

Practice Education Guidelines for BC Student / PSI Educator Identification **GL#2-2**

March 2013

Introduction and Purpose:

The purpose of identification is to ensure the safety of clients, personnel and the general public in the Health Care Organization (HCO). Photo identification enhances security by confirming the individual is genuinely represented and reduces the risk of false representation.

The purpose of this guideline is to outline the requirements and expectations for student and Post Secondary Institution (PSI) educator identification while in the practice education setting.

Definitions:

Also refer to: Standardized Guideline definitions in Practice Education Guideline (PEG) Introductory Module.

Practice Guideline Standards:

All students and PSI educators must wear clearly visible identification (ID) at all times while in the practice education setting. Photo identification (ID) is preferred.

Identification or photo identification issued by PSIs must be dated and specify the student's name, school/agency and the student's program of study/title.

If the HCO does not issue HCO identification (i.e. require students and PSI educators to use PSI issued identification), processes for generic identification cards must be established to ensure that the student/PSI educator can gain area and system access where necessary and appropriate for the purpose(s) of the practice education experience.

If the HCO requires students and PSI educators to have HCO photo identification, the individual HCO process for obtaining this ID must be followed.

Each HCO will communicate student / PSI Educator identification requirements and guidelines to the PSI. HCO guidelines will include:

- Criteria for student and PSI Educator eligibility/requirement for HCO identification;
- Process for obtaining identification;
- Length of time that identification is valid and requirements for returning identification once expired;
- Process for reporting lost/stolen identification.

HCOs and PSIs need to balance client needs for identification information with staff/student safety, including the option of having the first name only being visible to protect the safety and security of staff, students and PSI educators. HCOs and PSIs should have policies on staff identification, documentation and releasing employee names.

A student/PSI educator who does not wear identification in the practice education setting, may be asked to leave or may be denied access to secure areas.

Inappropriate use of HCO identification or, PSI issued identification within the HCO, will result in

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suspension or termination of the practice education placement.

Roles, Responsibilities and Expectations:

Post Secondary Institution:

Determine specific HCO requirements for student and PSI educator ID:

- HCO Identification required: follow specific HCO policies and guidelines for obtaining and using identification.
- PSI Identification required: provide identification, preferably photo identification, to students and PSI educators with the following information identified:
 - Student or PSI educator name;
 - PSI name;
 - Program name;

Communicate requirements to students and PSI educators for wearing identification at all times in the practice education setting.

Reinforce the importance of protecting identification.

Communicate requirements to students and PSI educators to immediately report lost or stolen identification.

Collect, return or destroy student identification issued by the HCO in accordance with HCO policy/guideline.

Students and PSI Educator:

Ensure that identification is worn, and is visible, at all times in the practice education setting.

Protect photo identification and immediately communicate lost or stolen identification to the PSI educator, HCO protection services/ security and/or the issuing Photo ID office.

Health Care Organization:

If the HCO requires students and PSI educators to have HCO photo identification, communicate requirements and process for obtaining and using the identification

Establish and communicate a process that outlines student / PSI educator requirements for photo identification, including level of photo identification required, process for obtaining and using identification and validation/expiry timelines.

If HCO identification is not required, establish a process for issuing generic identification for appropriate area and system access for students and PSI educators.

Maintain system database of active / inactive students and PSI educators who were issued HCO identification to confirm correct ID status, in accordance with privacy guidelines.

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Resources and References:

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Guideline Review History:

Revision #	Date	Author(s)	Brief Description of Change (reason for change)
Original	February 2007		
1	February 2013	Cheryl Zawaduk (TRU), Heather Straight (VCH) Debbie McDougall (BCAHC)	Content revised and edited to reflect different HCO processes for student ID Scope defined to address PSI students/educators only vs/ broader range of ‘learners’ New template and terminology References updated