



Current Status: *Active*

PolicyStat ID: 5681131



Origination: 12/2015
Effective: 02/2019
Last Approved: 02/2019
Last Revised: 02/2019
Next Review: 02/2022
Owner: *Kevin Phillips: Dir Hospital Police-U*
Policy Area: *Facilities Management*
Policy Tag Groups:
Applicability: *UNC Medical Center*

Identification and Access Control Cards

I. Description

Requirements for UNC Health Care System personnel identification cards

II. Rationale

It is the policy of the UNC Health Care System (UNCHCS) that all faculty, staff, students and other persons acting on behalf of UNCH (collectively, "staff") obtain and maintain a single current UNCHCS Identification Card. The UNCHCS Identification Card must be worn with the photo side visible whenever practical while on UNCHCS property.

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

III. Policy

A. Objective

UNCHCS has implemented this policy to:

1. Provide reliable and controlled identification of persons representing UNCHCS, or providing services on behalf of UNCHCS.
2. Assist patients and families in identifying caregivers and the services that may be provided by each member of the health care team.
3. Provide a single, cost efficient means for access through the institution's card readers.
4. Maintain and enhance UNCHCS's ability to control costs associated with access control, identification, time and attendance data collection, and asset management.

B. Definitions

1. The UNCHCS Identification Card is the single identification and access control document provided by UNCHCS for the exclusive purpose of identifying those who represent UNCH or who provide services for UNCHCS. The UNCHCS Identification Card contains the name, photograph, and affiliation information of the person identified.

2. Authorized Signers are Deans, Directors, Department Heads, and/or their designees who are empowered to authorize the issuance or replacement of UNCHCS Identification Cards on behalf of the units they represent. Such signatures are required for issuance or replacement of all identification cards.

IV. Procedure

- A. All staff must obtain a UNCHCS Identification Card as part of his or her regular orientation to UNC HCS. All staff must maintain the ID card while his or her affiliation continues with UNCHCS. Identification Cards remain the property of UNCHCS and must be returned when the staff member is no longer affiliated with UNCHCS, or upon request of the staff member's supervisor or UNC Hospitals Police.
- B. Identification Cards will contain, at minimum, the following information to adequately reflect the identification information of the cardholder:
 - a. **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.
 - b. **Photograph of the cardholder:** The photo image shall be maintained in a computerized database.
 - c. **Title or professional designation required by state or regulatory boards:** 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.
 - d. **A position title or other designation that helps communicate the card holder's affiliation with the Health System:** The title should be simple and understandable to patients and visitors.
 - e. **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.
 - f. **A unique identification number.**
 - g. **The UNCHCS Logo:** The logo identifies the Identification Card as the official UNCHCS Identification Card.
 - h. **Bar code:** Supports asset management and other support service activities.
 - i. **Magnetic stripe and embedded smart chip:** A magnetic stripe and an embedded smart chip in the identification card will facilitate entry through the institution's card-reader controlled doors, as well as time and attendance data accumulation.
 - j. **Description:** An appropriate description that best describes the affiliation of the cardholder, if the cardholder is other than current faculty, staff, student, or major program participant/member.
- C. 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 UNCH.
- D. Departments should develop specific procedures to ensure that staff obtain their Identification Cards when employed or first associated with UNCHCS. Additionally, the staff member is responsible for returning the Identification Cards to the Hospital Transportation and Parking Office when the employment or other relationship is terminated. Staff who do not turn in their Identification Card will be

charged \$50.00, taken out of their last paycheck.

- E. UNCHCS provides an original Identification Card and replacement cards as needed due to expiration. Lost or stolen cards are the responsibility of individuals and are replaced for a fee. A list of current fees shall be maintained in the 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 Transportation and Parking Office at 984-974-1031.
- F. In order to preserve the integrity and continuity of the UNCHCS Identification Card Program, departments are explicitly precluded from issuing their own identifications for local (unit) access or identification.
- G. 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 UNC Hospitals Police.
- H. UNCHCS Identification Cards shall not be used or worn by anyone other than the original cardholder.
- I. Violations of this policy may be grounds for disciplinary action, up to and including discharge.

Attachments:

[Appendix A - Guidelines for the Allowance of an Additional Title or Professional/Specialty Designation](#)

Approval Signatures

Step Description	Approver	Date
Policy Stat Administrator	Patricia Ness: Nurse Educator	02/2019
	Melvin Hurston: Sr VP Prof/Suppt Svcs	02/2019
	Kevin Phillips: Dir Hospital Police-U	12/2018

Applicability

UNC Medical Center