



Vice President and Chief Executive Officer of the Medical Center

MEDICAL CENTER POLICY NO. 0176

A. SUBJECT: Access Control to Medical Center Facilities

B. EFFECTIVE DATE: October 1, 2012 (R)

C. POLICY:

The University of Virginia Medical Center provides a safe and secure environment for patients, visitors and employees. The Medical Center shall implement measures to secure departments and buildings, to restrict access as needed, and to ensure that systems are in place to provide immediate access to emergency responders.

In accordance with [Medical Center Policy No. 0004 "Medical Center Identification"](#), proper identification is required for access to be granted to areas of the Medical Center. Medical Center Security shall have the right to ask persons not displaying proper identification to leave the premises.

D. PROCEDURE:

1. Manual (Keyed) Doors and Designated Areas:

- a. Medical Center Security shall maintain a routine schedule for manually securing entrances, doors, and designated areas within Medical Center facilities located on the Medical Center's main campus. Medical Center facilities located off-site from the Medical Center's main campus shall designate individuals responsible for securing doors and areas.
- b. Requests to modify the manual locking schedule to accommodate an authorized Medical Center event shall be made in writing to the Director of Medical Center Security at least forty-eight hours prior to the event. The written request shall include:
 - o date and time of event,
 - o location,
 - o estimated time when event will conclude,
 - o name of contact person for event, and
 - o estimated attendance

Requests may be sent to Security via FAX (982-2554), messenger mail Box 800308, or hand-delivered to the Security Office, Room #386 West Complex.

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2. Electronic Access Control:

- a. Electronic access to controlled entrances, doors, and designated areas at all Medical Center facilities shall be granted only to those pre-approved individuals carrying a valid University of Virginia Medical Center ID Badge as set forth in the [Medical Center Policy No. 0004, "Medical Center Identification"](#).
 - i. Door access forms may be obtained from the individual's department administrator or from the Medical Center ID Office. Access to controlled entrances, doors, and designated areas at all Medical Center facilities, shall be approved by the individual's department manager or the building manager.
 - ii. Security sensitive areas as referenced in the Security Management Plan shall also require the written approval of the Administrator of that area.
 - iii. Vivarium access requires the ACUC Protocol Number and the proper Vivarium supervisor authorization.
 - iv. Research laboratory access requires approved-authorization for that lab.
- b. The Medical Center ID Office shall maintain a routine schedule for automatically securing electronic controlled entrances, doors, and designated areas within Medical Center facilities located on the Medical Center's main campus and within Medical Center facilities located off-site. Schedules shall be set based upon manned working hours and clinical needs and shall be approved by the department manager or building manager.
- c. Requests to modify the electronic access control schedule to accommodate an unscheduled or emergent Medical Center event (i.e. in the event of closure due to inclement weather) shall be made in writing to the ID Office (email: idservices@virginia.edu, fax: 924-5596) at least two hours prior to the event. Non-emergent requests shall be made at least forty-eight hours prior to the event.

3. Approval of Door-Locking Mechanisms:

- a. Requests for card reader installations shall be made to the ID Office Manager (email: idservices@virginia.edu, fax: 924-5596) for consideration and facilitation of necessary approvals;
- b. All door-locking mechanisms (including keys, electronic card readers, and other electronic systems) shall be approved by the responsible Medical Center Administrator or Department Clinical Chair and by the Chief Environment of Care Officer (or designee);
- c. All buildings entrances shall be accessible by a building master key (in order to ensure access for emergency responders such as fire, police, security, maintenance personnel) or electronic access. Building entrances shall not be opened by sub-masters or individual keys for internal doors.

4. Access to Locked Area or Facility:

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Requests for emergent and non-emergent access to a locked area or facility within a Medical Center facility shall be made by paging Medical Center Security at PIC# 1647. Access shall only be granted to identified, authorized individuals.

5. Return of door locking mechanisms upon separation from employment:

Health System managers and supervisors (Medical Center, School of Medicine, School of Nursing, and University of Virginia Physicians Group) are responsible for ensuring that all door-locking mechanisms (including keys, electronic card readers, and other electronic systems) are returned to the appropriate Medical Center Administrator or the Department Clinical Chair on an employee's last day of active duty. Within two business days of receipt of a door locking mechanism, the Medical Center Administrator or Department Clinical Chair, or his/her designee, shall return it to Facilities Management, Locksmith's Office (PO Box 400726), 575 Alderman Road.

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center



DATE:

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Approved March 1996

Revised February 1999, October 2002, March 2005, June 2008, March 2011, September 2012

Approved by Chief Environment of Care Officer

Approved by Medical Center Administration