

Secure Key



Pharmacist User Guide



Read carefully before using or operating this device



Pharmacist User Guide

**Read Carefully Before Using
Or Operating Devices**

 	<p>GW Pharma Ltd Special Technologies Division Porton Down Science Park Salisbury Wiltshire SP4 0JQ UK</p> <p>Pharmacist Secure Key User Guide Supplied with GW Pharma Ltd. Secure Key (REF 101766).</p> <p>This manual refers to the set up and use of the Secure Key that is to be used in association with the GW Pharma Ltd. GSM Controller (REF 101763) that would be prescribed and supplied to Methadone users. A separate user guide is supplied with this device and should be referred to if you require additional information on the use and operation of the drug delivery system by the patient.</p> <p>This Pack Contains One Each Of:</p> <table><tbody><tr><td>Secure Key</td><td># 101766</td></tr><tr><td>This User Guide</td><td># IM 102539</td></tr><tr><td>Quick Start Guide</td><td># IM 102601</td></tr><tr><td>Registration Card</td><td># IM 102603</td></tr></tbody></table>	Secure Key	# 101766	This User Guide	# IM 102539	Quick Start Guide	# IM 102601	Registration Card	# IM 102603
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Pharmacist Secure Key

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START HERE

This section of the manual is your starting point for using the *Secure Key* as part of a Methadone delivery system in a pharmacy environment.

This *Secure Key* (REF 101766) is an essential component of the GW Pharma Ltd. Methadone delivery technology and is a personal portable secure device that stores encrypted fingerprint and other data for several system users. This device is to be used by system users, particularly pharmacists to perform actions on the *GSM Controller* (REF 101763) including:

- Enrolment of patients onto a *GSM Controller*
- Inputting patient prescriptions into a *GSM Controller*
- Unlocking, refilling and priming a *Secure Methadone Canister* (REF 101764)

The *Secure Key* is intended to be used by a pharmacist in a pharmacy; it **MUST NOT** be used by patients.

**USE ONLY AS DIRECTED BY YOUR
SYSTEM ADMINISTRATOR.**

Always take note of any instructions given to you by your system administrator and read the label and instruction leaflet supplied with the *GSM Controller* you are supplying to patients.

When used as directed, this *Secure Key* will allow the pharmacist to programme the intended dispensing regime of prescribed Methadone, or Methadone diluent, from 500 ml bottles as supplied by **Rosemont** or **Martindale** via the associated *GSM Controller* and *Secure Methadone Canister*. The dispensing accuracy is within 10% of the set volume and with a timing accuracy of one minute.

SETTING UP YOUR SECURE KEY

This section of the manual takes you through the steps involved in setting up your *Secure Key*. If you would like to get an overview of the system please refer to the Quick Start Guide supplied (IM 102601).

Warning! Your Secure Key will not work until it has been activated. See Step 3. Contacting Your Equipment Provider for details.

Step 1. Unpacking your Secure Key

Check that the *Secure Key* and documents shown below in Figure 1 are present. If any of the components are missing, inform your system administrator.



Figure 1. Secure Key Box Contents

Documents

The following documents are included with the **Secure Key** packaging:

- **Pharmacist Secure Key User Guide (this document)**

Please ensure that you read this manual thoroughly before using the *Secure Key* to set up a *GSM Controller*.

- **User Registration Card**

It is essential that you complete the Registration Card (IM 102603) and return it as soon as possible.

- **Quick Start Guide**

The Quick Start Guide (IM 102601) provides a simple pictorial representation of how to use some of the common functions of the *GSM Controller* when combined with the *Secure Key* in Pharmacist Mode. It is not intended to replace this manual.

Secure Key

The *Secure Key* is an electronic key that you will use in conjunction with your fingerprint to authenticate yourself to a *GSM Controller* to enter Pharmacist Mode.

Pharmacist Mode is a mode of the *GSM Controller* that enables you to program and maintain the patients drug delivery system e.g. enrolling patients, creating prescriptions etc. Patients can not access Pharmacist Mode: this is a security measure to prevent patients from managing their own drug delivery.

Throughout this manual, when menus and menu items are referred to, it is assumed that you have inserted your *Secure Key* and have authenticated yourself to access Pharmacist Mode.

In order to use the *Secure Key* you will need to activate it as described on page 6.

Step 2. Indicators on the Secure Key

Removing the cap on the *Secure Key* exposes a connector that connects with the *GSM Controller*.



Figure 2. Secure Key

Indicator Colour	Indicator Status
Off	Not connected to the <i>GSM Controller</i>
Green	Connected and idle
Blue	Connected and processing
Red	Error contact your equipment provider for help

Step 3. Contacting Your Equipment Provider

When you receive your *Secure Key*, you will need to:

- Contact the equipment provider or their sales representative to activate it.
- To activate and then use your *Secure Key*, you will need at least one *GSM Controller*.
 - The equipment provider or their representative will need to visit your premises to activate the *Secure Key*.
 - Your provider may bring their own *GSM Controller* with them for activation purposes.

Step 4. Enrolling Primary Pharmacist

The first person to be enrolled is the primary pharmacist, who will then be responsible for enrolling other pharmacists or co-workers onto the Secure Key.

The sales representative starts this process and will hand you the *GSM Controller* and will ask you to complete the details on it as shown in Figure 3.

You will be prompted to swipe each of your fingers across the controller to allow future authentication (see *Using the GSM Controller* on page 10).

The *Secure Key* stores an encrypted series of numbers based on your fingerprint as a unique way of identifying you as an authorised user.

PLEASE NOTE THAT YOUR FINGERPRINT CANNOT BE RECONSTRUCTED BASED ON THE INFORMATION STORED IN THE CONTROLLER.

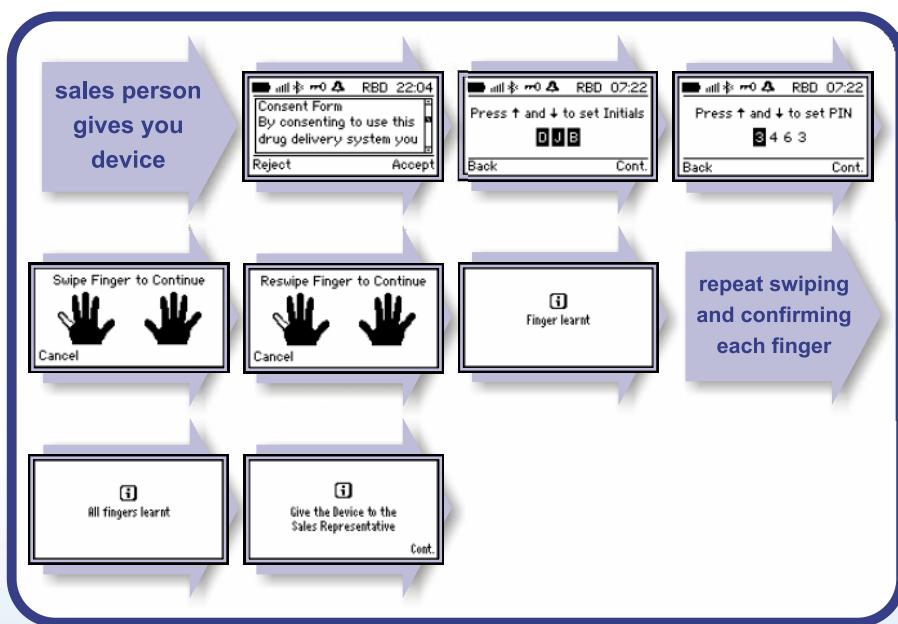


Figure 3. Enrol Primary Pharmacist