



Joan Kirner Women's and Children's Quick Reference Guide

After Hours Visitor Management

- The front door is the access point for patients/visitors attending the JKWC after hours.
- There is a 24/7 Security Presence within the JKWC. During the hours of 1500 – 2300 there are two dedicated security resources allocated to assist in the lockdown of the facility and implementation of the after-hours visitor management process.
- At the completion of visiting hours, security staff are to visit each ward/ area to ensure that all visitors have left the ward/ area. After 8.30pm security staff will escort all unauthorised visitors from the hospital.
- Approval for a visitor to remain within or enter the hospital outside promulgated visiting hours must be obtained from the NUM/ MUM of the ward or the AHA.

What to do if a Visitor would like to stay afterhours

- The authorising staff member must complete an “*Authorised Visitor Form*” (available on JKWC Microsite) listing the names of visitors remaining within the ward/ area after visiting hours. This form must be provided to Security staff before the cessation of Visiting Hours.
- Security staff will attend each ward during visitor cessation times; sign in the visitors register and issue all authorised visitors with an “After Hours Visitors Wristband”.
- Issued wristbands are single use and will be issued as a different colour each day of the week to ensure all visitors within a 24 hour period are accounted for.
- Visitors must remain within the ward area until they indicate to nursing staff that they are ready to leave. All after hours visitors must wear their wristbands at all times whilst on site.

- The following wristband colours will be used for each day:

DAILY COLOUR CODES FOR WRISTBANDS

DAY	COLOUR
MONDAY	ROYAL BLUE
TUESDAY	PURPLE
WEDNESDAY	ORANGE
THURSDAY	AQUA
FRIDAY	PINK
SATURDAY	GREEN
SUNDAY	YELLOW

- Within JKWC building all visitors intending to leave after hours are to be instructed to exit via the main JKWC door and advise the security staff member on the ground floor of their intention to leave.
- Visitors will be required to utilise the public lifts to access the ground floor after hours. The lifts will be programmed so that they will not be able to access previously locked down areas (ie level 2) during this time.
- When a visitor reports to the JKWC building and requests access to visit a patient via the front entry intercom, security will:
 - Conduct a quick assessment of the intercom video screen and if satisfied no threat is present let the person in.
 - Check the after-hours visitor's forms in the first instance, if there is no record of a visitor attending security will contact the ward to establish if access can be approved.
 - If after-hours access is approved, visitors will sign in the visitor register at the main reception area, be issued a visitor wristband and proceed to the ward/ area.
- If a person presents to the front entry of JKWC building who is in imminent labour, appears unwell or presents with a child they claim is unwell, security staff will immediately call an adult or paediatric code blue to activate a prioritised clinical response.**