



CONTROLLED SUBSTANCES (CS)

SUPERVISOR'S USER MANUAL

Version 3.0
March 1997

(Revised April 2011)

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
04/2011	43-44	PSD*3*71	Clarified description of PSD TECH ADV key. 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	43-44, 47	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 Connie Bernier, Technical Writer; N. Goyal, Project Manager
07/03	All		Updated the manual to Standards. Added new <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] options to the <i>Production Reports</i> [PSD PRODUCTION REPORTS] menu.
03/97			Original Released Supervisor's User Manual.

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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 <i>List On-Hand Amounts</i> [PSD ON-HAND TECH], <i>Transfer Drugs between Dispensing Sites Report</i> [PSD PRINT VAULT TRANSFERS TECH], and the <i>Daily Activity Log (in lieu of VA FORM 10-2320)</i> [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 <i>Receipts Into Pharmacy</i> [PSD RECEIPTS MENU], <i>Dispensing Menu</i> [PSD DISPENSING MENU], <i>Destructions Menu</i> [PSD DESTROY MENU], <i>Manufacturer, Lot #, and Exp. Date - Enter/Edit</i> [PSD MFG/LOT/EXP], <i>Outpatient Rx's</i> [PSD OUTPATIENT], <i>Complete Green Sheet</i> [PSD COMPLETE GS], <i>Destroyed Drugs Report</i> [PSD DEST DRUGS REPORT], <i>DEA Form 41 Destroyed Drugs Report</i> [PSD DESTROY DEA41], <i>Destructions Holding Report</i> [PSD DESTRUCTION HOLDING], <i>Add Existing Green Sheets at Setup</i> [PSD EXISTING GS], <i>Green Sheet Transfer Between NAOUs Report</i> [PSD GS TRANSFER (NAOU) REPORT], <i>Transfer Drugs between Dispensing Sites</i> [PSD TRANSFER VAULT DRUGS] options on the <i>Technician (CS Pharmacy) Menu</i> [PSD PHARM TECH]. The CS technician may perform all functions of the <i>Outpatient Rx's</i> [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 <i>NAOU to NAOU Transfer Stock Entries</i> [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 Package Coordinator(s) or his/her designee. This lock controls the editing of CS files for package set up. This key locks the Supervisor's Menu options [PSD MGR].
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.
TRAKKER	A barcode collection system utilized by scanning barcode labels or by pressing the key pad on the barcode reader device.
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 Unit Dose package and the Controlled Substances package. The Unit Dose package looks at this field to know if the drug is a Controlled Substances stocked drug.