



Applies To: **UNM Cancer Center**  
 Component(s):  
 Responsible Department: Facilities Services

Title: <b>Access</b>	<b>Guideline</b>
<b>Patient Age Group:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult

**DESCRIPTION/OVERVIEW**

This guideline describes procedures for access by visitors, vendors and staff.

**REFERENCES**

- HSC Identification Badges

**AREAS OF REponsibility**

1. Facilities staff will continuously monitor UNMCC buildings to help ensure a secure environment.
2. General Services monitors all persons accessing the University of New Mexico Cancer Center (UNMCC) through the main entrances of the building.
3. Employees will alert immediate supervisor if other staff do not comply with this guideline. This also pertains to badge access into secured areas.
4. Employees will alert the General Services staff if visitors other than patients do not comply with the registration process.
5. Employees will be aware of the status of others in their areas.
6. Employee will initiate badge form completion for access to facility and specific secured areas.
7. Chief Operating Officer can approve or deny access to the Administration and Education Buildings.
8. Chief Operations Officer can approve or deny access to the UNMCC.
9. University Hospital Security issues, keeps updated log of staff access and activates employee badge for access.

**GUIDELINE PROCEDURES**

1. UNMCC Staff will wear and visibly display their identification badges at all times while on duty in accordance with the Identification Badge policy.
2. At no time will a UNMCC staff member lend or borrow another staff's badge to access entrance to a card accessed area.
  - a. Card accessed areas are identified per the attached.
3. All visitors are required to check in at the General Services desk before entrance to the rest of the facility.
  - a. Registration process:
    - i. The visitor is to sign the 'Visitor's Log' located at the main General Services desk located on level 1 of the Clinic. Name, date of visit and purpose of visit to the Center will be noted.

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- ii. A badge identifying the person as a 'Visitor' will be worn until check out.
  - iii. The visitor's keys or drivers license will be left with the General Services Assistant (GSA). The keys or drivers license will be returned when the visitor checks out of the facility.
4. Check out of the Center will be at the main General Services desk.
  5. All visitors except those accompanying UNMCC patients must register daily with General Services and receive an issued visitor identification badge.
    - a. Visitors may have their privileges limited, reduced or may be required to leave at any time if patient care and/or comfort is being disrupted.

**DEFINITIONS**

Visitors are defined as not a UNMCC working employee, a UNM employee as a patient, or an individual or family member accompanying a patient.

Main entrance of UNMCC is defined as the south entrance to the 4 level Clinic

**SUMMARY OF CHANGES**

Replaces document of the same title, effective 8/06

**RESOURCES/TRAINING**

Resource/Dept	Internet/Link
Facilities Services Manager	

**DOCUMENT APPROVAL & TRACKING**

Item	Contact	Date	Approval
<b>Owner</b>	Facilities Services Manager		
<b>Consultant(s)</b>			
<b>Committee(s)</b>	UNMCC Policy, Procedures and Guidelines Committee UNMCC Management Group		Y Y
<b>Nursing Director</b>	Sandra Peacock, Nurse Manager		Y
<b>Medical Director</b>	Ian Rabinowitz, MD		N/A
<b>Human Resources</b>	Max Beck, Sr. HR Consultant		N/A
<b>Compliance</b>	Stanton Royce, Mgr Clinical Therapy Programs, Administration		Y
<b>Legal</b>			N/A
<b>Official Approver</b>	Donald Whitehead, COO		Y
<b>Official Signature</b>			
<b>Effective Date</b>			
<b>Origination Date</b>			

Device	Device No.	Floor	Room No.	Room Name
Card Reader	1	Ground	G600	West Entrance
Card Reader	2	Ground	G000	Vestibule Entry
Card Reader	3	Ground	G002	S/West Stairwell
Card Reader	4	Ground	G030	S/West Entrance
Card Reader	5	Ground	G200	Medical Records
Card Reader	6	Ground	G600	West Entrance
Card Reader	7	Ground	G-529	North
Card Reader	8	Ground	G-503	Custodial Closet
Card Reader	9	Ground	G-467	Soiled Utility
Card Reader	10	Ground	G241	IT/Communications
Card Reader	11	Ground	G242	Server Room
Card Reader	12	Ground	G-484	Environmental HK Storage
Card Reader	13	Ground	Ground	S/East Entrance
Card Reader	14	Ground	G-S2	S/East Stairwell
Card Reader	15	Ground	G448	Hot Room
Card Reader	62	Ground	G104	Delivery Dock
Card Reader	63	Ground	G112	Trash Room
Card Reader	64	Ground	G120	PBX/IT Room
Card Reader	16	1	1103	Valet Office
Card Reader	17	1	1101	Vestibule
Card Reader	18	1	1270	S/East Entrance
Card Reader	19	1	1-S2	S/East Stairwell
Card Reader	20	1	1308	Receiving/Deboxing
Card Reader	21	1	1301	Emergency Power
Card Reader	22	1	1476	Storage
Card Reader	23	1	1-E2B	Staff Women
Card Reader	24	1	1-E2A	Staff Men

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Card Reader	25	1	1462	Soiled Utility
Card Reader	33	1	1117	IT/Communications
Card Reader	34	1	1106	Vestible EDU
Card Reader	52	1	1306	Cart Storage
Card Reader	53	1	1304	Bio Waste Storage
Card Reader	54	1	1302	Gas Room
Card Reader	55	1	1283	Future Technology
Card Reader	56	1	1285	Soiled Utility
Card Reader	57	1	1285-E	OSIS-Entry
Card Reader	58	1	1295	CT Control-Siemens
Card Reader	59	1	1299	Corridor
Card Reader	60	1	1295	Clean Supply
Card Reader	61	1	1295A	Hot Lab
Card Reader	65	1	1106	Vestible EDU
Card Reader	66	1	1117	IT/Communications
Card Reader	35	2	2S1	West Stairwell
Card Reader	36	2	2000	IT/Communications
Card Reader	37	2	2000	Entry-N/West
Card Reader	38	2	2S2	East Stairwell
Card Reader	26	3	3S1	3rd Floor West Stairwell
Card Reader	27	3	3000	Corridor Entry-West
Card Reader	28	3	3210	Corridor Entry-S/West
Card Reader	29	3	3S3	Entry-N/West
Card Reader	30	3	3405	Custodial Closet
Card Reader	31	3	3241	IT/Communications
Card Reader	32	3	3285	Soiled Utility
Card Reader	39	3	3486	Staff Lounge
Card Reader	40	3	3487	Staff Toilet-Men
Card Reader	41	3	3488	Staff Toilet-Women

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Reader Card				
Reader Card	42	3	3449	Custodial Closet
Reader Card	43	4	4000	Corridor-S
Reader Card	44	4	4S1	Stairwell-West
Reader Card	45	4	4030	Corridor Entry-West
Reader Card	46	4	4241	IT/Communications
Reader Card	47	4	4250	Clean Supply
Reader Card	48	4	4270	Staff Lounge
Reader Card	49	4	4280	Mechanical Room
Reader Card	50	4	4S2	Stairwell-East
Reader Card	51	Roof	5S2	Stairwell-East