



# Standard Operating Procedures



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Name of Policy:	<b>Cubex Access Tiers</b>	Departments:	Technicians, Doctors, Assistants
Category & No.:	CUB 1.1	Effective by:	November 1, 2022
Version No.:	1.0	Revision History:	Original

## Access Tier 1: Limited access – Assistants (Case-by-Case)

- Preventative zones
- Limited [Restock](#) capabilities, zone - based (i.e., retail items such as inflatable e-collar)

**CUBEX TEST REQUIRED FOR TIER 2 AND UP – Presentation must be completed, then take quiz. Once quiz is completed, Alex Young will coordinate one-on-one hands-on training, then set employee up with Cubex access.**

## Access Tier 2: General access – All new techs after 30-day review, or transition from A2 to T1

- [Witness](#)
- [Dispense/Return](#)
- [Add Temp Patient](#)
- [Restock](#)

## Access Tier 3: Controlled access - Technician with controlled drug access & Doctors (if requested)

- Tier 2 + completion of Calculations test with a passing score of 100%
- Dispense controlled drugs
- [Waste](#)

## Access Tier 4: Max Operational Access - Leads & Supervisors+

- Tier 3+
- [Backstock](#) access
- [Cycle Count](#)
- Start process of [resolving discrepancies](#) via “MQL access – Read-only report”

## Access Tier 5: Admin – Alex, LeeAnn, Michael, Krista, etc.

- Tier 4+
- Finalize discrepancies
- Other advanced stuff

**Pharmacy Access: Tier 3 + back stocking**

**Sterilization Access: back stocking**