

 <p>THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES CENTER</p>	<b>Administrative Policies and Procedures</b>
<b>Health Sciences Center</b>	

<b>HSC IDENTIFICATION BADGES</b>
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Primary Age Group: ALL

**POLICY STATEMENT:**

- It is the policy of the University of New Mexico Health Sciences Center (HSC) that all faculty, staff employees, physicians, residents, students, volunteers, post doctoral fellows, after hour visitors (10:00 pm to 5:00 am), contractors, vendors, educational guests or other visitors are required to wear the HSC issued identification badge (“badge”) at all times while present at all HSC facilities.

**STATEMENT OF PURPOSE:**

- To establish a uniform policy and procedure for the color-coded identification of authorized persons while present at all HSC facilities, performing educational, research, patient care and all other authorized duties.
- To assist employees, patients, patient’s families, and visitors in identifying HSC staff when in need of assistance.
- To aid patients in the knowledge that persons interacting with them are HSC staff.
- To establish a secure and centralized process of identifying levels of access to all HSC facilities for those identified in the Policy Statement section of this policy.

**POLICY CROSS REFERENCES:**

- UNM Hospital Access Authorization Policy
- UNM Hospital Infant/Toddler Security Policy
- UNM Hospitals Identification Badges
- UNM Policy 1050 Photo Identification Cards
- UNM Policy 5010 Key Authorization
- Access Control Agreement (University Hospitals)

**1. GENERAL INFORMATION:**

- 1.1. Badges will be worn in full view with photo side out by all those identified in the policy statement, at all times while present at all HSC facilities and when performing education, research and patient care at other facilities as assigned by the HSC. Exceptions will be when patient care and/or infection control will be compromised.

- 1.2. The badge may also be used as an access control credential in accordance with UNM Policy 5010, sections 1 and 7.
- 1.3. The issuance, use, and possession are guided by the HSC Access Control Agreement, UH Key and Lock Policy, and UNM Policies 1050 Photo Identification Cards and 5010 Key Authorization.
- 1.4. Badges must be maintained in good condition. The placement of pins and unauthorized stickers on the badge is prohibited.
- 1.5. Badges that have not been maintained in good condition, as identified by the issuing office, will be replaced at a cost to the person who was issued the badge.
- 1.6. In no instance should an HSC issued badge be loaned to someone else or be out of the possession or control of the issuee.
- 1.7. Unauthorized possession, use, or reproduction of an HSC badge may constitute theft or misappropriation of HSC property. In such cases, the individual(s) involved will be prosecuted (30-14-2 NMSA 1978).
- 1.8. Violation of this policy may result in discipline in accordance with applicable UNM or UNM Hospitals Human Resource policies.

## **2. COLOR-CODED IDENTIFICATION SYSTEM AND BADGE STATUS LETTERS:**

Badges are color coded as defined by this policy (Exhibit A) to provide immediate identification of staff, students and other persons authorized to enter certain areas for the purpose of performing patient care and/or other authorized duties. To further assist staff members in identifying various types of personnel, a badge lettering system was designed as defined by this policy (Exhibit A).

## **3. ACCESS TO HSC SECURED AREAS:**

- 3.1. In accordance with UNM Hospital Access Authorization Policy, and University Policy 5010, section 2.1 Vice Presidents, Deans, Assistant Deans, Directors and Department Managers/Directors, are responsible for determining access levels.
- 3.2. All levels of access are determined by the work location and as identified on the Access Authorization Form (Exhibit B), which must be completed and signed by the appropriate Department Manager/Director prior to the issuance of a badge.
- 3.3. In accordance with the UNM Hospital Access Authorization Policy, and University Policy 5010, section 7, authorized personnel will activate badges to allow entry to HSC facilities, secured areas or for after-hours access as determined by the appropriate Department Manager/Director and as identified on the Access Authorization Form.
- 3.4. The Security Director and the appropriate Department Manager will resolve issues/questions surrounding authorized access. Appeals may be directed to the appropriate Dean, Director or CEO in accordance with the UNM Hospital Access Authorization Policy or UNM Policy 5010, section 10.

## **4. ISSUANCE OF IDENTIFICATION BADGE:**

### **4.1. UNM HOSPITAL EMPLOYEES:**

In accordance with section 3.2 of this policy, UNM Hospital employees will be issued badges on their first day of work at orientation after signing the Access Authorization Form.

### **4.2. UNM HSC EMPLOYEES:**

In accordance with section 3.2 of this policy the Department Director/Manager of the newly hired UNM HSC employee will complete the HSC Access Authorization Form, which will be signed by both the employee and the employee's Director/Manager. The new employee will then take the completed HSC Access Authorization Form to the issuing office (HSC HR or UH Security) to receive the appropriate badge.

