

PROTOCOL FOR: Keys: Staff

- POLICY:**
1. Unit keys, cabinet keys, seclusion alarm key, restraint key and washer are carried by all nursing staff.
 2. The Assistant Nurse Manager is responsible for the allocation and retrieval of keys to the unit staff.
 3. RNs only are allocated the Sharps Disposal key.
 4. All unit staff assigned to the unit are provided a unit card.

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 1974

REVISION DATES: 1977, 1980, 1982, 1983, 1984, 1988, 1990, 10/96, 5/97, 1/00, 10/03, 6/06, 3/07, 8/08