CONTROLLED SUBSTANCES (CS)

INSPECTOR'S USER MANUAL

Version 3.0
March 1997

(Revised May 2013)

Department of Veterans Affairs
Product Development

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, ii, 24-26, 27-28	PSD*3*76	Updated Glossary with description of patch's new security key PSDRPH Updated Index J. Owczarzak, Technical Writer; N. Goyal, Project Manager
04/2011	25-26	PSD*3*71	Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. E. Phelps/C. Bernier, Technical Writers; N. Goyal, Project Manager
05/2010	24-26, 28	PSD*3*69	Added description of patch's new security key PSD TECH ADV, and PSD TECH key. Added PSD TECH ADV and PSD TECH key to index R. Sutton/Connie Bernier, Technical Writers; N. Goyal, Project Manager
04/03	All	PSD*3*41	Updated the manual to Standards. Added the *CS Monitoring Menu* options.
03/97			Original Released Inspector's Manual.

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1. Introduction

The Controlled Substances (CS) computer software package V. 3.0 is one segment of the Veterans Health Information Systems and Technology Architecture (**V***IST***A**) in use at the Department of Veterans Affairs Medical Centers (VAMCs). This package provides functionality to monitor and track the receipt, inventory, and dispensing of all controlled substances. It also provides the pharmacy with the capability to define a controlled substance location and a list of controlled substances to maintain a perpetual inventory.

This package provides the capability for pharmacy personnel to receive a Controlled Substances order, automatically update the quantity on hand, and view a receipt history. Nursing personnel are provided with the ability to request orders for Controlled Substances via on-demand requests. Pharmacy may dispense controlled substances via the software automating all necessary documents (VA FORMs 10-2321 and 10-2638) to complete an order request. The software provides functionality to record Automated Management Information System (AMIS) and cost data, address returns to stock, destructions, order cancellations, transfers between locations, and log outpatient prescriptions.

2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
  Example: *Controlled Substance Balances Report* indicates a menu option.

- Screen prompts will be denoted with quotation marks around them.
  Example: “Select INPATIENT SITE NAME” indicates a screen prompt.

- Responses in bold face indicate what the user is to type in.
  Example: Okay to Continue? No// **Y**ES.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.
  Example: Press **<Tab>** to move the cursor to the next field.
  Press **<Enter>** to select the default.

Order Status (cont.)	**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	This key should be allocated to pharmacy supervisors responsible for maintaining the narcotic vault. This key controls access to reports listing various error 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	This key should be allocated to nurses, usually LPNs, who may only receive and administer controlled substances but cannot place the order requests.
PSD PARAM	This key should be allocated **only** to the Inpatient Pharmacy Package Coordinator(s). This lock controls the printing of the Green Sheets and the range of automated dispensing numbers for a dispensing site (vault).
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	This key should be allocated to the Inpatient Pharmacy Coordinator(s). 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 AR/WS AOU into an NAOU.
PSDMGR	This key should be allocated to the Inpatient Pharmacy Supervisor and Package Coordinator(s) or his/her designee. This lock controls the editing of Controlled Substances V. 3.0 files for package set up. This key locks the *Supervisor (CS) Menu* [PSD MGR] 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	This key should be allocated to pharmacy technicians handling narcotic orders.

PSJ RNURSE	This key should be allocated to nurses who request narcotic orders, receive, and administer controlled substances on the wards.
PSJ RPHARM	This key should be given to pharmacists dispensing and receiving narcotic orders.
Satellite Vault	An NAOU set up as a secondary dispensing site.
Stock Drug	A drug (from the DRUG file) stored in an NAOU.
Stock Level	The quantity of a drug stocked in a specific NAOU.
V*IST*A	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 Controlled Substances stocked drug.

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