		Complet	ion Date	
TASK LIST	Assigned to	Target	Actual	Comments
PHASE 1 - Planning for MedStation Conversion				
D : N : (0 /0 /0 /0 /0 /0 /0 /0 /0 /0 /0 /0 /0 /0				
Review Narcotic/Cerner/AMS usage and determine mins and maxs for all areas (drawer configurations)		11/01/07	complete	
(drawer cornigurations)		11/01/01	complete	
Map medstations (assign meds to drawers and pockets for pending reference)		10/31/07	complete	
		40/00/07		
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		11/01/01	Complete	
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		12/20/07	complete	
labels, CMS labels too?)		04/01/07	complete	
		40/00/07		
Identify meds that will require quota adjustments on updated pyxis order sheets Update pyxis bring up to include meds/bins added to area and new quotas		12/20/07	complete	
(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	
J				
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	
Indicates Somethan Marie		0-1/10/00	complete	
Configure drawers and insert correct pockets into MedStations		11/04/08	complete	
Have narcotic room check quantities of narcotics required so can increase		2000 02 04	a a ma m ! - 4 -	
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. Check non-narcotic meds			complete complete	
Get Psych medstations up and running in conf room. Have Pierre block load			complete	
messages prior to pending and loading			complete	
Dond and load non narrotic mode for Davids		05/04/09	oomnists	
Pend and load non-narcotic meds for Psych wards		05/01/08	complete	

Actual Comments Check non-narcotic mode that were loaded. Check non-narcotic mode check non-narcotic narcotic mode check non-narcotic narcotic narcoti			Complet	ion Date	
Review new wardstock lists for Psych Health O4/3008 complete O4/15/08 complete O4/15/08 complete O4/04/08 complete Examine WorkflowSchedules in Psycis area considering additional mediations and staff O4/04/08 complete O4/04/08 complete Examine workflowSchedules in Narcotic roram O4/04/08 complete O6/04/08	TASK LIST	Assigned to			Comments
Review new wardstock lists for Psych Health O4/3008 complete O4/15/08 complete O4/15/08 complete O4/04/08 complete Examine WorkflowSchedules in Psycis area considering additional mediations and staff O4/04/08 complete O4/04/08 complete Examine workflowSchedules in Narcotic roram O4/04/08 complete O6/04/08	Check non-parcotic meds that were loaded		05/09/08	complete	
Pend narcolics for ICU's Assign override meds Assign override Assign override meds Assign override meds Assign override					
Assign override meds 04/008 complete Examine WordflowSchedules in Pyxis area considering additional medistations and staff 04/3008 complete Examine WordflowSchedules in Narcetic nom 04/3008 complete For GenRRWordERCH/EUCH/ENSYN Review new waddets dist before go-liw (checking for any additional/deletions that may have occurred) Decide if ordere mide not loaded will be pended to Psych mediations (considering space issues PYXPPXZPY3N) O4/3008 complete Decide if ordere full use their TOWER? May swap aux for tower and use tower eliaswhere (psych?) Decide what to do with AUX cabinet for IICU (currently configured as empty) Train [names] on Kroll Backfill Psych so can train [names] on Pyxis processes AprilMay complete CUC/Childrens/Psych pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need on train [names] or Complete CUC/Childrens/Psych pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will need instruction on order entry. Provide bease pharmacists will	Review new wardstock lists for Psych Health		04/30/08	complete	
Review Pyxis Downtime Procedures, night override procedures Examine Workflow/Schedules in Pyxis area considering additional mediatations and staff Examine workflow/Schedules in Narcotic room Out/30/08 Complete Domister impact of workfload on evening staff (narcotic loads/filling critical lows for GenRRR/More/RCH/CUPsyrby) For GenRRR/More/RCH/CUPsyrby) Roview new workflow/schedules before go-live (checking for any additions/deletions that may have occurred) Decide a rodered meds not loaded will be pended to Psych mediatations Out/30/08 Complete Decide of OH-ER will use the ITOWER? May swap aux for tower and use tower elsewhere (spaych) Decide what to do with AUX cabinet for IICU (currently configured as empty) Decide what to do with AUX cabinet for IICU (currently configured as empty) Train (names) on Kroll Bockfill Psych so can train (names) on Pyxis processes Forward all IP addresses for all mediatations to (name) ICUChildrens/Psych pharmacists will need instruction on order entry. Provide these pharmacists with a pyxis overview. Certaer/Psych pharmacists will need instruction on order entry. Provide these pharmacists with a pyxis overview. Certaer/Psych pharmacists will need instruction on order entry. Provide these pharmacists with a pyxis overview. Certaer/Psych pharmacists will psych overview. Set up Psych wards in C2 Safe COU. MICU, SICU, PACU-1+-2, GBS, 7 GD6, 7 W-AN) COU. MICU, SICU, PACU-1+-2, GBS, 7 GD6, 7 W-AN)	Pend narcotics for ICU's		04/15/08	complete	
Examine Workflow/Schedules in Pyrisis area considering additional medistations and staff Adv. 3008 complete Adv. 3008 comple	Assign override meds		04/04/08	complete	
Action (action of the complete	Review Pyxis Downtime Procedures, night override procedures		04/20/08	complete	
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Decide I ordered meds not loaded will be pended to Psych medstations (considering space issues PPV2PZPPSN) 04/30/08 complete (complete (considering space issues PV2PZPPSN) 04/30/08 complete (complete (psych?) 03/31/08 complete (complete (psych?)) 03/31/08 complete (complete (psych?)) 03/31/08 complete (complete (psych?)) 03/31/08 complete (complete (psych?)) 04/15/08 complete (psych?)	Review new wardstock lists before 'go-live' (checking for any			complete	
Considering space issues "PYZ/PXZ/PXSN)	additions/deletions that may have occurred)		15/04/08	complete	
elsewhere (psych?) Decide what to do with AUX cabinet for IICU (currently configured as empty) 30/04/08 complete Train [names] on Kroll Backfill Psych so can train [names] on Pyxis processes April/May complete Forward all IP addresses for all medistations to [name] ICU/Childrens/Psych pharmacists will need instruction on order entry. Provide these pharmacists with a pyxis overview. Cerner/Pyxis testing to see if orders entered by satellite pharmacies come across as expected. Set up Psych wards in C2 Safe 2008-05-19 CCU, MICU, SICU, PACU-1 +-2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	(considering space issues *PY2/PX2/PY3N)		04/30/08	complete	
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ICU/Childrens/Psych pharmacists will need instruction on order entry. Provide these pharmacists with a pyxis overview. Cerner/Pyxis testing to see if orders entered by satellite pharmacies come across as expected. Set up Psych wards in C2 Safe 2008-05-19 complete PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	Backfill Psych so can train [names] on Pyxis processes		April/May	complete	
these pharmacists with a pyxis overview. Cerner/Pyxis testing to see if orders entered by satellite pharmacies come across as expected. Set up Psych wards in C2 Safe 2008-05-19 complete PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	Forward all IP addresses for all medstations to [name]		pre-go-live	complete	
these pharmacists with a pyxis overview. Cerner/Pyxis testing to see if orders entered by satellite pharmacies come across as expected. Set up Psych wards in C2 Safe 2008-05-19 complete PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete					
Cerner/Pyxis testing to see if orders entered by satellite pharmacies come across as expected. Set up Psych wards in C2 Safe 2008-05-19 complete PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	ICU/Childrens/Psych pharmacists will need instruction on order entry. Provide				
Set up Psych wards in C2 Safe 2008-05-19 complete PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete				complete	
PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	across as expected.			complete	
PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008 (CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	Set up Psych wards in C2 Safe		2008-05-19	complete	
(CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete					
(CCU, MICU, SICU, PACU-1 + -2, GB5, ? GD6, ? W-AN) 2008-04-11 complete	PHASE 2 - PRE-Go Live for ICU's - Monday, April 21, 2008				
			2009 04 11	complete	
Contact MOPC's to update/confirm Go Live 21/04/08 complete	(CCC), MICC, SICC, FACC-1 +-2, GB3, ? GB0, ? W-AN)		2006-04-11	Complete	
Contact MOPC's to update/confirm Go Live 21/04/08 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 tested in pharmacy - check a remove with Cerner		21/04/08	complete	
MedStation inactivated complete	MedStation inactivated			complete	
Ordered meds not loaded report run, ensure prepacks ready complete	Ordered meds not loaded report run, ensure prepacks ready			complete	
? MAR's checked against Pyxis/Cerner/ATD profile complete	? MAR's checked against Pyxis/Cerner/ATD profile			complete	

