

Area	Human Resources		
Section	General		
Subsection	N/A		
Document Type	Policy		
Scope	All Employees, physicians, volunteers, students and clergy		
Approved By	Original Effective Date	Revised Effective Date	Reviewed Date
Gerry Gattinger, VP Human Resources	2014-Jul-24	2020-Nov-04	2020-Nov-04

DEFINITIONS

Access Cards: a small polyvinyl chloride (PVC) card containing electronic information that may be used to open/unlock various doors containing proximity card readers integrated into the card access system.

Facility/Program Designate: Position(s) identified within facilities/program that is responsible for the identified function.

Photo Identification (ID): a Prairie Mountain Health (PMH) issued card/badge bearing a photo of the individual, position or program identifier and employee ID number used for proof of identity; and a magnetic Personal ID Name Tag that identifies the individual’s name and position.

For the purposes of this policy where not otherwise indicated, the use of word “staff” may be substituted with Medical Staff, Volunteer, Student, or Contractor/Vendor.

POLICY

PHOTO IDENTIFICATION

Employees and Management are required to wear their photo ID prominently at all times while performing duties on behalf of the organization. If services are provided directly in client homes or other external locations, employees are to wear the photo ID prominently on outerwear. Where in the opinion of the manager that the wearing of the photo ID may be detrimental to client rights to confidentiality or cause safety concerns, photo ID does not have to be displayed. In such cases employees are required to carry their photo ID in order to provide identification, if needed.

Physicians are required to wear their photo ID prominently at all times when they are in a PMH facility and serving in the capacity of a Medical Staff.

Volunteers/Clergy will be issued an individual photo ID and are required to wear them at all times when completing their volunteer/clergy duties.

Clinical Students are required to wear the name tag issued by their educational institution. Where the educational institution does not issue name tags, a PMH photo ID will be issued. Where a Student practicum is of short duration and it is not possible to complete a PMH Photo ID, a generic Student ID badge will be used.

Summer Students who are employed in a term less than three months are required to wear a generic Student ID badge, which must be signed out at the beginning of their term and returned at the end of their term. Sites will request Generic Student badges as required from Security Services. If the term is greater than three months, a PMH221 form is to be completed to request an individual ID badge.

Job Shadow participant's identification is dependent on the facility/program in which they are shadowing. Where a student or Job Shadow ID is required for short term or temporary use, a program or site may request to have a generic Student ID issued. The job shadowing individual signs for the temporary ID and returns it when their tour is complete.

Contractors and tradespersons who are working at a PMH facility should have a company identifier, including either a company ID badge or uniform. Contractors and their sub-contractors are to be provided a PMH Contractor ID badge. These numbered contractor cards are managed by the PMH Project Manager to have the workers sign for badges.

Agency Nurses / Locums should present to their assigned facility with their employer/base region's Photo ID. Agency Nurses / Locums will also be provided with a generic PMH Agency Nurse/ Locum ID badge that will be signed for at the start of the assignment and returned at the end. The cards will be numbered for the site with a site demographic and identify whether a Nurse or Physician.

- The site or program manager/designate will coordinate the needs for the site/program to order the necessary number of Agency Nurse / Locum badges necessary to maintain site operations.

Wearing Photo ID

- All pieces of the ID must be worn so that the information is clearly visible at all times. When not required to be worn it is to be stored in a secure place protected from access by unauthorized individuals, loss, theft and/or deterioration.
- The ID may not be altered, disfigured or used to display any item that is not a part of the original badge.
- Sharing of PMH ID is not permitted. The owner of the photo ID is responsible for the security of and shall take reasonable precautions to secure and protect against loss or theft.
- Report lost or stolen Photo ID by immediately reporting to your manager, then completing a PMH Incident Report detailing the lost or missing items. Replacement fees will be charged.
- Return Photo ID upon termination/end of position/function.

Photo ID remains the property of PMH and must be returned when requested or upon retirement/termination

Photo ID includes the Photo ID badge, the DEPP Codes Card and the Personal Protective Equipment card; and a magnetic Personal ID name tag that identifies the individual's name and position.

