

Beaumont

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Applicability: All Beaumont Hospitals

Restricted Laboratory Access

Document Type: Guideline

I. PURPOSE AND OBJECTIVE:

This procedure is to define the process used to restrict access to laboratory areas to authorized staff.

II. GUIDELINES:

- A. Overview: Access to laboratory areas are restricted to employees of Corewell Health and granted by campus security departments of each campus. Access is restricted via use of access codes (security codes, user codes), locks or other processes (eg, policies and procedures). Employee authorization is maintained by each campus' security department and rights are removed at the end of the employee's tenure.
- B. Authorized Staff: Corewell Health staff that are authorized to freely enter and exit laboratory facilities using campus-specific access methods such as security codes or badges assigned to them by campus security. Authorized staff include the following:
 - 1. Department staff, including lab assistants, clerks, technical and non-technical staff, management and physicians.
 - 2. Couriers employed by Corewell Health.
 - 3. Students enrolled in Corewell Health Histotechnology or Medical Laboratory Science Programs.
 - 4. Residents and fellows training in the department(s).
 - 5. Environmental service, maintenance and hospital administrative staff.
- C. Non-lab Corewell Health Staff (nursing, ancillary, other): Non-lab Corewell Health staff enter the lab under controlled/monitored entryways.
- D. Non-Corewell Health Courier Services: Courier services other than Corewell Health and their staff are only allowed in specimen processing and blood bank areas. Note: Non-Corewell Health couriers may be admitted to other departments, as needed and/or with accompaniment from a laboratory staff member. Please see campus-specific security protocols for access authorization and maintenance procedures.
- E. Field Service Engineers (FSEs) and Vendors:
 - I. Occasionally, field service engineers must have access to the laboratory for instrument installation, repair or maintenance. FSEs should check in with the department that they are working in to

determine how and when access is allowed.

- II. Vendors visiting the campus for various reasons must be checked in using VendorMate, Corewell Health East's Vendor relations program. This must be done prior to arrival on any Corewell Health East campus.

- F. All Others: Refer to campus-specific security protocols for specific guidelines in use for each campus. These protocols address authorized access and how non-laboratory personnel can obtain temporary access.

III. REFERENCES:

1. Refer to corporate vendor interactions policy.
2. College of American Pathologist Laboratory General (Inspection) Checklist. *Current Version*.

Attachments

No Attachments

Approval Signatures

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Applicability		
Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne		