

PYXIS MEDSTATION UPGRADE - IMPLEMENTATION SCHEDULE

TASK LIST	Assigned to	Completion Dates		Comments
		Target	Actual	
PHASE 1 - Planning for MedStation Conversion				
Prepare pharmacy location				
Identify locations for 3 consoles			complete	2 consoles to replace existing ones in pharmacy, 3rd is the nursing console which we will temporarily set up on [name]'s desk. If nursing needs to use console they will come to pharmacy. Once conversion completed console will be returned to nursing to replace their existing one.
Identify staging area for MedStations			complete	Pharmacy conference room
Pharmacy conference room		30-Nov-07	complete	Book Conference Room from December 10 - February 20/07
Obtain IP Addresses for conference room			complete	
Clear furniture from conference room		3-Dec-07	complete	
Arrange OT for weekend pending		3-Dec-07	complete	need 3 staff to work each of Sat/Sun Jan 5/Jan 6.
Determine MedStation Configurations			complete	Build machines on paper. Determine med quantities based on usage. Determine drawer and pocket assignments for each med.
Determine Rollout Schedule			complete	See Medstation Conversion Schedule.
Prepacking and Picking			complete	[name] to pick non-narcotic meds that were out of stock - then will have everything picked except narcotics.
Prepare pick list for each MedStation			complete	
Order stock			complete	
Start picking for MedStations		23-Nov-07	complete except for a few items	One box for each MedStation. Techs will pick on demand for each med from pick list, check off on list that it was picked, bag and label medication, and place in box. Each box to be checked by a second person, who will compare contents of bag to label on bag and check off "checked" column on pick list.
		30-Oct-07	complete	Arrange overtime for staff as required to meet target date for picking.

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PHASE 2 - Equipment Arrival - December 20/07				
Build Matrix Drawers - GA3 - GA4 - GD2		21-Dec-07	complete	Sort and label MedStations and drawers. Enter IP addresses and other info on cards for top of MedStations. Use Matrix maps to build drawer, number pockets, add pocket numbers to conversion map for pending. On Dec. 28 also have the following project staff: [name]
Build Matrix Drawers - GA5 - GD4 - GD3			complete	
Build Matrix Drawers - RR5 - RR6 - H4OBS			complete	
Build Matrix Drawers - GH4 - GD5		24-Dec-07	complete	
Build Matrix Drawers - GH3 - WLA2 - WRS2			complete	
Build Matrix Drawers - GB2 - GH6 - WRS3		27-Dec-07	complete	
Build Matrix Drawers - WRS5 - GB3 - GH5			complete	
Reduce Mins and Maxs for high use narcotics		2-Jan-08	complete	
Configure Medstations GA3 - GA4 - GD2 - GA5 - GD4 - GD3		2-Jan-08	complete	Use configuration diagrams to determine if drawer placement is correct for all medstations. Make any necessary changes. Don't forget to change "pins" on back of drawers to reflect new position. Use medstation map to determine configuration of inserts - build medstation to match. Use cubie maps to determine configuration of cubie sizes/locations and build medstation to match.
Configure Medstations RR5 - RR6 - H4OBS		3-Jan-08	complete	
Configure Medstations GH4 - GD5			complete	
Configure Medstations GH3 - WLA2 - WRS2			complete	
Configure Medstations GB2 - GH6 - WRS3		4-Jan-08	complete	
Configure Medstations WRS5 - GB3 - GH5			complete	
PHASE 3 - Console Conversion - January 3/08				
Convert Console and set up workstations		2 Jan 08 morning	complete	
Name GH4 high obs and AN-2 MedStations		3 Jan 08 afternoon	complete	Create in pyxis then test in Cerner. [name] from pyxis.
Duplicate and rename all current MedStations (eg. XGA3-1) INCLUDING ER		3 Jan 08 - 4 Jan 08	complete	
Insert IP addresses and get MedStations communicating		4-Jan-08	complete	Complete drawer configuration for first batch of MedStations (cubies and carousels will be assigned upon communication, all others must be done manually).Once MedStations are communicating with the console, make any necessary drawer and pocket edits necessary in Device Setup.
Pending Schedule				
GA3-1	in the afternoon	3-Jan-08	complete	Pend all meds to MedStation, indicating when a med is standard, day override, requires fractional units, and if it requires outdate tracking (all meds should have outdate tracking, with the exception of very high use items eg. Acetaminophen 325 mg, Docusate Sodium 100 mg, Morphine 10 mg/mL inj...) If the MedStation is mirrored, the completed MedStation can be copied to the second MedStation by the Pyxis application specialist (with the exception of cubie pockets).Complete pending of mirrored station (i.e. cubies)
GA4-1	in the afternoon	3-Jan-08	complete	
AN-2; GA3-2; start GD2		4-Jan-08	complete	
GA4-2; GA5; finish GD2		4-Jan-08	complete	
GD4; RR6		4-Jan-08	complete	

