

IDENTIFICATION - EMPLOYEE, PHYSICIAN AND TEMPORARY STAFF

PURPOSE

To specify the conditions under which UCLA Hospital System employees, physicians and temporary employees are required to wear an identification badge, to establish the procedure for the issuance of approved identification badges, and to delineate responsibility for enforcement of the employee identification policy.

Note: "Physicians" refers to members of the UCLA Medical Staff and House staff.

SCOPE

This Health System Policy applies to employees, physicians and temporary staff at Ronald Reagan UCLA Medical Center, the Resnick Neuropsychiatric Hospital (RNPH) at UCLA and the Santa Monica UCLA Medical Center & Orthopedic Hospital.

POLICY

It is the policy of the UCLA Hospital System that all employees, physicians and temporary employees wear an identification badge. Further, all new employees, including temporary employees, must have their Healthcare System issued identification badge prior to working within Hospital System buildings. All patient care staff, including physicians, must have an official UCLA photo identification badge before they can see patients. There are no exceptions to this provision. Temporary employees affiliated with the UCLA Hospital System for 30 days or longer should obtain a standard photo identification badge.

POLICY IMPLEMENTATION

- I. Standard Employee and Physician Photo Identification Badge
 - A. The photo identification badge must be worn at all times while the employee or physician is within UCLA Hospital System.
 1. The photo identification badge contains the employee or physician's name, title, license, photo, department name, and employee ID number.
 - a) The Photo Identification badge will have one of three color bands surrounding the photo.
Red for Administrative staff and Physicians;
Blue for nights and weekend employees; and
Yellow for weekday hours.
 - b) Physicians will have access to Ronald Reagan UCLA

Medical Center, Santa Monica Orthopedic Hospital or both. These will be shown by a WW or SMH lettering in the upper corners of the badge

2. The photo identification badge must be prominently displayed above the waist on the outer-most garment on the employee or physician's person. It is to be worn in such a manner that the name, title, license, photo, and department name are easily readable. It is to remain free of any stickers, pins, or appliqués that obscure the required information. Puncturing an official identification badge may damage it; employees who damage their badges will be responsible for replacement costs..
- B. All photo identification badges are issued by the Security Department and are the property of UCLA Hospital System.
1. Each Hospital System department is responsible for issuing Identification Badge Application Forms to new employees, physicians and those whose badges require changes or replacement.
 2. Staff who are licensed health care practitioners and employed by the Hospital System to work in that capacity, must have the "title" field of their application forms completed with their type of license (i.e. M.D., R.N., L.C.S.W.), etc.
 3. The department head or their designee must sign the employee's application form to authorize their receipt of a photo identification badge.
 4. All employees and physicians must obtain an identification badge according to the procedure of the Hospital System Security Office. The Security Office has scheduled hours of operation for photo identification badge service.

If a photo identification badge is lost or damaged, it must be reported immediately to the Security Office. The Photo ID Office will issue a replacement badge to the employee for a fee.
- C. Upon termination of an employee or physician, the department must obtain the photo identification badge and submit it to the Photo ID Office. ⚠
- (i) If photo ID is not returned by the employee, the home department must notify Security Services within one day of separation. Security Services will attempt to make contact with the employee to retrieve the badge and will also inform security personnel of this violation for monitoring of this employee's entrance.
- D. Employees and physicians must wear the appropriate photo identification badge specific to the facility in which they work or provide care. ⚠
- (i) Health System employees who are provide with Access to health system buildings or areas as part of the proximity or magnetic swipe functions of their Photo ID may

only use this function for appropriate business functions.

II. Temporary Employee Identification Badge

- A. The temporary employee identification badge is to be worn at all times while the employee is within UCLA Hospital System buildings.
 - 1. The temporary identification badge must contain the employee's name, title, company name, affiliate department, and the authorizing agent's name, and extension.
 - 2. The temporary identification badge must be worn prominently displayed above the waist on the outer-most garment. Personnel issued temporary identification badges are required to carry a valid picture ID (i.e. driver's license) on their person and display it upon request for positive identification.
- B. All temporary identification badges are the property of the UCLA Hospital System and are issued locally by each department.
 - 1. Hospital System departments are responsible for issuing temporary identification badges to all temporary employees operating under their authority.
 - 2. Hospital System departments must have a person(s) designated to maintain supply and control of the temporary identification badges.
- C. The temporary identification badge is self-expiring rendering it void to prevent unauthorized reuse. Temporary identification without the self-expiring mechanism attached are not be considered valid.

III. Department heads and supervisors enforce the photo identification policy. Security personnel, as well as Hospital System management personnel, have the right to inspect identification badges of any person within the UCLA Hospital System.

