

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	513
		Original Date	11/26/1985
		Revised Date	07/10/2014
	Department: Personnel		Use of Grand Master Key

POLICY:

A grand master key is available to provide a nurse on shift access to all areas in the facility in the event of an emergency.

PROCEDURE:

1. The key is located with the Charge Nurse and in the closet near Nurse Coordinator office on B-Wing.
2. The Charge Nurse is responsible for the keys.