

Practice Education Guidelines for BC Post-Secondary Institution Student & Educator Identification

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Intent / Purpose

- Outline the expectations and requirements for Post-Secondary Institution (PSI) Student and Educator identification for the safety and security of the Health Care Organization (HCO) and its Clients while in the practice education setting.
- Provide a consistent approach to PSI Student and Educator identification for practice education experiences within the HCO.

Definitions

Refer to: [*Standard Terms and Abbreviations*](#)

Practice Guideline Standards

All PSI Students and Educators authorized to be in the practice education setting:

- Have photo identification.
- Wear clearly visible identification on their person at all times while in the practice education setting.

PSIs provide all Students and Educators with photo identification that includes at least:

- Date issued
- Individual's first/given name and last name (initial or full last name at the discretion of the PSI)
- Title or designation
- Program of study
- PSI name

PSIs could also provide a name badge to Students and Educators with easily seen and readable text which identifies their first name and designation.

Students and on-site Educators wear PSI-issued photo identification during the practice education experience.

If the HCO requires Students and on-site Educators to have HCO-issued identification, they are to wear HCO-issued identification in addition to or instead of the PSI-issued identification.

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When the HCO requires HCO-issued identification, HCO policies and procedures specify all of the following:

- Requirements and criteria for HCO-issued identification for Students and on-site Educators
- Process of obtaining HCO identification
- Length of time identification is valid
- Requirements for returning or destroying HCO identification once expired or no longer needed
- Process for reporting lost or stolen identification

HCO requirements for Students and on-site Educators identification balance the needs of:

- Client safety (knowing who is providing health care and service),
- organizational safety (who is authorized to be within the HCO), and
- Student/Educator safety (who might be at risk for harm), including the option of having only the individual's first name visible.

HCO establishes processes that allow Students and on-site Educators to gain access to facilities and systems when security measures are in place within the practice education setting (such as access cards or security codes).

HCO could deny Students or Educators access to secure areas or ask them to leave the practice education setting if they are not wearing any visible identification.

The HCO and/or PSI have the authority to suspend or terminate the practice education experience because of inappropriate use of PSI-issued or HCO-issued identification.

Examples of inappropriate use:

- allowing someone to use their identification for access to the PSI or HCO
- wearing the identification outside the PSI or HCO
- wearing identification when not authorized to be in the practice education setting

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Roles, Responsibilities and Expectations

Post-Secondary Institutions

- Collaborate with the HCO to identify the minimum requirements for Student and Educator identification in order to access the HCO practice setting.
- Communicate requirements to Students and Educators for wearing identification in the practice education setting.
- Supply Students and Educators with current PSI photo identification with at least:
 - Date issued
 - Individual's first/given name and last name (initial or full last name at the discretion of the PSI)
 - Title or designation
 - Program of study
 - PSI name
- Maintain a record of Students and Educators who have been issued PSI photo identification.
- Reinforce with the Students and Educators the importance of protecting identification from loss or theft.
- Communicate the requirements and process for immediately reporting lost or stolen identification to Students and Educators.
- Collect, return, or destroy identification according to the PSI and/or HOC policy.

PSI Educators / Students

- Follow the PSI and HCO processes for obtaining identification.
- Wear current photo identification (and name bag if provided) at all times while in the practice education setting.
- Position photo identification at or above the waist with the photo facing forward.
- Position name bag (if provided) at the upper chest level.
- Introduce self to Clients and HCO Workers with name, title or designation, and PSI program consistent with identification worn.
- Use PSI and/or HCO identification appropriately by:
 - being the only person using the issued photo identification to access the PSI or HCO
 - wearing identification only while inside the PSI or HCO
 - wearing identification only when authorized to be in the practice education setting

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- Clean and/or disinfect identification tags and lanyards regularly according to HCO infection control guidelines. (see [PEG Communicable Disease Outbreaks](#))
- Take measures to protect the identification from being lost, stolen, or damaged.
- Immediately report the loss or theft of identification to both the PSI and/or HCO according to policy.
- Return or destroy identification according to PSI and/or HCO policy.

Health Care Organizations

- Collaborate with the PSIs to establish the minimum requirements for requirements for Student and on-site Educator identification in order to access the HCO practice setting.
- Establish and communicate to PSIs the expectations for HCO-issued identification including:
 - when and where HCO identification is required
 - the level of HCO identification required (temporary vs. photo)
 - the process for obtaining and using the HCO identification
 - the length of time the HCO identification is valid or when it expires
 - the process for collecting, returning, and/or destroying HCO identification
- If HCO-issued identification is not required, provide access control measures (such as access cards or numerical codes) to Students and on-site Educators to allow access to the practice education setting.
- Securely maintain a record of Students and Educators who were issued HCO identification, according to privacy guidelines.

References and Resources

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Guideline Review History

Version	Date	People Responsible	Brief Description (reason for change)
1	February 2007	Authors/Editors: Carol A. Wilson (BCAHC), Barb Collingwood (BCAHC) Reviewers: Practice Education Committee of the BC Academic Health Council (Grace Mickelson, Chair)	
2	February 2013	Editors: Cheryl Zawaduk (TRU) Debbie McDougall (BCAHC) Heather Straight (VCH)	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
3	March 2021	Editor: Carol A. Wilson (PHSA) Reviewers: Judy Lee (KPU) BJ Gdanski (PHSA) Ministry of Health (Allied Health Policy Secretariat and Nursing Policy Secretariat) Ministry of Advanced Education, Skills and Training (Health Education Reference Committee) Health Authority Practice Education Committee	Moved to photo identification as the accepted and safest method of identification Content revised and updated to reflect identification as a security measure both for client safety and access to HCO facilities, systems, and records. Clarified responsibilities Linked the cleaning/disinfecting ID to infection control practices References updated