Photo ID Badge



ID Name Tag



DEPP Codes/On Call



Personal Protective Equipment



Information/layouts on cards subject to change

PROCEDURE**Requests for New Photo ID or Name Tag**

1. Manager/designate completes a Photo ID/Access Card Form (PMH221) for all requests for new Photo ID (staff, volunteers/students, medical staff, etc.)
2. Manager/designate ensures a clear photo of the individual is taken (shoulders up).
3. The photo and the completed PMH221 form are emailed to PhotoID@pmh-mb.ca (see Appendix A for instructions on completing the form and tips on taking a photo)
4. The completed Photo ID Badge will be returned via interdepartmental mail to the manager/designate for distribution to the individual.
5. Upon receipt of Photo ID, the individual signs and dates the PMH221 form. The signed form is returned to PhotoID@pmh-mb.ca

Lost, Stolen or Damaged Photo ID or Name Tag

1. If the Photo ID was lost or stolen, the employee must complete an Incident Report
2. For lost or stolen, or replacements due to damage not related to normal wear and tear, replacement charges must be paid at Finance/Business Office.
3. Manager/designate completes a Photo ID/Access Card Form (PMH221). Ensure the Incident Report number and cash receipt number (if applicable) are indicated on the form.
4. The form is emailed to PhotoID@pmh-mb.ca
5. The completed Photo ID Badge will be returned via interdepartmental mail to the manager/designate for distribution to the individual.
6. Upon receipt of Photo ID, the individual signs and dates the PMH221 form. The signed form is returned to PhotoID@pmh-mb.ca

Requests for Changes

1. Manager/designate completes a Photo ID/Access Card Form (PMH221) when:
 - Staff changes positions/classifications that requires a change to their Photo ID
 - Staff changes departments or facilities
 - Staff go on or return from a Leave of Absence (maternity, extended unpaid, etc.)
 - Other changes that may require different information on the Photo ID
 - Staff's demographic information changes (name)
2. The form is emailed to PhotoID@pmh-mb.ca
3. The completed Photo ID Badge will be returned via interdepartmental mail to the manager/designate for distribution to the individual.
4. Upon receipt of Photo ID, the individual signs and dates the PMH221 form. The signed form is returned to PhotoID@pmh-mb.ca

Terminations

1. Upon termination from PMH, the Photo ID Badge and name tag must be returned to DEPP/Security Services.

ACCESS CARDS

Employees, Physicians, and Students who hold a regular assignment will be appointed Access Cards at facilities which have card access security systems in place, Brandon Regional Health Center (BRHC), Brandon Fairview PCH, Dauphin Regional Health Centre (DRHC), and Swan Valley Health Center (SVHC).

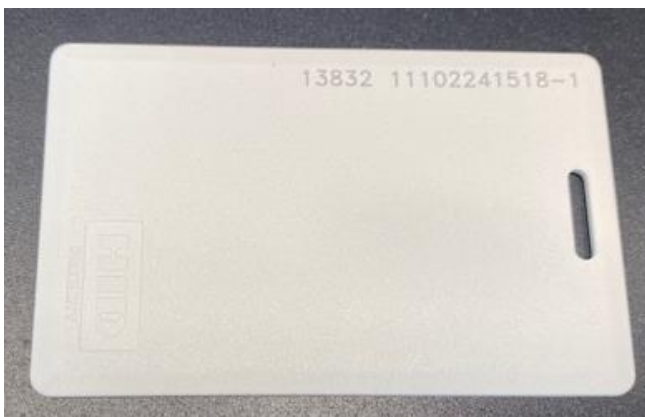
Generic access cards may be distributed for short term use, such as student placements, volunteers, contractors, job shadows, agency nurses/locums and other non-staff who require access to the facility for a short duration. These generic access cards will be indicated with facility identifiers and numbered, and managed by the site/program manager. Generic access cards will be valid for 12 month terms, which can be renewed when confirmed by the site/program manager. They must be signed out by the individual requiring use at the start of the assignment, and returned and signed in at the end of the assignment.

If access to the facility is required on a longer duration, access cards may be assigned to non-staff. The card will be assigned to the individual and must be returned when no longer required. The card will be active for a maximum of 12 months (or the term required if shorter than 12 months) and must be renewed if required for a longer term. Individuals are responsible for the safe-keeping of the access card, and if lost must report the loss to the facility within 24 hours and pay the replacement fee.

- Sharing of access cards is not permitted. The owner of the access card is responsible for the security of and shall take reasonable precautions to secure and protect against loss or theft.
- Report a lost or stolen access card by immediately reporting to your manager, then completing a PMH Incident Report detailing the lost or missing items.
- Return Access Card upon termination/end of position/function or when access is no longer required.

