(A) Policy statement

All employees of the University of Toledo who may come into contact with a patient are expected to obtain a University issued identification badge. Those individuals conducting official business on the university’s health science campus (employees, volunteers, students, contractors, and affiliates, credit union employees….) are required to wear identification badges indicating their correct name, title, position and department issued by auxiliary services in accordance with the guidelines below. Medical suppliers and pharmaceutical representatives who are routinely on campus (5 or great days per week) will receive an ID Badge issued by Auxiliary Services. Any medically supplier or pharmaceutical representative who is on campus less than 5 days per week will utilize the Vendor Mate system for identification and badging. Vendor Mate is administered by the Purchasing Department. All identification badges must be worn while working on or off the premises, when performing services relating to the health science campus. These badges also enables the holder to benefit from a variety of other uses and programs including, but not limited to the university libraries, rocket card programs, and identify them to our pharmacy.

(B) Guidelines for identification

(1) Category

(a) An individual’s relationship to the health science campus may be identified as follows:

(i) White with Red Bar Code, UT and UTMC logo, photo on right side; employee (including residents)
(ii) Grey square around name; volunteer
(iii) White with Red Bar Code, and Yellow Rocket; University of Toledo Student

(b) An affiliate’s relationship to the health science campus may be identified as follows:

(i) Violet square around name; on campus affiliate merchants
(ii) Black square around name; contractors
(iii) White with UTMC and UTP logo, photo on left side; associate physician of the University of Toledo Medical Center
(iv) White with UT and UTMC logo, title as “Guest”, “Consultant” or “Intern”; will delineate long term departmental guest, consultants or interns

(2) Description for Employees of the University of Toledo

(a) First names

First names will be on all name badges as listed from the Banner system. Any change from the listed name will require an update to Banner, which feeds nightly to the ID system.

(b) Last names

Last names are required for all name badges and will appear as listed from the Banner System, which feeds the ID system nightly. The following identified departments below will be treated as an exception due to work environment. For these departments, the first initial of the last name shall replace the full last name, i.e., John D. Current department exceptions that are recognized are:
   (i) Emergency department
   (ii) Psychiatry

(c) Licensure

Licensure is required to be displayed if you are licensed care giver, i.e., RN, LPN, PA, PT, OR, RT, MD, etc. In addition one degree (BS, BSN, MSN, MBA, etc.) or one certification (PTA, EMT, etc.) may accompany the last name if room permits. Licensure will appear as it is listed in the Banner system, any change from the listed licensure information will require an update to Banner, which feeds nightly to the ID system.

(D) Title

Title of the individual will appear as listed in the Banner system. Any change from the listed name will require an update to Banner, which feeds nightly to the ID system.

(E) Red Bar Code

The UTAD information contained in the red bar code that appears on the front of the ID badge will appear as listed in the Banner system. Any change from the listed UTAD information will require an update to Banner, which feeds nightly to the ID system.
(3) Identification badge display

Badges are to be worn in a conspicuous location above the waist. Badges worn around the neck should be worn high enough to prevent the badge from becoming a safety hazard and high enough to be viewed. All badges must be worn facing outward with the name, picture, department, title and state licensure visible. Identification badges may not be defaced in any way (i.e., stickers covering required information).

(C) Procedure

Identification badges are university property. If an employee forgets or loses their identification badge on any given workday, they are required to obtain a replacement prior to assuming (or resuming) their duties at the unit or department. Failure to wear the identification badge may result in disciplinary action, and the campus police reserve the right to question any individual not wearing an identification badge. All badges must be surrendered to the department prior to the individual ending their relationship with the university.

Identification badges for new and existing employees and affiliates are obtained by logging into MyUT. Departments will be responsible for submitting the online request for their guests and/or consultants.

Replacement identification badges are available. The requestor’s of a replacement badges will be assessed the then current University approved fee, unless the replacement badge is related to one of the following changes; title, department or credential change or if the badge is not the then current badge or if the photo or name is illegible due to normal wear and tear.

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policies superseded by this policy:</th>
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<tbody>
<tr>
<td>/s/ laj</td>
<td>Previous 3364-61-04, effective date January 1, 2008</td>
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<tr>
<td>Lloyd A. Jacobs, M.D.</td>
<td>Policy number changed from 3364-61-04 to 3364-40-23 to reflect change in responsible agent (from Police to Auxiliary Services)</td>
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<tr>
<td>President</td>
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<tr>
<td>December 2, 2011</td>
<td>Initial effective date: January 1, 2008</td>
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<tr>
<td>Date</td>
<td>Review/Revision Date: December 2, 2011</td>
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Review/Revision completed by:
Chief of Police, Director, Auxiliary Services

Next Review Date: December 2, 2014