

**WELLINGTON REGIONAL HOSPITAL ACCESS CARD APPLICATION**

New Access Card

Replacement Access Card

This form is to be used when a new or replacement access card is required. A replacement card will incur a **\$12 fee** to be charged to your department. Please complete all details below and return to the Security Orderly Services on Level 2 Wellington Regional Hospital.

<b>NAME:</b>	
<b>POSITION:</b>	
<b>DEPARTMENT:</b>	
<b>DIRECTORATE</b>	
<b>LEVEL / FLOOR:</b>	
<b>BUILDING:</b>	
<b>CONTACT NO:</b>	
<b>COST CODE:</b>	

**Wellington Regional Hospital Access Groups**

<b>GROUP</b>	<b>DESIGNATION / ACCESS GROUP</b>
1.	Total Access Excluding Drug Repositories (requires approval from Executive Director CCSS)
2.	Technical Services Staff
3.	Pharmacists and Pharmacy Staff
4.	COO, Executive Directors and Operations Managers
5.	Designated Rad/B&CC Dr's Thrpsts and MRI Staff
6.	Doctors Nurses and after Hours Cordordinators
7.	All other Clinical, Technical, Administrative, Food, Laundry and SPC Staff
8.	Security, Emergency Management, Environmental Services, Clean, Waste and Supply
9.	Admin Staff, Non Clinical, other than Environmental & Technical Staff
10.	LMC's & Womans Health and contract Doctor's
11.	Technical Services and Contractors
12.	External and Volunteers
13.	Nuclear Medicine – restricted access to B429
14.	Nuclear Medicine – restricted access to B419
15.	Brachytherapy HDR treatment entry
16.	CTU – restricted access
17.	ICT Storage Room - restricted access

Replacement card: please provide previous access card number: \_\_\_\_\_

Reason for replacement: \_\_\_\_\_

Requestor: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and Conditions:

### Personal Access Cards:

Access cards are the property of CCDHB, and are issued to staff requiring access to secure areas as part of their daily duties.

These cards are for personal use by the above named individual only. Loaning your card to any individual or group is strictly prohibited.

Misuse of your access card by yourself or a third party will be viewed as a serious breach of the CCDHB Code of Conduct and will result in disciplinary action. You may be held responsible for any incidents occurring if illegal/unauthorised accesses are made using your card.

Each time an access card is used to access or leave a secure area the transaction is recorded on a central database, noting time, date and the card holder's details.

All lost or stolen cards must be reported to the Orderlies Service immediately. The access rights to the card will be removed from the database, to prevent illicit access violations from occurring

Damaged or faulty cards must be reported to the Orderlies Services immediately; a replacement will be arranged. All damaged/faulty cards must be returned to the Orderlies Services before a replacement will be issued. **Do not dispose of them yourself.**

**All company identification and access cards must be surrendered to your Unit/Service Manager upon termination of employment with CCDHB.**

I have read, understood and accept all terms and conditions of access card use.	
Signed:	Date:

### Care Instructions for Access Card Users

Some simple steps to ensure problem free access card use.

**Access cards contain an antenna coil and integrated electronic chip.**

**Care should be taken to follow manufacturer's handling recommendations.**

#### Do Not Do The Following:

Do not leave in direct sunlight, for example on the dashboard of your car.

Do not crimp, bend or twist card, bite or pound card. This will damage the electronic chip.

Do not punch a slot or hole in the card. This will damage the antenna.

Do not dry clean, iron, machine wash or place card in clothes dryer.

Do not expose to organic solvents, thinners, mineral spirits, etc.

Do not use as ice scraper or scraping tool.

Do not immerse in alcohol, Isopropyl, ethanol, methyl, etc.

### Cleaning Instructions

Clean with soft, non-scratch cloth and warm water.