Access Cards remain the property of PMH and must be returned when requested or upon retirement/termination

Access Card



PROCEDURE**Requests for New Access Card**

1. Manager/designate completes a Photo ID/Access Card Form (PMH221) for all requests for new Card Access (staff, volunteers/students, medical staff, etc.) and emails the form to PhotoID@pmh-mb.ca.
2. The access card will be processed at the facility as required (BRHC: Security Services, DRHC: Maintenance, SVHC: Maintenance)
3. The access card will be returned via interdepartmental mail to the manager/designate for distribution to the individual.
4. Upon receipt of access card, the individual signs and dates the PMH221 form. The signed form is returned to PhotoID@pmh-mb.ca

Lost, Stolen or Damaged Access Card

1. If the access card was lost or stolen, the employee must complete an Incident Report
2. For lost or stolen access cards, or replacements due to damage not related to normal wear and tear, replacement charges must be paid at Finance/Business Office.
3. Manager/designate completes a Photo ID/Access Card Form (PMH221). Ensure the Incident Report number and cash receipt number (if applicable) are indicated on the form.
4. The form is emailed to PhotoID@pmh-mb.ca
5. The completed access card will be returned via interdepartmental mail to the manager/designate for distribution to the individual.
6. Upon receipt of access card, the individual signs and dates the PMH221 form. The signed form is returned to PhotoID@pmh-mb.ca

Requests for Changes

1. Manager/designate completes a Photo ID/Access Card Form (PMH221) when:
 - Staff changes positions/classifications
 - Staff changes departments or facilities
 - Staff go on or return from a Leave of Absence (maternity, extended unpaid, etc.)
 - A change to the existing card access granted is required
2. The form is emailed to PhotoID@pmh-mb.ca
3. The completed access card will be returned via interdepartmental mail to the manager/designate for distribution to the individual.
4. Upon receipt of access card, the individual signs and dates the PMH221 form. The signed form is returned to PhotoID@pmh-mb.ca

Terminations

1. Upon termination from PMH, the access card must be returned to the facility it pertains to (BRHC: Security Services, DRHC: Maintenance, SVHC: Maintenance)

RELATED MATERIAL

- [Appendix A, Photo ID/Access Card](#)
- [Appendix B, BRHC Card Access Levels](#)
- [PMH221, Photo ID/Card Access Form](#)

DOCUMENT HISTORY

Version	Changes
2014-Jul-24	New.
2019-May-29	Revised. Updated procedures, position identifiers and new PMH221 form.
2020-Nov-04	Revised. Update to procedures, addition of Appendix A and B.

Appendix A, Photo ID/Access Card

COMPLETING PHOTO ID/ACCESS CARD FORM (PMH221)

1. Obtain Photo ID/Access Card Form (PMH221)

Photo ID/Access Card Form is located within the Policies, Procedures and Guidelines catalogue or within the blue box titled "Photo ID or Access Cards" located within the shared [Security Services](#) SharePoint page.



2. Complete the form

a) The following fields are mandatory in order to submit the request:

Full Name | Employee Number | Department | Title | Base Site | Reason for Request

Photo Identification Request:

b) Under Photo Identification -> Reason for photo ID drop down box

Photo Identification:

Select the appropriate reason as to why you are submitting a request:

c) If the employee goes by a different name other than their legal name, indicate their preferred name as it is to appear on the badge.

Preferred Name/Name on Badge:

d) Select whether the employee would prefer a lanyard clip or retractable clip for their Photo ID.

e) Ensure the following section are completed:

- If request is due to **Information Change** -> ***complete section A***
- If request is due to a **Lost or Stolen ID/ and or Access card** -> ***complete section B***
- If request is due to Fading/ Damage -> ensure the employees old ID card is sent back to **Security BRHC/ N15** for destruction once receiving the new ID.

Access Card Request:

f) Under Card Access -> select the site (currently only Brandon to choose from)

Card Access:

 Site:

Under Reason for Card Access -> select the reason why you are submitting a request

Reason for Card Access
Change to access on Existing Card
Existing employee requiring new card access
New employee requiring card access
Replacement - Damage *Return Card to N15*
Replacement - Lost or Stolen *Complete Section A*
Other - enter here

g) Ensure the following are completed:

- If request is due to a **Lost or Stolen ID/ and or Access card** -> ***complete section A***
- If request is due to Damage -> ensure the employees damaged ID card is sent back to **Security BRHC/ N15** for destruction once receiving the new Access card


h) The Start Date and End Date Fields **MUST** be filled out if:


- The request is for a student is attending a PMH facility for their practicum
- Employee is in a term position

i) For access to BRHC:

The following check boxes are speciality or additional required access that will have to be checked off individually

For speciality or additional required access, please indicate area access is required to below:

 BRHC Basement Women's Locker Room
 Health Resource Centre

 Printers Only
 Bike Compound

★ **Note:** Checking "Printers Only" should only be used for a cardholder that requires no access to card access doors, but only requires a card to be used for printers

★ **Note:** Most Base Access Levels are automatically applied according to position. Manager/Designate please refer to Appendix B, BRHC Card Access Levels for information on base levels or additional access requiring authorization.

