Waste a Partial Dose during Issue:



This applies only to controlled substances.

- Follow Issue a Controlled Substance procedure to select medication.
- Press Remove Now.
- Follow screen prompts to access item(s).
- Press Waste Partial Dose.
- Modify the waste amount, if necessary. Press OK. The waste amount is computed automatically based on the intended partial dose.
- Have witness enter their credentials
- Close bin and drawer.
- Press Exit to log off.

Add Patient:

Check for the patient in both the Local and Global Patient List. If not listed, add the patient.

- Log on.
- Press Add New Patient.
- Enter as much information about the patient as possible, but as a minimum enter first name, last name, and the hospital number. (i.e.FH123456/20)



- Note: You will not be able to put a slash (/) in the text field so just omit the slash (/). Example XX12345620
- **Press Add New Patient**
- The patient screen for the temporary patient is displayed. The patient's name is displayed on the patient list as TMP (temporary).

Perform Cycle Count:

This must be completed weekly by 2 nurses as per hospital policy.

- Select Main Menu
- Select Inventory Menu
- Select Cycle Count**
- Select Count Now
- Follow the guiding lights to access items.
- Continue until all items have been counted.
- Select Exit to log off.



and Find Item.

How to Research Discrepancies:

Use the discrepancy receipt that prints from the Omnicell or use the Reports menu to access various reports to help you determine why the discrepancy occurred.

How to Resolve Discrepancies:

- Log on
- Press Main Menu
- Press Resolve Discrep
- Select Control Level 2-5.
- Press Resolve Discrep.
- Select a discrepancy.
- Cycle Count the medication
- Investigate any missing doses
- Enter a reason(s) for the discrepancy using free text.

- Press Resolve Discrep.
- Have a witness enter their credentials.
- Press OK.
- Press Exit to log off.

Cleaning the Sensor:



Use alcohol swabs to clean Bio ID sensor. Accel wipes for remainder of cabinet. Do not use any other abrasive cleaners containing bleach.

Contact Information:

Clinical Nurse Advisors:

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ERH MarietaTelman 604-614-5316 Marieta.telman@fraserhealth.ca

RMH Tori Bandringa 236-332-1220 Victoria.Bandringa@fraserhealth.ca

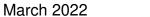
RCH Kelly Riley 604-613-8294 Kelly.riley@fraserhealth.ca

Omnicell helpline - 24 hours 1-800-910-2220

Omnicell Quick Reference Guide

Chilliwack General Hospital Fraser Canyon Hospital Eagle Ridge Hospital Ridge Meadows Hospital Royal Columbian Hospital







Log on:

- Touch the standby screen and scan your finger using the Bio ID scanner
- <u>OR</u> type in your Meditech user ID and your password and press <u>Enter</u>.

Password requirements:

Length 8-18 characters Including at least 3 of the following: Uppercase, Lowercase, Number, Symbol

Log off:

• Press Exit in the lower right corner of the screen.

Remember to **log off** when you leave the Omnicell cabinet. This prevents anyone from removing medications under your ID, leaving you responsible for any transactions or discrepancies.

Issue a medication:

- Log on.
- Select your patient from either the Local or Global list.
- Press Remove Meds.
- Select the medication from the appropriate tab (stocked meds, active med orders, PRN Only).
- Acknowledge any on screen alerts if prompted.
- Modify quantity or dose to remove, if necessary.
- Press OK

- If multiple medications are required, select other medication(s) and then press Remove Now.
- Follow guiding lights to remove medications

Note: if a medication is no longer required, select **Skip Item** and **do not** remove medication(s) and close the drawer.

Press Exit when done.



Issue a Controlled Substance:

- Select your patient from either the Local or Global list.
- Press Remove Meds.
- Select the medication from the desired tab.
- Modify quantity or dose to remove, if necessary.
- Press Remove Now <u>OR</u> OK if multiple medications are required, select other medication(s) and then press Remove Now.
- Follow guiding lights to remove medication(s).
- Complete a Countback of the bin when prompted prior to removing the medication(s).
- Close drawer after medication(s) removed and press Exit.

Clinical students, ESNs and preceptor students cannot issue any controlled substances as per hospital policy.

Override a PVR Medication (Profiled Omnicell only)



Use this function to access a medication before it has been verified by pharmacy (PVR). User permission required and may require a witness.

- From patient screen, press Remove Meds.
- Select the Stocked Meds tab.
- Select the desired medication.
- Press Yes to confirm override.
- Enter the dose or quantity to issue, then press OK
- Press Remove Now
- Collect medication and close drawer.
- Press Exit to log off.

Return a Medication:

Any items returned must be in their original packaging, not damaged and not contaminated in any way.

- Log on.
- Select patient.
- Press Return Meds.
- On the Meds Eligible for Return tab select the desired medication you would like to return.
 If you cannot find the med, press All Meds on the right side (lists medication removals by all users).
- Complete Administration Amount and Quantity to Return.

Make sure to enter an administration amount, even if it is zero.

- Press Return Now.
- Return Medication to External Return Bin (ERB)
- Select a reason for the return.
- Select OK. System will prompt for a witness when returning Controlled Substances. Close ERB lid.
- Press Exit to log off.



Waste a Controlled Substance:

- Log on
- A partial dose issues reminder will display if you have any undocumented wastes. Press OK.
- Select the patient or the Partial Dose List tab.
- Select Waste Meds
- Select the medication requiring waste documentation from list.
 - If unable to find the medication, press All Meds
- Complete quantity issued, quantity to be wasted and reason for waste.
- Have witness log on and witness actual wastage.
- Select Record Waste Now.
- Press Exit to log off.

