To all departmental leaders:

As leaders of departments whose staff access the secured infant units in the course of their daily work, **we need your assistance!** Each staff person who is granted access to the secure infant units must understand their individual responsibility to keep our infants safe. These units are secured to prevent infant harm and abduction – a sad reality in our world.

In the past several months, we have had 3 breaches of NICU security. In each, ancillary support staff swiped their badges, pressed the 4th floor on the elevator and granted non-screened individuals direct –and unaccompanied - access to the NICU. Fortunately, we were able to intervene and prevent any risk of harm or abduction to our infants. Due to these breaches in security, APOP 125-6 has been augmented. Under Staff Rights and Responsibilities:   
  
*'All inpatient infant units are secured (4SA-NICU, 6E-Labor & Delivery, 6S-Antepartum and 5S-Maternal Infant Care). Authorized staff are provided access via their UWMC employee ID badge 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 by using your badge.*** *Staff who demonstrate a failure to assure integrity of these or any secured units/areas may be subject to loss of departmental access and/or corrective action up to and including dismissal.'* <https://uwmc.uwmedicine.org/sites/PoliciesProcedures/apop/Pages/125-6.aspx>  
  
These **incidents have amplified the need for training of all individuals who have access to the secure units – and engaging their leadership to assure compliance with hospital policy and prevent a Code Amber!** Please help keep our infants from harm by explaining “the why” of securing infant units and describing these recent incidents. Review the updated APOP 125-6. Have each staff member in your department who has access to the secure infant units (4SA, 5S, 6S/EL) read and sign a copy of the attached form and retain in their personnel file. When you request badge access, please attest to the training and signature by commenting on the form that this has been done.

Additionally, we have had several incidents of staff transporting patients to various departments in the Montlake Tower through the NICU, 5South and 6South. None of these secure infant units are routes for routine patient transport. In addition to code responders, only 4S has been granted access to use the west service elevators to transport patients to the ICU. No other exceptions have been made. Please ensure that your staff know how to safely transport patients to/from units in the Montlake Tower.  
  
Thank you so much for your attention to this important infant safety action. Please let us know if you have any questions.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_