#### **4.3 VENDORS:**

4.3.1 Vendors are required to wear the HSC issued identification badge. The HSC office where the vendor will be working will submit the required badge authorization form to the HSC issuing office. The Department Manager/Director will ask that all vendors who report to their department without the HSC issued identification badge report to the issuing office to obtain a badge.

#### **4.4 CONTRACTORS:**

Contractors and other persons performing authorized work at any HSC facility are required to wear the HSC issued identification badge as determined by the appropriate Department Manager/Director while present at all HSC facilities.

4.4.1 Department Directors/Managers will complete an Access Authorization Form for all contractors working at all HSC facilities through their department. The contractor will take the completed Access Authorization Form to the issuing office to receive the identification badge

#### **4.5 STUDENTS:**

All students are required to wear the HSC issued identification badge as determined by policy while present at all HSC facilities.

4.5.1 The Office of Student Services for the School of Medicine, College of Pharmacy and College of Nursing will each be responsible for coordinating the issuance of badges with the appropriate issuing office.

4.5.2 Students may take classes on the HSC campus who are not enrolled in the CON, COP or SOM.

4.5.2.1 For non-HSC students taking classes on the HSC campus, it will be the responsibility of the HSC college or department where the non-HSC student is taking the class to make certain that the non-HSC students obtain an HSC identification badge for the term of that class.

4.5.3 The badge will only be activated for the period of time the student will be taking classes on the HSC campus or while enrolled with an HSC college or school.

4.5.4 The ID badge is the property of the HSC and must be returned when the student completes their rotation or class.

4.5.5 The ID badge must be returned to the office that issued the HSC identification badge to the student.

#### **4.6 VOLUNTEERS, AFTER-HOURS VISITORS, EDUCATIONAL GUESTS OR OTHER VISITORS :**

Volunteers and after-hours (10:00 pm to 5:00 am) visitors will either be required to wear the appropriate HSC issued identification badge as determined by the issuing office and the Director/Manager of the department where they are volunteering or visiting or must be escorted by an individual wearing an HSC badge. In addition, the Vice President, Deans and Director of the Library will have temporary badges to issue to educational guests, visitors or VIPs.

## **5. LOST OR STOLEN BADGES:**

- 5.1 Because HSC issued identification cards may also serve as key card for access control, employees must report lost or stolen badges to their immediate supervisor. Lost or stolen cards must also be reported to the issuing office immediately. Immediately following notification the issuing office will terminate all access.
- 5.2 Students must report lost or stolen badges to the student affairs office in the appropriate college (COP, CON, SOM).
- 5.3 There will be an appropriate fee for the replacement of lost or stolen badges.
- 5.4 Fee assessed for lost ID badge cannot be reimbursed even if the old badge is later found.
- 5.5 When a badge has been reported lost and is later located, that badge must be turned in to the issuing office to be destroyed.

## **6 REPLACEMENT BADGES:**

Replacement badges for job title, department/name changes or any other administrative change will be issued in accordance with the attached procedure as approved by HSC administration. (Exhibit C)

## **7 SEPARATION OF EMPLOYMENT OR AFFILIATION WITH THE HSC:**

- 7.1 Employees and students, who separate from the HSC must report to the issuing office with the appropriate checklist to return the badge and all other items issued to them.
- 7.2 The issuing office will sign off on all items received.
- 7.3 Any items not returned may be subject to individual penalties.
- 7.4 Contractors, volunteers and vendors who separate from the HSC must report to the issuing office to return the identification badge.

## **8 ROTATIONS OF NON-UNM STUDENTS OR EDUCATION GUESTS:**

Students completing clinical rotations at all HSC Facilities are required to wear the appropriate identification badge as determined by policy. Issuance of the badge will be in accordance with the attached procedures. (Exhibit D)

Non-UNM individuals who are visiting at the HSC are required to wear the appropriate identification badge as determined by policy.

Sandra L. Ferketich, Ph.D., R.N., Dean of the College of Nursing	Date
John Pieper, Pharm.D., Dean of the College of Pharmacy	Date
Holly Shipp Buchanan, EdD, Associate Vice President for Knowledge Mgt and IT	Date
Stephen McKernan, Associate Vice President for Clinical Operations	Date
Paul Roth, M.D., Associate Vice President for Clinical Affairs	Date
R. Philip Eaton, M.D., Vice President for Health Sciences	Date

Development Date: February 23, 2004  
 Developed by: HSC Safety & Security Committee  
 Revised Date: \_\_\_\_\_  
 Review Dates: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 \_\_\_\_\_