TASK LIST	Assigned to	Completion Dates		Comments
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GH4; Hobs		5-Jan-08	complete	When the pending is completed, the MedStation can be loaded.
GD5; GH3-1		5-Jan-08	complete	
RR6; WLA2; WRS2		5-Jan-08	complete	
GB2; GH6		6-Jan-08	complete	
WRS3; WRS5		6-Jan-08	complete	
GB3; GH5		6-Jan-08	complete	
Swap Emerg tops		7 - 9 Jan -08	complete	Emerg rebuilds will be done later. This should accommodate any late arrival of extra premium drawers.
Move nursing workstation		9-Jan-08	complete	Nursing Workstation - RR427 - [name] works from 1000 h - 1330 h so please replace during this time frame.
Loading Schedule				
GA3		7-Jan-08	complete	Machines will be loaded with all prepicked meds first. Narcotics will be picked day before go-live (see below) and loaded on the ward after the MedStation has been converted and is communicating. Ordered meds not loaded will be done after conversion (see below).
GA4		7-Jan-08	complete	
GD2		7-Jan-08	complete	
GA5		7-Jan-08	complete	
GD3; RR5		7-Jan-08	complete	
GD4		7-Jan-08	complete	
RR6		8-Jan-08	complete	
GH4; GH4 obs		8-Jan-08	complete	
GD5		8-Jan-08	complete	
GH3		8-Jan-08	complete	
RR6		8-Jan-08	complete	
WLA2		8-Jan-08	complete	
WRS2		8-Jan-08	complete	
GB3		9-Jan-08	complete	
GH5		9-Jan-08	complete	
GB2		9-Jan-08	complete	
GH6		9-Jan-08	complete	
WRS3		10-Jan-08	complete	
WRS5		10-Jan-08	complete	
Pick narcotics for GA3, GA4, An, GD2		9-Jan-08	complete	
Print Medstation reports for all wards with single access points		9-Jan-08	complete	Hospital Wide Med Summary - in case of emergency
Print Medstation reports for all narcs/benzos for all wards		9-Jan-08	complete	Hospital Wide Med Summary - for unloads
Tech training - group session - 1400 h - 1600 h		9-Jan-08	complete	Show how "return bins" work. Review procedures for cubies and refilling/loading/unloading. See Pharmacy Training Checklist, page Q3- Pyxis MedStation System Go Live Plan binder

