

Level	Manual	Section	Originating Date	Revised	Reviewed
Regional	PMH Regional Policy and Procedure Manual	Human Resource Management	2014-Jul-24	N/A	N/A
Scope	All Employees, physicians, volunteers, students and clergy				

Approved by: Penny Gilson, CEO

DEFINITIONS

Photo Identification (ID): a Prairie Mountain Health issued card/badge bearing a photo of the individual and is used as proof of identity.

Lanyard: a cord worn around the neck for securing Photo Id, Emergency Codes, Access Card, etc.

Standard Clip: a device for gripping or holding items that may be used as an alternate to a lanyard

Access Cards: a small polyvinyl chloride (PVC) card containing electronic information that may be used to open/unlock various doors containing proximity card readers integrated into the card access system. Currently only required at Brandon Regional Health Centre, Fairview Home and Swan River Health Centre.

Secure Storage: a temporary storage place for photo ID Cards and Access Cards while not being displayed on ones' self.

Facility/Program Designate: Position(s) identified within facilities/program that is responsible for the identified function.

POLICY

Employees are required to wear their photo ID prominently at all times during work hours. Standard colour coding will be used to identify classifications that work on a clinical unit and provide direct patient care/service. This will assist patients in identifying the appropriate health care professional. If services are provided directly in patient/client homes or other external locations, employees are to wear the photo ID prominently on outerwear. Where in the opinion of the manager the wearing of the photo ID may be detrimental to client rights to confidentiality or cause safety concerns, photo ID does not have to be displayed. Examples might include but not limited to: mental health proctors working with clients in the community setting, mental health workers meeting clients in public places, public health nurses meeting clients in schools or community settings, and families first home visitors working with families in community settings. In such cases employees are required to carry their photo ID in order to provide identification, if needed.

Physicians are required to wear their photo ID prominently at all times when they are in a PMH facility and serving in the capacity of a Medical Staff.

Volunteers/Clergy who hold a permanent regular assignment will be issued a photo ID. Generic volunteer badges will be available for volunteers who have intermittent or minimal assignments and will be available from Program Staff (Community Programs), at facility nursing stations (Acute and PCH) and Volunteer Services at Brandon Regional Health Centre.

Students are required to wear the name tag issued by their educational institution. Where the educational institution does not issue name tags a PMH photo ID will be issued.

Job Shadow participant's identification is dependent on the facility/program in which they are shadowing. Facilities/programs assess the need for identification and provide the appropriate method which may include a visitor badge. Where a participant will at no time be without a PMH employee it may not be necessary to have identification.

Wherever possible, staff identification will be provided at the Regional or Site Orientation. The first Photo ID, access card (if applicable) and the option of a lanyard or retractable ID holder are issued at no charge. Photo ID showing normal wear and tear will be replaced free of charge. Subsequent requests for lost or stolen cards, updated pictures, lanyards or retractable ID holders are charged a fee. An Emergency Code Card will also be provided to be worn with the photo ID.

The ID must be worn so that the information is clearly visible at all times. Collar, shirt pocket height when using a clip is required. When ID or access card is not required to be worn it is to be stored in a secure place protected from access by unauthorized individuals, loss, theft and/or deterioration.

The ID may not be altered, disfigured or used to display any item that is not a part of the original badge. ID's and access cards remain the property of PMH and must be returned when requested or upon retirement/termination.

The following chart specifies PMH Identification Standards:

Staff/Medical/Volunteer	ID Front	ID Back
Staff on clinical units who provide direct care/service	First Name Credentials (if applicable) Service Category Colour Code	Employee Number Mask Size <i>Property of Prairie Mountain Health (PMH) – If found, please return to Nearest PMH Location</i>
All other staff (except Management)	First Name Credentials (if applicable) Service Category	Employee Number Mask Size (if applicable) <i>Property of Prairie Mountain Health (PMH) – If found, please return to Nearest PMH Location</i>
Management	First Name Last Name Credentials (if applicable) Position	Employee Number Mask Size (if applicable) <i>Property of Prairie Mountain Health (PMH) – If found, please return to Nearest PMH Location</i>
Medical Services	First Name Credentials Service Category	<i>Property of Prairie Mountain Health (PMH) – If found, please return to Nearest PMH Location</i>
Students	First Name Service Category (assigned to) STUDENT Service Category	<i>Property of Prairie Mountain Health (PMH) – If found, please return to Nearest PMH Location</i>

