(A) Policy Statement

The Utility Elevator is designated for use of transport of used instruments to the Sterile Processing Department. However, on occasion, it may have to be put in use to provide safe access to the Morse Center for Cardiac Rehab patients when the primary elevator is out-of-order.

Patients with disabilities who are unable to use the stairs when the elevator is out-of-order will be provided with access to the third floor on the Utility Elevator. This includes persons with spinal cord injuries, amputees, cardiac issues, and others not named here.

(B) Purpose of Policy

To provide guidance and safe practices for the use of the Utility Elevator when it must be used for transport of patients to the Morse Center for Rehabilitation Clinic and Cardiac Rehab when the primary elevator is out-of-order. This includes persons with spinal cord injuries, amputees, cardiac issues, musculoskeletal problems, pulmonary issues, and wheelchair bound patients.

(C) Procedure

The key card will be used only when the elevator in Dowling Hall is out-of-order.

The cards will be the responsibility of the Rehabilitation Clinic Nurse Manager and the Cardiac Rehab Manager.

Notification of elevator being out-of-order:
1. Morse Center Staff / Rehabilitation Physician’s Clinic / Cardiac Rehab
2. Manager of the Outpatient Surgery Center
3. Maintenance - for repair notification
4. Valet Service / Transport
5. Environmental Services- for cleaning of the elevator
6. Security

Every attempt will be made to avoid placing a dirty case cart in the same elevator transporting a patient. Environmental Services will be called by the personnel from the outpatient surgical or Endoscopy unit to wipe down the elevator if there is any evidence of blood or other potentially contaminated fluids found on the walls, ceiling or floor of the elevator car.