TASK LIST	Assigned to	Completion Dates		Comments
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Pick narcotics for GA5, GD4, GD3, RR5		10-Jan-08	complete	
PHASE 4 - GO-LIVE - Jan 10 & 11/08				
January 10/08 - SWAP OUT MEDSTATIONS		10-Jan-08		[name] will remain in pharmacy to act as troubleshooter
GA3-1		0800 h	complete	Take narcotics to ward. Pharmacy tech to run :Unload All on MedStation 2000 on ward. Blind count all narcotics and resolve any uncovered discrepancies. Physically leave all meds in MedStation. Pyxis specialist to shutdown old MedStation and complete swap. (Rename MedStation, get MedStation communicating with console . . .) . Load narcotics in new 3500 MedStation. Return MedStation 2000 with meds inside.
GA4-1		0800 h	complete	
Anaesthesia-2 (greens req'd - bunny suits) - if don't have premium drawers in time will do on Jan 17 using drawers from returned MedStations.		1100 h	complete	
GD2-1		1100 h	complete	
GA3-2		1300 h	complete	
GA4-2		1300 h	complete	
GD2-2		1500 h	complete	
Anaesthesia-1		1500 h	complete	Unload not required. Inventory machine, resolve any discrepancies & shut down. Remove all inserts and replace into new machine using same configuration, Once conversion is complete inventory will remain the same as pre-conversion.
Run an "Ordered Meds Not Loaded" report		10-Jan-08	complete	For above converted machines
Pend, Pick and Deliver "Ordered Meds Not Loaded"		10-Jan-08	complete	For above converted machines
Unload and return narcotics to C11 safe for above machines		10-Jan-08	complete	May have to stay late to finish.
January 11/08 - SWAP OUT MEDSTATIONS		11-Jan-08		[name] will remain in pharmacy to act as troubleshooter
GA5-1		0800 h	complete	Take narcotics to ward. Pharmacy tech to run : Unload All on MedStation 2000 on ward. Blind count all narcotics and resolve any uncovered discrepancies. Physically leave all meds in MedStation. Pyxis specialist to shutdown old MedStation and complete swap. (Rename MedStation, get MedStation communicating with console . . .) . Load narcotics in new 3500 MedStation. Return MedStation 2000 with meds inside.
GD4-1		0800 h	complete	
GD3-1		1100 h	complete	
RR5A		1100 h	complete	
GA5-2		1300 h	complete	
GD4-2		1300 h	complete	
GD3-2		1500 h	complete	
RR5B		1500 h	complete	
Run an "Ordered Meds Not Loaded" report		11-Jan-08	complete	For above converted machines
Pend, Pick and Deliver "Ordered Meds Not Loaded"		11-Jan-08	complete	For above converted machines
Unload and return narcs to C11 safe for above machines		11-Jan-08	complete	May have to stay late to finish.
UNLOADS - start unloading returned MedStations		11-Jan-08	complete	
UNLOADS		11-Jan-08	complete	
UNLOADS		11-Jan-08	complete	
Return meds to pyxis bins		11-Jan-08	complete	

TASK LIST	Assigned to	Completion Dates		Comments
		Target	Actual	
UNLOADS		14-Jan-08	complete	
UNLOADS - single stations		14-Jan-08	complete	
Return meds to pyxis bins		14-Jan-08	complete	
Rebuild ER-1 and ER-2		14-Jan-08	complete	
Pend and pick narcotics and ordered meds not loaded for ER-1 and ER-2		14-Jan-08	complete	
Notify [name] that we are finished with IP's .		14-Jan-08	complete	
UNLOADS		15-Jan-08	complete	
UNLOADS		15-Jan-08	complete	
Return meds to pyxis bins		15-Jan-08	complete	
Pick narcotics for GH4, GD5, GH3, RR6, WLA2, WRS2		15-Jan-08	complete	
Pick narcotics for GB2, GH6, WRS3, WRS5, GB3, GH5		16-Jan-08	complete	
Print Medstation reports for all wards with single access points		15-Jan-08	complete	Hospital Wide Med Summary - in case of emergency
Print Medstation reports for all narcs/benzos for all wards		15-Jan-08	complete	Hospital Wide Med Summary for unloads
Map wards with single access points - GD5, RR6, WLA2, WRS2		15-Jan-08	complete	GD5 mapped to GA5; RR6 mapped to RR5; WLA2 mapped to WRS2 and vice versa.
PHASE 5 - GO-LIVE - January 16 & 17/08				
January 16/08 - SWAP OUT MEDSTATIONS		16-Jan-08		[name] will remain in pharmacy to act as troubleshooter
GH4-1 & GH4 OBS		0800 h	complete	Take narcotics to ward. Pharmacy tech to run : Unload All on MedStation 2000 on ward. Blind count all narcotics and resolve any uncovered discrepancies. Physically leave all meds in MedStation. Pyxis specialist to shutdown old MedStation and complete swap. (Rename MedStation, get MedStation communicating with console . . .) . Load narcotics in new 3500 MedStation. Return MedStation 2000 with meds inside.
GD5		0800 h	complete	
GH3-1		1100 h	complete	
RR6		1100 h	complete	
WLA2		1300 h	complete	
GH4-2		1300 h	complete	
GH3-2		1500 h	complete	
WRS2		1500 h	complete	
Run an "Ordered Meds Not Loaded" report		16-Jan-08	complete	For above converted machines
Pend, Pick and Deliver "Ordered Meds Not Loaded"		16-Jan-08	complete	For above converted machines
Unload and return narcs to C11 safe for above machines		16-Jan-08	complete	May have to stay late to finish.
Continue unloading meds from go live Jan 10/11		16-Jan-08	complete	