Volunteer/Volunteer Clergy (if applicable)	First Name Volunteer or Volunteer Clergy	<i>Property of Prairie Mountain Health (PMH) – If found, please return to Nearest PMH Location</i>
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The following chart identifies Service Categories and the Colour Coding, if applicable that will be used on Photo ID's:

Service Category or Classification as applicable	Includes **	Colour Coding, if applicable
Admin Support	Administrative Assistant, Executive Assistant, Program Assistants, Admin Secretary, Secretary, Communications, Finance, Human Resources, Information & Communication Technology	
BioMedical Services		
Diagnostic Services		
Emergency Medical Services (EMS)		
Home Care	Home Care Attendant, Tenant Support Worker, Home Care Support Worker, Resource Coordinator	
Health Information Services		
Medical Services	Physician, Psychiatrist, Midwives, Physician Assistant, Clinical Assistant, Nurse Practitioner	
Mental Health – Nurse (Facility)	Psychiatric Nurse, Nurse II, III	
Mental Health - Community	Nurse II, III, IV, Psychiatric Nursing Assistant, Community Mental Health Worker, Proctor, Activity Instructor	
Nursing Services – Nurse	Nurse II, III, IV, V, LPN (includes Infection Control, Occupational Health etc.)	
Nursing – Aide	Health Care Aide, , Nursing Assistant, OR Assistant, Rehab Aide, Psychiatric Aide	
Nursing – Admin Support	Unit Clerks, Program Secretary	
Pharmacy – Pharmacist		
Pharmacy – Pharmacy Assistant		
Primary Health Care		
Public Health	Families First Home Visitor, Healthy Baby Facilitator/Coordinator, Insight Mentor/Coordinator, Public Health Nurse, Immunization Nurse	
Quality Patient Safety & Risk		
Support Services (SS)	Capital & Infrastructure, Laundry, CSR, Driver, Electronic Health Records, Materiel Management, Plant Maintenance, Plant Operations, Security Services	

SS - Dietary	Dietary Aide	
SS - Housekeeping	Housekeeping Aide	
SS – Recreation/ADP	Recreation Facilitators, Activity Aides, Activity Instructor, Activity Worker	
Student		
Therapy Services	Dietician, Occupational Therapists, Physiotherapists, Respiratory Therapists, Social Worker, Speech Therapists, Spiritual Care Workers	
Volunteer Clergy		
Volunteer		

**** List not intended to be all inclusive but to serve as a guide.**

RESPONSIBILITIES

Managers/Supervisors

- Ensuring that all employees display an assigned photo identification badge.
- Immediately returning photo ID's badges, and card access to Card Access Clerk upon termination/end of employment/function.
- Coordinating, if applicable; photo requirements for new staff; forwarding images to Card Access Clerk; obtaining signatures on Identification/Card Access Form and distributing identification badges. (Note: Generally to be done at Regional or Site Specific Orientation.)
- Ensuring a process in place to account for generic badges (if applicable).

Employees/Medical Staff/Students/Volunteers

- Wearing assigned identification.
- Reporting lost or stolen identification.
- Returning identification upon termination/end of position/function.

Card Access Clerk

- Preparing ID cards (photo and generic) in accordance in PMH standards.
- Assigning appropriate access to access cards, if applicable.
- Coordinating distribution of identification and access cards.
- Maintaining ID and card access database (in consultation with SVHC Facility Designate).

SVHC Facility Designate – SVHC only

- Assigning appropriate access to access cards, if applicable.
- Maintaining card access database (in consultation with Card Access Clerk).