- j) For access to Brandon Fairview PCH: select the appropriate access level
Brandon Fairview PCH: Staff Access All Access
- k) For access to DRHC or SVHC: indicate in the comments the required access
- l) Under Other/Access/Comments:
Add any other information that will be helpful when submitting a request.

Other/Access/Comments:

- m) Authorization:
A Manager or Program Designate can authorize the request, sign (electronic preferably) and date. An employee can not sign for their own request.

Authorization:

Manager or Facility/Program Designate Authorization: Date:

4. Take a Photo

Take a clear photo of the individual to be used for their Photo ID:

- Against a blank wall (not brightly colored)
- Ensure there is good lighting and no shadows
- The photo should include from shoulders up and the head of the individual
- The individual should have their eyes open, and can smile if they choose
- Ensure the photo is clear and not blurred
- Take the photo in landscape orientation

5. Submit the Form and Photo

Once the PMH221 Form is completed with all necessary fields and authorization signature, attach the form to an email with the photo of the individual and email to photoid@pmh-mb.ca.

- a) The photo should be saved in JPEG format
- b) The subject line of the email should include the individual’s name (i.e. Photo ID request – John Doe)

6. Receive the Photo ID and or Access Card

- a) The Manager or Designate will receive the employee’s cards via interdepartmental mail. The employee must sign and date the PMH221 form, which is then to be returned to Security Attention: N15/ BRHC for tracking purposes.

Employee Signature:

Employee Signature upon receipt of Photo ID and/or Access Card Date:

PHOTO ID BADGES

Service Category or Classification as applicable	Includes <i>(serves as a guide, may not be all inclusive)</i>
Admin Support	Administrative Assistant, Executive Assistant, Program Assistants, Admin Secretary, Secretary, Communications, Finance, Human Resources, Information & Communication Technology, Unit Clerks
BioMedical Services	Bio Medical staff
BRHC Foundation	BRHC Foundation Staff
Cancer Care Manitoba (non-PMH badge)	Cancer Care Manitoba logo
Clinical Educator	Clinical Educator staff
Clinical Support	Utilization Coordinator
Diagnostic Services	Diagnostic Services staff (lab staff in PMH facilities)
Director	Director – includes First & Last Name
Dr. Gendreau (non-PMH badge)	Dr. Gendreau Personal Care Home logo
Westman Laboratory (non-PMH badge)	Staff at Westman Lab (with Diagnostic Services logo). Includes only First Name
Westman Laboratory Management (non-PMH badge)	Management at Westman Lab (with Diagnostic Services logo). Includes First & Last Name
Emergency Medical Services (EMS)	EMS Staff
Environmental Services	Housekeeping Aide, Laundry Aide
Health Care Aide	Health Care Aide, Nursing Assistant, OR Assistant
Home Care	Home Care Attendant, Tenant Support Worker, Home Care Support Worker, Resource Coordinator
Health Information Services	Health Records Clerks, Transcriptionists, Coders, Patient Registration
Information Communications Technology	ICT staff
Management	Manager, Regional Manager – includes First & Last name
Mental Health Services	Nurse II, III, IV, Psychiatric Nursing Assistant, Community Mental Health Worker, Proctor, Activity Instructor
MTCC (non-PMH badge)	MTCC logo. Front and Back badges.
Nurse	Nurse II, III, IV, V, LPN (includes Infection Control, Occupational Health etc.) Agency Nurses
Nurse Practitioner	Nurse Practitioner
Nutrition Services	Nutrition, Dietary Aide
Patient Safety Quality & Risk	Innovation and Quality Specialist, Decision Support Analyst, Patient Safety & Quality Improvement Coordinator
Pharmacist	Pharmacist
Pharmacy Assistant	Pharmacy Assistant
Pharmacy Technician	Pharmacy Technician
Physician	Physician
Primary Health Care	Primary Care Service Navigator, Community Health Facilitator, Health Promotion Coordinator, Registered Dietitian Educator, Midwives, Primary Care Nurse Practitioner, Housing Resource Worker
Public Health	Families First Home Visitor, Healthy Baby Facilitator/Coordinator, Insight Mentor/Coordinator, Public Health Nurse, Immunization Nurse
Recreation	Recreation Facilitators, Activity Aides, Activity Instructor, Activity Worker
Security	Protection Officers
Spiritual Care	Indigenous Spiritual Care Provider, Clergy, Chaplain