- IV. If a person does not display an identification badge, Security personnel, University Police Officers, or Hospital System management personnel may request other identification from them.
 - A. Security Officers will question persons violating this policy and obtain the employee's name, department, date, time, and location within the Medical Center that the employee was found without a valid ID, wearing a defaced ID or an ID that could not be easily read.
 - B. Reports will be forwarded to department heads for appropriate action.

FORMS

Appendix A: EMPAC Ordering Information

Appendix B: Temporary ID Badge Pre-Printed Label Sheet

Appendix C: UCLA Healthcare Temporary ID Badge Preparation

REFERENCES

California Business and Professions Code §680

California Code of Regulations; Title 22, Section 7072I

Joint Commission Accreditation Manual for Hospitals EC.1.4 (d)

CONTACT:

Administrative and Operations Manager, UCLA Hospital System Security Services.

REVISION HISTORY

Effective Date: March 1, 1978

Review Date: January 1, 1980; April 1, 1985, Aug. 1, 1985; 1986; 1987; 1988, May 1, 1991, August 1, 1993, 1994, 1997, August 1, 1989, February 1, 1990, June 1, 1992, March 3, 1998, April 25, 2000; September 25, 2000, August 22, 2003, March 25, 2004, February 23, 2004, June 22, 2005, March 28, 2012, February 26, 2014

Revised Date: August, 2003, March, 2004, March, 2005, August 18, 2005, March 2008, April 30, 2012, March 31, 2014

APPROVAL

David Feinberg, M.D.
CEO and Associate Vice Chancellor
UCLA Hospital System

Kevin M. Shannon, M.D.
Chief of Staff
Ronald Reagan UCLA Medical Center

Denise Sur, M.D.
Chief of Staff
Santa Monica - UCLA Medical Center and Orthopaedic Hospital

Stephen Chen, M.D.
Chief of Staff
Resnick Neuropsychiatric Hospital at UCLA

APPENDIX A**UCLA HEALTHCARE
TEMPORARY ID BADGE****EMPAC ORDERING INFORMATION**

Item Description	Unit	Qty	EMPAC Number
ID Laser Labels (3 badges per sheet)	PK	99	314665
Badge Plastic Clips	PK	100	314666
"T" Self-Expiring Time Spot 1 Day	PK	100	314667
"T" Self-Expiring Time Spot 1 Week	PK	100	314668
"T" Self-Expiring Time Spot 1 Month	PK	100	314669

Depts/areas not on EMPAC System, call Hospital System Purchasing Procurement Coordinator for Support Services, Lab and Imaging at x40115 for order assistance.

APPENDIX B

**TEMPORARY ID BADGE PRE-PRINTED LABEL SHEET
INSTRUCTIONS – HOW TO COMPLETE LABEL ON LASER
PRINTER**

(Steps to creating a custom label)

1.	Open Microsoft Word. Display a blank Word document.	
2.	Go to Tools Menu, pull down to Select Envelopes and Labels	
3.	On Envelopes and Labels Window, Select Labels TAB, and Click Options	
4.	On Label Options Window, Select New Label	
5.	On New Custom Laser Window, Go to Label Name box.	
	Type in label name as TEMP ID LABEL	
	Type in following label measurements:	
	Top Margin: 1.6"	Label Height: 1.5"
	Side Margin: .15"	Label Width: 1.94
	Vertical Pitch: 3.5"	Number Across: 2
	Horizontal Pitch: 2.0"	Number Down: 3
	On Page Size, Select Letter (8 ½ x 11 in)	
6.	Click OK	
7.	On Label Options Window, Click OK	
8.	On Envelopes and Labels Window, Select New Document	
9.	<p>I.ID Badge Label Data Page</p> <p>Set Format: Font Size 11, Arial Font</p> <p>Note: 3 ID Badges per sheet; type on rows 1, 3, and 5 only</p> <p>Type the 6 lines of label/badge information (2 spaces after line 1 and line 2) (Max characters 24)</p> <p>3 LINES on Column One: Name, Company, Authorized By</p> <p>3 LINES on Column Two: Title, Affiliate Department, Phone Number</p>	
10.	Place pre-printed label sheet in paper tray (manual feed), face up. Select Print	

APPENDIX C

<p style="text-align: center;">UCLA Healthcare TEMPORARY ID BADGE PREPARATION</p>
--

Prepare the ID badge face (label) to display accurate information on temporary staff;

- | | |
|--------------------------|--|
| a) <i>Name</i> | b) Title |
| c) <i>Company</i> | d) Affiliated (UCLA) Department |
| e) Authorized By | f) Date |

Select the appropriate self-expiring time spot to adhere to the face of ID badge label (i.e. 1 day, 1 week or 1 month)

If position is extended, a replacement Temp ID Badge is required