



## COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

### Mangum Regional Medical Center

TITLE		POLICY	
Automated Dispensing Machine Access		DRM-014	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
Drug Room	10-1-2020	10-1-2020	
DEPARTMENT	REFERENCE		
Drug Room			

#### PURPOSE

To ensure the safe and accurate dispensing of medications, accountability of controlled substances and other medications, accurate patient billing, patient confidentiality, medication security and to ensure compliance with state and federal rules and regulations.

#### POLICY

Nurses, physicians, respiratory therapists, pharmacists and Drug Room Supervisor, Materials Manager shall have access to designated automated dispensing machine(s).

The above staff shall be assigned a permanent identification code and temporary password to access the automated dispensing machine(s).

#### PROCEDURE

The Nurse Manager/Department Manager shall request an identification code and temporary password for designated staff. Staff must complete an automated dispensing machine orientation before the assignment of ID code and password.

Drug Room Services shall assign the ID code and temporary password and enter the new user into the system by the next business day.

Once the staff member receives his/her temporary password, the staff member must immediately sign on to the automated dispensing machine with the temporary password and replace it with a new individual password. This password is an electronic signature which shall be attached to all transactions for which it is used on the automatic dispensing system.

The staff member must change his/her individual password once every three (3) months (quarterly). If the staff member neglects to change his/her individual password, Drug Room Services shall contact the staff member and request password revision.

If the password remains unchanged after the three (3) monthtime period, Drug Room Services shall deactivate the staff member's access to the automated dispensing machine until the password is revised.

The Drug Room Supervisor may assign temporary access codes for floating nurses, nursing students or nurses working on another patient care unit for a period of 12 hours. See manufacturer's instructions for temporary access procedure.

Contracted staff, i.e., traveling nurses, shall receive an ID code and password with an expiration date that is the end date of their contract.

Drug Room Services shall be notified of any staff changes, within 24 hours, by the nurse manager/department manager. This includes terminations, leaves of absence, promotions or a permanent assignment to another unit.

If a staff member suspects someone is using his/her password, he/she must immediately change his/her password in the system and notify his/her nurse manager/department manager.

If a staff member forgets his/her password, Drug Room Services must be notified. The staff member shall present him/herself to Drug Room Services with his/her hospital ID to receive a new password.

A new temporary password shall be issued and then entered into the computer system. As above, the staff member must then sign on to the automated dispensing machine and enter a new individual password.

## **REVISIONS/UPDATES**

<b>Date</b>	<b>Brief Description of Revision/Change</b>