

**Kingston Health Sciences Centre,
Kingston General Hospital site**

**MENTAL HEALTH AND ADDICTION PROGRAM
POLICY & PROCEDURE**

Subject: Restricted Access (Burr 4)

Number: 1-20.02

Prepared/Reviewed by: Violence Risk Working Group

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Original Issue: 2016/06

Issued by: Program Operational Director

Revised: 2020/11/11

Introduction

The Mental Health and Addiction Program (MHAP) is committed to providing a work environment that is safe, secure and respectful of all.

Policy

Entry and Exit of Burr 4 will be controlled to ensure the safety of staff, patients and visitors. All personnel are expected to comply with the procedures detailed in this program policy.

Staff have a shared responsibility in complying with this and other related policies and procedures to minimize the risk of workplace violence. Failure to support a work environment that is safe, secure and respectful of all could result in disciplinary action.

Notes:

- Unit A is known as the 'Intensive Observation Area (IOA)',
- Unit B is known as the 'Main unit' or the 'Adult Unit'
- Unit C is known as the 'Child and Adolescent Unit'
- All Staff/Affiliates entering Unit A, B or C must report to the Nursing Station to ensure that their presence is known to unit staff and to review current Behavioural Crisis Alert (BCA) information
- All other staff/affiliates who visit or work on Burr 4 must wear a Personal Safety Device, or be accompanied at all times by an individual who is wearing a Personal Safety Device per MHAP Policy KGH-1-60 Vocera and Panic Alarm Devices
- Staff/Affiliates accessing the unit for NON-WORK related reasons should access the area following the visitor or patient procedures outlined below
- KHSC staff who provide support services (i.e. Environmental and Transportation Services, Maintenance, OHSW, etc.) must speak with unit staff immediately prior to entering the clinical space
- For Code White purposes, Security Staff may access through any door as required

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Procedure

1. Entering and Exiting the Main Entrance (21.4.004)

- 1.1. All KHSC staff assigned work on Burr 4 must use swipe access.
- 1.2. All KHSC staff not assigned work on Burr 4 must use the Main Entrance Phone to obtain authorization to enter or exit.
- 1.3. All patients and visitors must use the Main Entrance Phone to obtain authorization to enter or exit.
- 1.4. In emergency circumstances where there is disruption in availability of the Main Entrance elevator (i.e. elevator malfunction), Security will arrange Patient and Visitor access.
- 1.5. Calls to security regarding access or exit will be received by the Security Operations Center (SOC).
 - 1.5.1. Patients: SOC staff will confirm if the patient is on the daily access listing. If the patient's name is not on the daily access list, SOC will require confirmation from nursing staff prior to granting entry or exit.
 - 1.5.2. Visitors: SOC staff will confirm patient is on daily access listing prior to granting entry. If patient is in Unit A (IOA), SOC will call Nursing Station to enquire if access can be granted for the visitor at that time.

2. Entering and Exiting the Staff Elevator (Elevator # 24)

- 2.1. Entering and Exiting via the staff elevator is reserved for;
 - 2.1.1. Security and staff assigned work on Burr 4,
 - 2.1.2. Patient transport while accompanied by registered staff and/or security under extenuating circumstances based on clinical assessment.

3. Entering and Exiting Unit A (21.4.015 of main corridor)

- 3.1. All KHSC staff assigned work on Unit A must use swipe access to enter directly into the nursing station.
- 3.2. All KHSC staff not assigned work on Unit A must use the phone at the Main Entrance to obtain authorization to enter or exit, and be accompanied by a Burr 4 staff member or Security.
- 3.3. All visitors must use the Main Entrance Phone to obtain authorization,

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3.3.1. Entry is through the side entrance (door number 21.4.013.18.0) off the main corridor; both patients and visitors must be accompanied by a Burr 4 staff member or Security.

4. Entering and Exiting Short Stay Unit (21.4.015)

4.1. All KHSC staff assigned work in Short Stay Unit (SSU) must use swipe access to enter directly into Unit A nursing station.

4.2. All KHSC staff not assigned work in SSU must use the phone at the Main Entrance to obtain authorization to enter or exit, and be accompanied by a Burr 4 staff member or Security

4.3. All patients and visitors must use the Main Entrance Phone to obtain authorization,

4.3.1. Entry for visitors is through door number 21.4.017.0 (side corridor); visitors must be accompanied by a Burr 4 staff member or Security.

4.4. Patients in the SSU who require access to Unit A common area, must exit SSU via door number 21.4.017.0 (side corridor) and enter Unit A via door number 21.4.018 (side corridor), accompanied by a Burr 4 staff member and/or Security (**NOT through the nursing station area**).

5. Entering and Exiting Unit B (21.4.013.0)

5.1. All KHSC staff assigned work on Unit B must use swipe access.

5.2. All KHSC staff not assigned work on Unit B must use the phone to obtain authorization to enter or exit.

5.3. All patients and visitors must use the Main Entrance Phone to obtain authorization to enter or exit.

5.4. All KHSC staff, patients and visitors are required to use door number 21.4.013 (main corridor) into Unit B.

5.5. Linen Services can access the linen storage locations using door number 21.4.11.0

6. The door between Unit A and the rear of Unit B (door number 21.4.013.44.2) shall not be used by any staff member except in the following circumstances:

6.1. In an emergency situation where access/egress via another route would result in a life threatening delay (e.g. Code);

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6.2. To transport or escort a patient to/from Unit A or Unit B (e.g. where a change in level of care is required or for the purpose of bathing or weighing a patient)

7. Entering and Exiting Unit C (21.4.020.0)

7.1. All KHSC staff assigned work on Unit C must use swipe access.

7.2. All KHSC staff not assigned work on Unit C must use the phone to obtain authorization to enter or exit.

7.3. All patients and visitors must use the phone to obtain authorization to enter or exit.

7.4. All KHSC staff, patients and visitors are required to use door number 21.4.020.0 (main corridor) into Unit C.

7.5. Office Suite (door number 21.4.020.14.0) and the corridor door which accesses the Dining Area (door number 21.4.023) are only to be used for emergency situations.

8. Additional Precautions

8.1. Staff must wear identification badge at all times (see Administrative Policy 02-010 Hospital Identification)

8.2. Tailgating is not permitted. Staff need to ensure that when using swipe access, no one else is entering or exiting the unit behind them.

8.3. Patients are required to check-in with a member of the care team on their return to the unit.

8.3.1. Any items being brought onto the unit will be searched for contraband.

As per Administrative Policy 17-062 Contraband Management, if there is a significant risk for harm from contraband or prohibited items, a search may be undertaken with reasonable cause.

8.4. Visitors are required to leave belongings secured in lockers located at the Main Entrance.

8.4.1. Upon entering the unit, visitors are required to check-in with a member of the care team at the Nursing Station.

8.5. KHSC Staff not assigned to Burr 4 must speak with a member of the unit's care team who will:

8.5.1. Determine the purpose of visit.

8.5.2. Ensure nothing on their person could jeopardize their safety, or that of others;

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- 8.6. Always be aware of your surroundings and the potential for unpredicted events that can affect your safety and that of others.
- 8.7. Use the door windows to view the area prior to entry/exit for any potential hazards.
- 8.8. Ensure that other workers in the area are aware of any patient movement that is about to occur that utilizes unauthorized doors.

Related Documents

[Administrative Policy 02-010 Hospital Identification](#)

[Administrative Policy 02-143 Workplace Violence Prevention](#)

[Administrative Policy 17-062 Contraband Management](#)

[Administrative Policy 17-063 Searching Persons and Personal Property](#)

Authorizing Signature:



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