 safe from non-ADM to ADM</b>			complete	
Start early and pick narcotics/controlled meds and benzos			complete	
Print MedStation med list and add to Pyxis Resource Binder - place on pyxis machine			complete	
Take MedStation to ward			complete	
Load narcotics				
Wardstock/narcotics list updated in Cerner			complete	
Notify Roger of any deletions in wardstock			complete	
Unblock messages - send load messages across to Cerner			complete	
Print Updated Hospital Wide Summary Report by medication/station and add to pyxis resource binders in inpatients/H7			complete	
After 1000 h meds dispensed nursing staff instructed to refill out of cabinet			complete	
MedStation place in service			complete	
Dispensary staff and satellite staff information re MedStation activation			complete	
Narcotic wardstock and 24 hour administration records checked and removed, narcotics credited, recorded on perpetual inventory, and returned to stock			complete	
Narcotic keys returned to MOPC			complete	
Add new units to Night/Day/ Override list			complete	
<b>PHASE 4 - PRE-Go Live for PSYCH - Tuesday, May 20, 2008</b>				
<b>(PY1-S, PY1-N, PX2, PY2, PY3S, PY3N, PX3)</b>		2008-04-11	complete	
Monday, April 21, 2008				

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Contact MOPC's to update/confirm Go Live		21/04/08	complete	
MedStation tested in pharmacy - check a remove with Cerner		21/04/08	complete	
Pick narcotics, benzos and controlled meds			complete	
Load above			complete	
MedStation inactivated and locked in vault overnight			complete	
Ordered meds not loaded report run, ensure prepacks ready			complete	
? MAR's checked against Pyxis/Cerner/ATD profile			complete	
Prepare Pyxis Resource Binder with Nursing information			complete	
Add Day Override List, new wardstock list, & pyxis communication log to Pyxis Resource binder			complete	
Pharmacy refill request forms ready to take to ward			complete	
Discuss with MOPC's refill form, drug clarifications, automatic wardstock reorder procedure, oral liquid narcotics			complete	
Notify Inpatient and Psych pharmacy staff			complete	
<b>PHASE 5 - GO-LIVE for PSYCH - Wednesday, May 21, 2008</b>				
Change settings in C2 safe from non-ADM to ADM			complete	
Print MedStation med list and add to Pyxis Resource Binder - place on pyxis machine			complete	
Take MedStation to ward			complete	
Wardstock/narcotics list updated in Cerner			complete	
Notify Roger of any deletions in wardstock			complete	
Unblock messages - send load messages across to Cerner			complete	
Print Updated Hospital Wide Summary Report by medication/station and add to pyxis resource binders in inpatients/H7/Psych			complete	
After 1000 h meds dispensed nursing staff instructed to refill out of cabinet			complete	
MedStation place in service			complete	
Dispensary staff and Psych staff information re MedStation activation			complete	
Regular wardstock removed, remaining ward stock rearranged, ward stock placed in credit bin			complete	
Narcotic wardstock and 24 hour administration records checked and removed, narcotics credited, recorded on perpetual inventory, and returned to stock			complete	
Patient meds removed from patient's bins and placed in credit bin for disposal			complete	
Narcotic keys returned to MOPC			complete	
Add new units to Night/Day/ Override list			complete	

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TASK LIST	Assigned to	Completion Date		Comments
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Add new units to Pyxis Batch Reports			complete	
Add finalized wardstock lists to pyxis wardstock binder			complete	
Notify pyxis staff of new wards that will be automatic wardstock ordering			complete	
<b>PHASE 6 - PRE-Go Live for PEDS - June 17, 2008</b>				
(C-ER, CK3, CK5, CH4, CH5, PICU, C-AN)			complete	
follow phase 2 processes for ICU's			complete	
<b>PHASE 7 - GO-LIVE for PEDS - June 18, 2008</b>				
follow phase 3 processes for ICU's			complete	