

 <small>*Excludes Rex Healthcare</small>	Name of Policy	IDENTIFICATION AND ACCESS CONTROL CARDS
	Policy Number	I-1
	Date This Version of Policy Effective	April 2004
	Department Responsible for Review	Hospital Police and Transportation

POLICY

It is the policy of the University of North Carolina Hospitals that all faculty, staff, students and other persons acting on behalf of the Hospitals, obtain and maintain a single current UNC Health System Identification Card. The UNC Health System Identification Card must be worn with the photo side visible whenever practical while on UNC Hospitals property.

The titles and departmental information provided on the identification card must, whenever possible, assist patients and visitors in identifying each healthcare staff member with the service they provide. Elaborate titles, with medical jargon that only healthcare staff would understand, should be avoided.

OBJECTIVE-- UNC HealthCare has implemented this policy to:

- Provide reliable and controlled identification of persons representing the Hospitals, or providing services on behalf of UNC Health Care System.
- Assist patients and families in identifying caregivers and the services that may be provided by each member of the health care team.
- Provide a single, cost efficient document for access through the institution's card readers;
- To maintain and enhance the Health Care System's ability to control costs associated with access control, identification, time and attendance data collection, and asset management.

DEFINITIONS

- UNC Health Care System Identification Card--The single identification and access control document provided by the Health Care System for the exclusive purposes of identifying those that represent the Hospitals, or provide services. The UNC Hospitals Identification Card contains the name, photograph, and affiliation information of the person identified.
- Authorized Signers--Deans, Directors, and Department Heads, and/or their designees who are empowered to authorize the issuance or replacement of UNC Health Care System Identification Cards on behalf of the units they represent. Such signatures are required for issuance or replacement of all identification cards.

IDENTIFICATION AND ACCESS CONTROL CARDS

PROCEDURE

1. All faculty and staff must obtain a UNC Health System Identification Card as part of their regular orientation to the health system. Each staff member or affiliate must maintain the ID card while their affiliation continues with the health system. Identification Cards remain the property of the health system and must be returned when the cardholder is no longer affiliated, or upon request of the employee's supervisor or Hospital Police personnel.
2. Identification Cards will contain, at minimum, the following information to adequately reflect the identification information of the cardholder:
 - Name (first or middle and last name). First or middle name only will be an option only for those staff employed in Emergency Services and Psychiatry. Text for names will be optimized.
 - Photograph of the cardholder. The photo image shall be maintained in a computerized database.
 - A title or professional designation required by state or regulatory boards of licensure or certification. One additional title or professional designation will be allowed in addition to the state required or regulated title. The additional title or designation will be allowed under the specific requirements listed in Appendix A of this policy.
 - A position title or other designation, as appropriate, that helps communicate the card holder's affiliation with the Health System. The title should be as simple and understandable to patients and visitors as possible.
 - Name of the department sponsoring the individual. Due to the large number of transfers within the inpatient nursing units, only the name and title will be placed on ID badges for inpatient nursing unit personnel. This will allow a staff member to transfer from unit to unit without requiring a new badge.
 - A unique identification number.
 - The University of North Carolina Health System Logo which identifies the Identification Card as the official UNC Hospitals Identification Card.
 - A bar code for support of asset management and other support service activities.
 - A magnetic stripe to facilitate entry through the institution's card-reader controlled doors and time and attendance data accumulation.
 - An appropriate description, which best describes the affiliation of the cardholder if other than current faculty, staff, student, or major program participant/member.

IDENTIFICATION AND ACCESS CONTROL CARDS

3. Identification Cards shall not be defaced or modified in any way. The use of stickers pins, or other items affixed to Identification Cards is prohibited in order to preserve the useful life of these important documents, to avoid the introduction of foreign objects into the institution's card readers, and to preserve the image of the Hospitals.
4. Departments should develop specific procedures to assure that faculty, staff, and students obtain their Identification Cards when employed, or first associated with the Hospitals. Additionally, the employee is responsible for returning the Identification Cards to the Hospital Transportation and Parking Office when faculty or staff terminates employment or relationship with the UNC Health Care System. Employees not turning in their identification card will be charged \$50.00 on their last paycheck.
5. The Health Care System provides an original Identification Card, and replacement as needed due to expiration, for faculty, staff, and students. Lost or stolen cards are the responsibility of individuals identified and are replaced for a fee. A list of current fees shall be maintained in the Hospitals Transportation, Parking and Photo ID Office. Lost or stolen cards must be replaced as soon as possible. Identification Card holders must immediately report such losses to UNC Hospitals Transportation and Parking Office at 966-1031.
6. A second active access card may be issued at a cost of \$15.00.
7. In order to preserve the integrity and continuity of the UNC Health Care System Identification Card Program, departments are explicitly precluded from issuing their own identifications for local (unit) access or identification.
8. Departments or entities considering use of the bar code or magnetic stripe for any purpose other than described in this policy must submit a request to the Director of Hospital Police.
9. UNC Health Care System Identification Cards shall not be used or worn by anyone other than the original cardholder.
10. Violations of this policy may be grounds for disciplinary action up to and including discharge.

Appendix A

Guidelines for the allowance of an additional title or professional/specialty designation

Employees may choose to have one additional title or professional certification designation provided that the following requirements are met:

- Employee requesting the additional title or designation must provide proof of achievement of professional/specialty certification and additional title shall reflect BSN or graduate or higher level degree designations (e.g. MSN, MBA, PhD).
- Each department (e.g. Nursing, Pharmacy, Laboratory Medicine) will designate one person to approve and sign all requests for an additional title or professional designation. This person will maintain a dynamic list of specialty relevant nationally or state recognized professional/specialty certification designations that will be allowed as the additional designation on the ID card.
- Department or unit management is responsible for the tracking and verification of continued certification on at least an annual basis.
- Employee is responsible for the cost (\$15.00) of obtaining a new ID card to reflect the additional title or designation.
- The employee shall obtain a new ID card when any certification displayed is no longer valid and is responsible for the cost of obtaining a replacement card.