Human Resources

- Communicating all new hires to Card Access Clerk.
- Assisting with distribution of identification and access cards.

PROCEDURE

ID and generic badges are produced by the Card Access Clerk at N15 Nurses Residence, Brandon Regional Health Centre. For the purposes of this procedure where not otherwise indicated, the use of word “staff” may be substituted with Medical Staff and Volunteer.

New ID or Access Card

1. A request for ID or card access is initiated in accordance with the following chart:

Activity	Staff	Volunteers/Students	Medical Staff
Photo ID	Human Resources – Benefits and Administration provides an electronic copy of the R.HR.RR.648a, Identification Card Checklist for all new hires to the Card Access Clerk.	Volunteer Manager/Coordinator or Facility/Program Designate completes the R.HR.RR.648a, Identification Card Checklist and forwards it to Card Access Clerk	Medical Staff Designate completes the R.HR.RR.648a, Identification Card Checklist and forwards it to Card Access Clerk
Card Access	BRHC/Fairview – Card Access Clerk assigns based on position. SVHC – Facility Designate assigns based on position	Students only and only in cases where identified need by the program. BRHC/Fairview – Card Access Clerk assigns based on position. SVHC – Facility Designate assigns based on position	BRHC – Card Access Clerk assigns based on position. SVHC – Facility Designate assigns based on position
Generic PMH Badges	N/A	Request submitted to Card Access Clerk	N/A

2. A Photo of new staff is taken as indicated below:

Activity	Brandon or those who can present to the Card Access Clerk’s Office	All Other Sites/Programs
Photo taken by:	Card Access Clerk	Facility/Program Designate
Photo taken at:	N15 Nurses Residence BRHC	Designated Facility indicated in Letter of Offer or by hiring Manager/Supervisor
Photo Image sent to:	N/A	Card Access Clerk by designate including new staff’s name and department
Photo Image matched to ID/Card Access Form and copied into database:	N/A	Card Access Clerk upon receipt from designate

3. For all new hires the Card Access Clerk:
- Prepares Photo ID and Access Card (except SVHC), if applicable
 - Attaches the Emergency Code Card
 - Prepares for distribution
 - Updates the database

4. Photo ID and access cards are distributed as follows:

Brandon	All Other Sites/Programs
Pick up at N15 Nurses Residence BRHC (Card Access Clerk Office) on Regional Orientation day	Photo ID delivered to Facility/Program Designate at base site for employee pick up at site orientation or prior to first shift SVHC (only) Facility Designate delivers access cards to personnel office.
Individual signs the R.HR.RR.648a, Identification Card Checklist	Individual signs the R.HR.RR.648a, Identification Card Checklist
N/A	Facility/Program Designate returns form(s) to Card Access Clerk
Card Access Clerk maintains the R.HR.RR.648a, Identification Card Checklist until employee terminates/ends of employment/function	N/A

5. Upon termination/end of function, the employee's/student's/volunteer's Manager/Supervisor obtains the ID/card access badge(s) from the employee and returns them to the Card Access Clerk immediately.
6. Card Access Clerk maintains the R.HR.RR.648a, Identification Card Checklist until employee terminates/ends employment/function.

Replacement Cards

1. Employee completes the R.HR.RR.648a, Identification Card Checklist indicating a replacement.
2. Normal wear and tear is determined at the discretion of the Card Access Clerk or facility/program designate.
3. If charges are applied, the individual prepays at the appropriate business/cashiers office. The cash receipt number is indicated on the form.
4. If a new picture is required refer to #2 under New ID or Card Access.
5. The form is forwarded to the Card Access Clerk for processing.
6. The Card Access Clerk prepares the replacement card and returns to the appropriate individual /manager with the R.HR.RR.648a, Identification Card Checklist.
7. The individual signs the R.HR.RR.648a, Identification Card Checklist and returns to the Card Access Clerk.

ASSOCIATED DOCUMENTS

[R.HR.RR.648a, Identification Card Checklist \(PMH221\)](#)