		Complet	ion Date	
TASK LIST	Assigned to	Target .	Actual	Comments
Prepare Pyxis Resource Binder with Nursing information			complete	
Add Day Override List, new wardstock list, & pyxis communication log to Pyxis Resource binder			complete	
Nesource 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	
Natiful innations and ICI I pharmaculateff				
Notify inpatient and ICU pharmacy staff			complete	
PHASE 3 - GO-LIVE for ICU's - Tuesday, April 22, 2008				
Change cottings in C2 cofe from non ADM to ADM			aamplata	
Change settings in C2 safe from non-ADM to ADM			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	
T 1 14 10 11 1				
Take MedStation to ward			complete	
Load narcotics				
20dd Halloutiou				
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			complete	
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	
inedotation 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	
National Reys returned to MOF C			complete	
Add new units to Night/Day/ Override list			complete	
PHASE 4 - PRE-Go Live for PSYCH - Tuesday, May 20, 2008				
(PY1-S, PY1-N, PX2, PY2, PY3S, PY3N, PX3)		2008-04-11	complete	
Monday, April 21, 2008				
• • •	•	•	•	·

		Completi	ion Date	
TASK LIST	Assigned to	Target	Actual	Comments
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	
Intothy inpatient and it sych pharmacy stair			complete	
PHASE 5 - GO-LIVE for PSYCH - Wednesday, May 21, 2008				
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 Narcotic wardstock and 24 hour administration records checked and removed,			complete	
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	

		Completion Date		1
TASK LIST	Assigned to		Actual	Comments
I AON LIOI	Assigned to	Target	Actual	Comments
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	
PHASE 6 - PRE-Go Live for PEDS - June 17, 2008				
(C-ER, CK3, CK5, CH4, CH5, PICU, C-AN)			complete	
follow phase 2 processes for ICU's			complete	
PHASE 7 - GO-LIVE for PEDS - June 18, 2008				
follow phase 3 processes for ICU's			complete	