TASK LIST	Assigned to	Completion Dates		Comments
		Target	Actual	
Map wards with single access points - GB2, GH6, WRS3, GB3, GH5		16-Jan-08	complete	GB2 mapped to GB3 and vice versa; GH6 mapped to GH5 and vice versa; WRS3 mapped to WRS2;
January 17/08 - SWAP OUT MEDSTATIONS		17-Jan-08		[name] will remain in pharmacy to act as troubleshooter
GB2		0800 h	complete	Take narcotics to ward. Pharmacy tech to run : Unload All on MedStation 2000 on ward. Blind count all narcotics and resolve any uncovered discrepancies. Physically leave all meds in MedStation. Pyxis specialist to shutdown old MedStation and complete swap. (Rename MedStation, get MedStation communicating with console . . .) . Load narcotics in new 3500 MedStation. Return MedStation 2000 with meds inside.
GH6		0800 h	complete	
WRS3		1100 h	complete	
WRS5-1		1100 h	complete	
GB3		1300 h	complete	
GH5		1300 h	complete	
WRS5-2		1500 h	complete	
GAN-2		1500 h	complete	
			complete	
Run an "Ordered Meds Not Loaded" report		17-Jan-08	complete	
Pend, Pick and Deliver "Ordered Meds Not Loaded"		17-Jan-08	complete	For above converted machines
Unload and return narcs to C11 safe for above machines		17-Jan-08	complete	May have to stay late to finish.
UNLOADS from January 16/08		17-Jan-08	complete	
UNLOADS from January 16/08		17-Jan-08	complete	
Return meds to pyxis bins		17-Jan-08	complete	
Rebuild Resus, Triage and MTA		18-Jan-08	complete	
Pend and pick narcotics and ordered meds not loaded for Resus, triage, MTA		18-Jan-08	complete	
UNLOADS		18-Jan-08	complete	
UNLOADS		18-Jan-08	complete	
UNLOADS - single stations		18-Jan-08	complete	
Return meds to pyxis bins		18-Jan-08	complete	
PHASE 6 - POST CONVERSION				
Rebuild Obs		21-Jan-08	complete	
Pend, pick and deliver narcotics and ordered meds not loaded for Obs		21-Jan-08	complete	
UNLOADS		21-Jan-08	complete	
Return meds to pyxis bins		21-Jan-08	complete	
UNLOADS		22-Jan-08	complete	
UNLOADS - single stations		22-Jan-08	complete	

TASK LIST	Assigned to	Completion Dates		Comments
		Target	Actual	
Return meds to pyxis bins		22-Jan-08	complete	
Return MedStations to Pyxis		Jan 23 - Jan 28/08	complete	[name] will provide me with green return labels prior to go-live. As MedStations are unloaded affix green label directly to machine and set aside for pick-up by warehouse. Warehouse will require 48 hours notice for pick-up. Confirm pick-up date with [name] once all machines are ready to be returned. [name] TO REMOVE HARDDRIVES FROM MACHINES (HARDDRIVES TO BE WIPED CLEAN). Review equipment in storage area and ? send back to pyxis along with machines.
UNLOADS		23-Jan-08	complete	
UNLOADS		23-Jan-08	complete	
UNLOADS		23-Jan-08	complete	
UNLOADS		23-Jan-08	complete	
Return meds to pyxis bins		23-Jan-08	complete	
UNLOADS		24-Jan-08	complete	
UNLOADS		24-Jan-08	complete	
UNLOADS		24-Jan-08	complete	
UNLOADS - single stations		24-Jan-08	complete	
Return meds to pyxis bins		24-Jan-08	complete	
UNLOADS		25-Jan-08	complete	
UNLOADS		25-Jan-08	complete	
UNLOADS		25-Jan-08	complete	
Return meds to pyxis bins		25-Jan-08	complete	
Notify [name & phone number] to have furniture returned		end of Feb/08	complete	Leave conf room empty in Feb. so [names] have place to work while offices are being installed.