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)**
  - o 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.

To count just a **single medication select **Open Cycle Count** 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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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

March 2022

fraserhealth

Log on:

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

> **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** OR **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.