

	Identification Cards	Corporate Policy & Procedures Manual
		Policy No. I-35
		Date Approved September 28, 2014
Approved by: Corporate Director, Clinical Nutrition & Hospitality Services	Date Effective November 7, 2014	
	Next Review November 2017	

Purpose

This policy establishes guidance for the issuance and use of Covenant Health identification cards and provides clarification on standards for acceptable formats for identification cards.

Policy Statement

Covenant Health is committed to enhancing workplace safety and security by ensuring all staff, members of the medical staff, and volunteers are clearly identified within our facilities. The Covenant Health photo identification card is the approved identification card for all staff, physicians and volunteers and must be displayed at all times when attending Covenant Health facilities for the purposes of work. The photo identification is non-transferable and void if altered. Use by any person of an altered card or use of a card for purposes other than those related to the performance of your work is not permitted and will result in disciplinary action for the card holder. Each photo identification card is the property of Covenant Health and must be returned upon separation.

Applicability

This policy and procedure applies to staff, members of the medical staff, and volunteers at all Covenant Health facilities.

Responsibility

All Covenant Health staff, members of the medical staff, and volunteers will demonstrate commitment to the safety of Covenant Health facilities by displaying approved identification cards at all times while on the work site and maintaining the integrity of the identification system by protecting their identification from loss, tampering or abuse.

Covenant Health administrative and medical leaders will demonstrate commitment to safety by ensuring that all staff, members of the medical staff, and volunteers display approved identification while on the work site.

Covenant Health program directors and managers are responsible for approving methods for displaying identification cards (i.e. clips, lanyards, reels, etc.) within their work areas. The display method must meet acceptable infection prevention and control and occupational health and safety standards, and be appropriate for the overall working environment. Consult with Infection Prevention and Control and Occupational Health and Safety for guidance.

Covenant Health Corporate Protective Services is responsible for approving identification cards to be displayed and will assist facilities in implementing processes for producing, documenting and tracking identification.

Employees responsible for issuing Covenant Health identification will ensure that the person is entitled to an ID card, the person is positively identified, and that all information on the approved identification card is accurate at the time of production.

Principles

To have a meaningful identification system requires that all personnel display their approved identification card while working or volunteering on Covenant Health premises. All persons on Covenant Health property are required to identify themselves to facility staff on request. Off duty individuals will not wear their Covenant Health identification

Corporate Identification Cards	Date Effective Nov. 7, 2014	Policy No. I-35	Page 2 of 2
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cards when visiting or attending Covenant Health facilities for purposes other than work or volunteering. Failure to adhere to this policy places facilities, personnel and clients at risk and will result in disciplinary action for the card holder.

Standards for acceptable formats for identification cards:

- Must include a recent and recognizable picture of the person. The picture should be of the head and shoulders of the person and taken against a plain background.
- Must be plastic or laminated to allow the card to be wiped clean.
- Must include the Covenant Health corporate logo (see the Covenant Health Visual Identity Standards).
- Must include the person's first name, their position and their Covenant Health site of employment/work. For individuals who work at multiple sites within Covenant Health, the portfolio name or "Covenant Health" can be selected as the site of employment/work.

Procedure

1. Identification cards will be issued to all staff, physicians and volunteers on commencement of duties. Only one identification card will be issued per person.
2. All persons requesting or requiring identification will be authenticated and employment or other working relationship will be verified. The Covenant Health Identification Card Request Form will be provided to the authorized requestor and will be available on the Covenant Health intranet.
3. Records of identification cards issued will be maintained and retained by the identification card issuer for the site.
4. Identification cards are not transferrable and card holders are responsible for the security and use of their identification card. Card holders will immediately notify the identification card issuer at their site if their card is lost or stolen.
5. A twenty dollar fee is required to replace lost or stolen identification cards.
6. All identification cards issued by Covenant Health remain the property of Covenant Health and must be returned upon separation or surrendered at the request of Covenant Health.

Definitions

Approved identification card: A card and card format approved by the Manager of Protective Services for use on Covenant Health worksites. This may include identification cards issued by Covenant Health, or identification cards issued by other health services agencies (for example, Home Care, educational institutes for student identification cards, emergency medical services attendants, etc.)

Related Documents References Revisions

Covenant Health Identification Card Request Form

Protection of Assets Manual, ASIS International
October 1, 2011