Service Category or Classification as applicable	Includes (serves as a guide, may not be all inclusive)
Ste. Rose General Hospital (non-PMH badge)	Ste. Rose General Hospital logo
Student (No Photo)	Name and "Student" only – no Photo
Student – Individual ID	For Students with a term greater than three months that require individual Photo ID
Supervisor	Supervisors – includes First & Last name
Support Services (SS)	Capital & Infrastructure, MDR, Driver, Electronic Health Records, Materiel Management, FES/Maintenance
Therapy Services	Dietician, Occupational Therapists, Physiotherapists, Respiratory Therapists, Social Worker, Speech Therapists
Volunteer Clergy	Volunteer Clergy
Volunteer Services	Volunteer Coordinator (for paid PMH staff- not actual Volunteers)
Volunteer Spiritual Care	Volunteer Spiritual Care
Winnipegosis (non-PMH badge)	Winnipegosis logo
Generic Badges (not assigned to an Individual - no photo/name)	
*Agency Nurse	Generic Agency Nurse badge
*COVID Support	Generic COVID Support badge
*Contractors	Generic contractors and vendors
*EMS Stations	Generic cards assigned to EMS Stations
*Locum Physician	Generic badge for Locum Physician
*Summer Student	Generic badge for Summer Students
*Volunteer	Generic Badge for Volunteers

Appendix B, BRHC Card Access Levels

This appendix lists the base access levels at BRHC. Managers/designates only need to indicate on the PMH221 form if their staff require anything in this appendix that is highlighted yellow (additional access requiring manager approval or specification of which base level for the department).

Base Access Levels	Identify on PMH221 Form	Additional Access	Authorization Required
Biomed	Need to specify which base level in comments on PMH221 form		
Biomed Rural			
CAP Staff			
Capital Planning			
CGP Staff			
Clinical Educator			
Clinical Nutritional Dieticians			
Diagnostic Services	Need to specify which base level in comments on PMH221 form	DI MRI	Requires manager approval
Diagnostic Services Portable			
DI Porters			
Electronic Health Records			
Facility Engineering Services		IT Lan Room	Requires manager approval
Fairview All Access	Need to specify which base level in comments on PMH221 form		
Fairview Staff			
Health Care Aide		Clinics	Automatically applied based on Department
		Emergency Department	
		GI/OCU	
		ICU	
		PEDS	
		POAC	
		SRMC	
	Surgical Suite		
Health Records/Patient Reg/Switchboard			
Housekeeping Staff		FES Limited	Requires manager approval
ICT Staff		IT Lan Room CSB-020	Requires manager approval
Lab Delivery Drivers			
Lab Staff			

Laundry Staff	Need to specify which base level in comments on PMH221 form		
Laundry Equipment Operator			
Materials Management			
Medical Device Reprocessing			
Mental Health	Need to specify which base level in comments on PMH221 form		
Mental Health Mobile Crisis Unit			
Midwife			
MTCC			
Nurse		Clinics	Automatically applied based on Department
		Emergency Department	
		GI/OCU	
		ICU	
		PEDS	
		POAC	
		SRMC	
		Surgical Suite	
Nursing Management (CTMs, Patient Services Managers, Utilization Coordinators)		Nursing Services Office	Requires manager approval
Nutrition Services	Need to specify which base level in comments on PMH221 form		
Nutrition Services Ward Stock			
Pharmacist			
Pharmacy Admin Staff			
Pharmacy Assistant		CSB-014F Vault	Requires manager approval
Pharmacy Technician		CSB-014F Vault	Requires manager approval
Physician		Physician Lounge - ER	Requires manager approval
		Physician Lounge - SRMC	Requires manager approval
		Physician Lounge - Anesthesia	Requires manager approval
Physician Residents		includes all Physician lounges	
Protection Officer			
Public Health			
Respiratory Therapy			

Spiritual Care			
Student		Clinics	Automatically applied based on Department
		Emergency Department	
		GI/OCU	
		ICU	
		PEDS	
		POAC	
		SRMC	
	Surgical Suite		
Therapy Services			
Unit Clerk		Clinics	Automatically applied based on Department
		Emergency Department	
		GI/OCU	
		ICU	
		PEDS	
		POAC	
		SRMC	
	Surgical Suite		
Volunteer			
Westman Cancer Care			