## EXHIBIT A

### HSC BADGE COLOR CODED SYSTEM:

<b>Identifies</b>	<b>Box to left of Picture</b>	<b>Stripe Under Picture</b>
Patient care Provider	Red	Red
Non-Patient Care Staff	Blue	Blue
Infant & Toddler Authorization Transport Staff	Pink	Pink
Vendors	Blue	
Contractors	Blue top half of badge	
Education Guests	Red if patient care guest, Blue if non-patient care guest	

### BADGE STATUS LETTERS:

The Status Letter appears to the left of the picture on the badge

<b>LETTER</b>	<b>IDENTIFIES</b>
R	Resident Physician
T	Contract Temp Workers
V	Volunteers
TC	TriCore Lab Employees
SOM	School of Medicine
COP	College of Pharmacy
CON	College of Nursing
VENDOR	Vendors
IST	Info System Transport

Other letters may be designated as the need arises.

## EXHIBIT B

### UNM HEALTH SCIENCES CENTER

#### ACCESS AUTHORIZATION

Date: \_\_\_\_\_

I am requesting authorization for \_\_\_\_\_, \_\_\_\_\_  
(Name) (Position)

in the department of \_\_\_\_\_, at the UH, SOM, COP, CON, HSC Library, HSC Administration  
(Department name) (Circle one)

to have access into: \_\_\_\_\_

(Print building, department, room number all information that is applicable to insure proper access for card swipe access both during and after regular business hours.

If none required, please state NONE)

Access will be needed through \_\_\_\_\_  
(Expiration date if applicable)

I have instructed the above named person on Hospital and HSC policy pertaining to Access Control, Key and Lock Policy, and the Identification Badge Policy.

DEAN/DIRECTOR/MANAGER \_\_\_\_\_  
Signature

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Printed name) (Title) (Date)

*Director/Manager, please sign below if Infant Security badge is required:*

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I THE UNDERSIGNED WILL BE ISSUED AN HSC IDENTIFICATION BADGE AND UNDERSTAND THE FOLLOWING:

1. Only the department manager/director/chair is authorized to grant authorization access into their specific department or area.
2. Lost or stolen badges must be reported immediately to the UNM Hospital Security department at 272-2160.
3. There will be a fee to replace a lost, stolen or damaged badge.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Signature) (Printed name) (Date)

## **EXHIBIT C REPLACEMENT BADGE PROCEDURES**

### **Job Title/Department/Name changes for HSC Component Employees:**

1. The Department Manager must then complete a new Access Authorization form indicating the appropriate changes. The employee will take the new Access Authorization form to the issuing office to obtain a new badge.
2. Replacement badge will not be released until the previously issued badge is returned to the issuing office.

### **Job Title/Department/Name changes for UNM Hospital Employees:**

1. The Department Manager must submit a personnel action to Human Resources Department to initiate changes to the system.
2. The Department Manager must then complete a new Access Authorization form indicating the appropriate changes. The employee will take the new Access Authorization form to the UH Security Department to obtain a new badge
3. Because the Security Department cannot issue a new badge until the Human Resources department has processed the requested changes in the personnel action, allow 2 weeks from submission of the personnel action before requesting a new badge.
4. Security cannot process any changes to an employee badge unless the Human Resources Department has processed that change.
5. Replacement badge will not released until the previously issued badge is surrendered to the UH Security Department.
6. Evening and night shift employees should call the Security department during regular business hours for request of a replacement badge. Security personnel will verify that the requested changes have been processed and will issue a new badge, which can be picked up in the Security department after submitted a completed Access Authorization from and surrendering the previously issued badge.
7. It is the employee's responsibility to contact their manager to follow up with the Human Resources department if after two-weeks the requested personnel action has not been processed.

**EXHIBIT D**  
**HSC IDENTIFICATION BADGES FOR**  
**NON-UNM STUDENTS PERFORMING CLINICAL ROTATIONS AT**  
**UNM HEALTH SCIENCES CENTER FACILITIES**

To insure proper certification and health testing, the instructor from the student's institution must clear students through Nursing Education located at UNM Hospital, phone number 272-4021.

Medical students from other institutions must register with the UNM School Of Medicine Office of Student Services.

Pharmacy students from other institutions must register with the UNM College of Pharmacy Student Services Office.

The appropriate office will provide the students or visitor with paper work requesting an 'Education Guest' picture identification badge be issued to the student or visitor by the appropriate issuing office or the COP Student Services Office.

The badge will be activated for the period of time specified by Nursing Education or the SOM Student Affairs Office.

The badge is the property of the HSC and must be returned to the issuing office upon completion of the student's or visitor's rotation.

As stated in the 'Affiliation Agreement' in Section II H: The school will pay UNM HSC \$100.00 for each badge not returned within ten days of the end of the student's rotation at UNMHSC.