Access to Health System Facilities
VCU Health System Authority Policy

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General Information

Responsible Department:

Team Members

Purpose

To regulate access to VCU Health System facilities while maintaining a safe and secure environment.

Definitions

Term:	Definition:
Team Member	Any person, whether compensated or not, who performs some function for, on behalf of, and under the supervision of VCU Health System, and who has access to VCUHS premises, information and/or electronic information systems including, but not limited to: Salaried or hourly employees, Faculty, Researchers, Students, Volunteers, Contractors, Consultants and Temporary employees.

Policy

A. A VCU Health System facility or certain areas within a facility may require restrictions of access due to safety or security concerns.

B. Access to any area or facility is limited to those who have a reasonable and legitimate need.

C. Team members have a duty to prevent unauthorized individuals from gaining access to restricted areas and to promptly report violations to Security when discovered.

D. Team members are required to wear their health system or VCU issued Identification badge at all times while on duty in a health system facility. See policy Identification Badges in HR4U.

E. The Integrated Access Control System is programmed to grant access to authorized team members and is managed by the Department of Security.

F. Health system owned facilities located away from the main downtown campus may modify access guidelines appropriately to meet the needs of the facility, after approval by the Department of Security.

Procedure

1. Requesting Access

    1.1. Managers submit an Access Request Form for the level of access needed, General or Special.

        1. General Access is given to all employees and allows for access to most areas within VCUHS facilities during normal business hours.

        2. Special Access is required in addition to General Access to enter certain areas which have been determined to be high risk for either safety or security reasons.

    1.2. Fax, mail or deliver a copy of the form in person to the Department of Security, Main Hospital 2nd floor, Suite 800, PO Box 980320 or Fax-828-4299.

2. Terminating Access

    2.1. Notify the Department of Security at 828-4300 promptly when a team member no longer needs access to the area or facility for any reason, such as the worker is no longer employed, has changed departments or if a student has graduated and no longer needs access. DO NOT wait for Human Resources to finalize processing of termination.

    2.2. The Department Manager is responsible for ensuring the Department of Security is notified of any personnel changes requiring termination of access.

3. Lost or stolen badge

    3.1. Immediately, notify Security at 828-4300.

    3.2. See procedure for obtaining a new badge in policy Identification Badges HR.EM.008 on HR4U.

4. What if my badge does not work?

    4.1. Badges can become de-magnetized after as a result of environmental conditions. If there is an intercom at the device, press the button and a Security officer will respond.

4.2. Tell the officer that your badge does not work and they will verify that you have been granted access to that area and allow you access.

4.3. Go to the VCU Card office, as soon as possible, to get a new ID and contact Security at 828-4300 to re-activate your access with the new card numbers. VCU Card Office information.

Related Documents

Document Type:	Document Name:	Document Number:
VCU Health System Policy	Vendor Visitation	FN.PP.001