

Pembroke Regional Hospital

MEMO

To: All Staff and Physicians
From: Brent McIntyre, Vice-President of Human Resources
Date: July 15, 2024
Subject: New Door Locking Protocols in the ED & DI Area

As part of our ongoing efforts to improve security and streamline operations within our hospital, we are implementing new door locking protocols in the Emergency Department (ED) and the Diagnostic Imaging (DI) area. These changes are based on valuable feedback from both frontline and management staff and are designed to better control patient and visitor flow while allowing our staff to monitor these areas more effectively.

Effective **Wednesday July 17, 2024**, the following changes will be in place:

ED to DI Area (1st Floor – Tower A/B):

- From 10:00 PM until 6:00 AM, access through the double doors to DI from ED will be closed and require swipe access.
- Individuals can exit the DI area using the double door without swipe access.

ICU Access via Registration Area (1st Floor – Tower A):

- The doors next to the ED registration area used to access the Tower A hallway will also be locked and require swipe access from 10:00 PM to 6:00 AM.

Important Note:

- All affected doors are equipped with swipe card access functionality to ensure that staff can continue to move freely and perform their duties without interruption.
- Anyone without a swipe card who requires entry to areas beyond the ED after 10pm will be granted access by the appropriate staff.

We appreciate your cooperation and understanding as we implement these changes. Should you have any questions or need further clarification, please contact your department supervisor.

Thank you for your attention to this important update and for your continued dedication to providing exceptional and safe care to our patients.