|  |
| --- |
| **Laboratory Access**  |
| **Policy** | This policy provides guidance for Laboratory Access. |
| **Purpose** | Children’s Minnesota Laboratory will restrict access to the laboratory to authorized personnel only.* Work done in laboratories is complex and can be impacted by people who are not authorized to be in the lab.
* Laboratories contain patient samples, patient orders and results.

Under HIPAA rules, restricting access to the lab helps ensure the privacy of patient health information.* Laboratories contain valuable equipment and hazardous materials, such as chemicals and biological agents. These must be protected from unauthorized access or removal, theft, or mishandling.
* Restricting access to the lab ensures a safe and secure environment for lab staff.
	+ As temperatures fluctuate in the laboratory, staff are reminded not to prop secured doors open.
		- Minneapolis: To help regulate warming temperatures, place a St. Croix (Facilities) work order. Only consider opening the front window of the main laboratory if conditions become extreme.
		- St. Paul: To help regulate warming temperatures, place a Mainspring (Facilities) work order.
 |
| **Identification Badges**  | * All employees, residents, volunteers, contractors, medical staff and students must wear a Children’s identification (ID) badge. ID badges need to be prominently displayed above the waist, per hospital policy [920.01](https://starnet.childrenshc.org/References/Policy/900/920.01-identification-badge-and-security-access-control.pdf).
* Employees of temporary agencies or contract companies may wear an ID badge provided by their employer, e.g., Pediatric Home Service personnel dropping off patient specimens.
* Other persons must have a Vendor ID badge or a Visitor ID badge.
* Staff is responsible to send visitors or other personnel to the Welcome Center if they do not have an ID badge.
 |
| **Children’s Personnel** | **Authorized with ID badge access*** ID badges are configured to allow entrance to the lab for designated Children’s staff.
* These staff are authorized to enter the lab on a routine basis:
	+ Lab, Supply Chain, Biomed, Facilities, Environmental Services
* Access to testing areas of the lab should be limited to lab staff only.
	+ Exceptions would include equipment repair personnel, EVS cleaning staff, students

**Authorized without ID badge access*** Couriers, hospital support staff, and hospital authorized contractors have access to the lab as needed.
* Lab staff allows entrance to the lab for these staff after verifying identification and intent, e.g., picking up or dropping off specimens for testing, equipment repairs.
 |
| **Non-Children’s Personnel – Temporary Badge** | * Repairmen, vendors, and contractors obtain authorization for vendor ID badges through the Vendor Representative process.

[1407.00 Vendor Representatives](https://starnet.childrenshc.org/references/policy/1400/1407.00-vendor-representatives.pdf)* They must wear their company ID badge in addition to the vendor ID badge.

The vendor ID badge expires at the end of each day and a new one must be obtained daily.* Lab staff allows entrance to the lab for these individuals after verifying identification and intent, e.g., equipment repair, instrument demonstration.
* These individuals are to be escorted by lab staff or a hospital representative while they are within patient care areas.
 |
| **Visitors – Temporary Badge** | * Visitors to the lab other than those listed above are restricted to the lounge and front desk area.
	+ Exceptions include lab career observers and regulatory agency representatives, e.g. OSHA, MDH, CAP, and The Joint Commission.
	+ Any other exceptions must be approved by a lab manager or supervisor.
* Visitors must obtain a visitor ID badge from the Welcome Center which expires at the end of each day.
* These individuals are to be escorted by lab staff or a hospital representative at all times.
 |
| **Supporting Documents** | [920.00 Security Management Plan](https://starnet.childrenshc.org/references/policy/900/920.00-security-management-plan.pdf)[920.01 ID Badge and Security Access Control](https://starnet.childrenshc.org/references/policy/900/920.01-identification-badge-and-security-access-control.pdf)[1407.00 Vendor Representatives](https://starnet.childrenshc.org/references/policy/1400/1407.00-vendor-representatives.pdf) |
|  |
| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Carol Buhl & Laboratory Safety Committee | 06/30/2019 | Initial  |
|  | 2 | Andrew Fangel & Laboratory Safety Committee | 06/20/2022 | Added guidance on temperature control – do not prop secured doors open.  |