

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

PERSONNEL IDENTIFICATION BADGES

Purpose:

To establish a policy regarding employee identification badges.

Policy:

1. Every employee of the LSU Health Sciences Center will be furnished and required to wear an identification badge while on duty.
2. New employees will be furnished an identification badge during the orientation process by the UPD.
3. Employees who change names, position or department will be furnished a new identification badge.
4. Lost or damaged identification badges must be reported to the UPD for replacement. Replacement badges must be obtained by the next scheduled work day. Employees will be charged a \$ 5.00 replacement fee.
5. Identification badges remain the property of the LSU Health Sciences Center but are the responsibility of the employee.
6. The identification badge must be worn while on duty, displayed on the front portion of the outer garment, clearly visible and not obscured in any way. Exceptions may be made in sterile areas or where damage may occur.
7. Employees should carry their identification badge when visiting or conducting business at the hospital during off-duty hours.
8. Employees are required to present their identification badge upon request of any supervisor or university police officer.
9. Identification badges must be unaltered and free of any other material, ie, pins, stickers, etc.
10. The employee identification badge may not be used by any person for any purpose other than the individual to whom it was issued.

11. Employee misuse or alteration of the identification badge will be grounds for disciplinary action.
12. Employees must return their identification badge to the UPD upon termination of employment or a \$ 25.00 fee will be assessed.

BADGE COLOR DESIGNATION:

<u>Color</u>	<u>Category</u>
Red	Physician (faculty) MD
Gold	RN
Gray	LPN
Green	House Staff House Officers Residents Fellows
Orange	Nurse Practitioner CRNA Physicians Assistant
Purple	Staff (All Employees/Faculty/Student Workers)
Dark Blue	LSUHSC-S Students (Medical Students, Graduate, Allied Health)
Brown	Observers/Participants (other schools) with expiration date
Pink	Volunteer (visiting Chaplains)
Black	Contractors (with expiration date)
Light Blue	Job Corps (with expiration date)

NOTE: Students under facility contracts, ie, Nursing programs, Radiology Technologist, etc., shall wear identification badges issued by their sponsoring institution while doing rotations at LSU Health Sciences Center.

Administrator

Date

Written: 10/97
Revised: 8/01
Approved by Clinical Board: 9/18/01