

Practice Guideline

February 28, 2007

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

Guideline Details

Students affiliated with a post-secondary educational institution

Identification or Photo ID issued by educational institutions should be dated and specify the school/agency and student's program of study/title, and program dates.

If the Receiving Agency requires students and faculty to have Agency Photo ID:

- The ID should be provided by the Agency at no cost.
- The ID should be valid for the entire length of the placement, expiring when the student exits the placement.
- The ID should be issued for the first placement within the Receiving Agency.
- The ID should be returned to the Receiving Agency at the conclusion of the placement.
- Lost ID must be reported to the Receiving Agency. Replacement of ID would follow staff ID replacement procedures.

Individuals NOT affiliated with an educational institution

If the individual is engaged in a placement that exceeds one calendar day, the individual should be issued a Receiving Agency Photo ID. For added security, the Receiving Agency may include the start and end dates of the placement on the ID.

If the individual is engaged in a placement lasting for one calendar day or less, the individual should be provided a temporary non-photo ID that states the student's name and clearly identifies the individual as a student. In addition, the ID badge could also contain the start and end dates of the individual's placement.

High school students

All high school students engaged in 'work experience' observational visits should be issued some form of ID that clearly identifies them as high school students. There must be no possibility of confusion with students in health profession education programs.

Roles & Responsibilities

Placing Agencies are responsible for issuing identification (preferably Photo ID) to students and faculty.

If the Receiving Agency requires agency Photo ID, then students/faculty should obtain the ID before starting the placement. The Placing Agency is then responsible for collecting and returning or destroying the ID based on Receiving Agency preferences.

Receiving Agencies need to have a policy in place that defines the level of identification required.

Consequences of Non-compliance

If a student/faculty does not wear identification in the practice education setting, the student/faculty may be asked to leave, may be denied access to secure areas, or it may negatively impact client care.

Rationale

The purpose of identification is to ensure the safety of personnel, clients and the general public regardless of whether the practice education experience is in an acute, residential or community setting. The ID identifies the student as a representative of the Agency.

Photo identification enhances security by confirming the individual is genuinely represented and reduces the risk of false representation.

Receiving Agency ID may be necessary if the ID is used to gain access to secure areas. Some Receiving Agencies issue ID with first names only to protect the safety and security of Receiving Agency staff. The same principle should apply to students.

The benefit of having a Receiving Agency ID that is valid for the duration of the program of study:

- allows the student to move between facilities within the Agency;
- is a convenience to the student (especially when the student may return to the Agency numerous times during the program); and
- is cost effective to the Receiving Agency in terms of personnel and supplies.

Expiry dates (program start and end dates) allow security personnel to validate the presence of a student or faculty on Receiving Agency premises.

Receiving Agency ID should be returned or destroyed in accordance with Agency policy when the student exits the program to minimize the risk of inappropriate use.

References

Regional Clinical Education. (February 2006) Student Practice Education Policy and Procedure DRAFT. Vancouver Coastal Health Authority, Vancouver, BC.

Interior Health Authority. (February 2006). Administrative Policy Manual - AU1000 Student Placements (Clinical & Practice Education). Kelowna, BC.

Andersen, S. & Leclerc, S. (April 2005). Guidelines for Student Utilization – wearing of CHEO ID. Children’s Hospital of Eastern Ontario & University of Ottawa, Ottawa, Ontario.

Nursing Education. 2006. Nursing Students - Photo ID. University Health Network. Toronto, Ontario. http://www.uhn.ca/programs/nursing/site/education/students/photo_id.asp. Retrieved May 5, 2006.