

Clinical Process Instruction Manual

Security - Bay Street Location Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) maintains adequate physical security to safeguard inventory, records, and to prevent unauthorized entry of unauthorized individuals. Security features include personnel, electronic, and mechanical features. Only authorized personnel, including those performing inspections, who have been authorized by supervisory personnel shall enter those areas of the facility designated as limited-access areas.

Process:

1. TGLN is considered a controlled access area, where physical access to the facility through swipe-card entry, may only be accessed by authorized personnel performing TGLN-related work.
2. Access to elevator and office suite is via swipe card only. Staff hosting guests must ensure they sign their approved guests in and/or out.
 - 2.1. Authorized personnel include all staff for general working duties, building janitorial staff, contractors and technicians for their specific duties.
 - 2.2. The Provincial Resource Centre (PRC) and organ and tissue rooms are controlled access areas permitting access only to authorized TGLN staff and building janitorial staff, contractors and technicians through swipe-card access. A PRC or Tissue Team staff member shall accompany other staff or visitors.
3. The fridges and ice machine are located in the organ room. All supplies and Inventory Assistant/Coordinator work stations are located in the supply receiving area. Where possible, these storage units are kept locked when not in use.
4. Filing cabinets are locked when not in use.
5. The main entry to TGLN and the organ and tissue areas is locked at all times when personnel are not present to prevent entry of unauthorized personnel. In case of a power outage, access will default to fail-secure. This means that the doors will be locked from unauthorized entry. To enter these areas, staff requires a colleague to open the door, use a master key, or contact security for access.
6. Fridges are connected to an electronic alarm system that notifies TGLN via phone alert in case of alarm. Each unit is labeled with a sticker indicating notification procedures, numbers and contact personnel in case of visual or audible alarm while on-site.



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7. All staff have ID badges that must be worn at all times while on the premises.
8. Workstation computers and recovery lap-tops are password protected with portable devices having the additional security feature of encryption to prevent electronic access in the event that they are stolen.
9. The above procedures are considered sufficient and appropriate to safeguard access to TGLN facilities.
10. Only one entrance to PRC and the main door has a doorbell with camera so staff can see who is entering the premise.

Records:

- No records

References:

- *Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. J4.400*
- Business Continuity Planning Handbook All TGLN Staff