



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

POST-ANESTHESIA RECOVERY ROOM

POLICY AND PROCEDURE

SUBJECT: SECURITY OF KEYS
OUTPATIENT SURGERY (OPS), SPECIAL
PROCEDURES & POST ANESTHESIA CARE
UNIT (PACU)

Policy No.: PACU04
Supersedes: ALL
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Purpose of Procedure: To ensure security of Surgical Department keys after Operating Room, Out Patient Surgery, Special Procedures and PACU close.

Policy Statement: When Outpatient Surgery and Special Procedure is closed, door keys are to be deposited into the designated lock drawer. When the PACU closes the keys for PACU are to be deposited in the ICU unit.

Procedural Steps:

A. Obtaining Work Area Door Keys

1. A RN from Out Patient Surgery will obtain the PACU lock box keys from ICU.
2. The keys to OPS and Special Procedures are retrieved from the PACU locked drawer.

B. Storing keys at Close of Work Areas

1. When OPS and/or Special Procedures close, the door keys are deposited into the PACU locked drawer.
2. When PACU closes the PACU the keys are taken to ICU and deposited into ICU's lock drawer.

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References: Joint Commission 2014, PC.03.10.07

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