ACCESS TO PERINATAL UNITS – STAFF RIGHTS AND RESPONSIBILITIES

All four inpatient units (Labor & Delivery/6E, Antepartum/6S, Mother-Baby Unit/5S and Neonatal Intensive Care Unit/4SA) are secured units. This means that ALL individuals who enter the unit must:

1. Be staff or provider with prox access permitting only INDIVIDUAL access to these units
2. Be patient or support person of patient accompanied by staff with prox access
3. Enter via secured entry point where they check in before proceeding and sign in to log book
	1. 6th floor entrance is via Pacific Core, door to 6 South – check in at L&D front desk
	2. 5th floor entrance is via Pacific Core, door to 5 South – check in at 5 South front desk
	3. 4SA check-in is via main entrance on east side of Montlake tower

YOU ARE RESPONSIBLE

Individuals are provided access to departments based on the need for immediate and repeated access for their individual work. Your access permits ONLY you to enter. You may not admit others using your badge. Others with badge access should present their badge to prox reader and literally be given the green light to enter before proceeding. ALL others who wish to enter must use public access and check in at front desk.

Staff who fail to utilize their prox privileges as outlined above, who demonstrate a failure to assure integrity of our secured units, allow others to enter on their access may be subject to loss of departmental access and/or disciplinary action up to and including dismissal.

I have read and understand the above. I agree to use my access for my entry only, to support the security policies of the perinatal-neonatal units and assist in the education of others in compliant access.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_