

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 4951
VERSION: 2**

SUBJECT/TITLE: ADDITIONAL ID BADGES ON THE MATERNAL CHILD SERVICE

MD ORDER: YES [] NO [X]

POLICY: All Maternal Child Nursing personnel and registry personnel working within the Maternal Child Service are to wear a supplemental ID badge at all times while working on a Maternal Child Unit.

The issuance and control of these supplemental badges shall be the responsibility of the Maternal Child Clinical Nursing Director, or her appointed designee.

Employees and registry staff shall wear this additional ID badge in a prominently displayed position, under their *Olive View ID* badge, while on duty within the MCN Service.

These badges can be **randomly changed** by, and at the discretion of, the Clinical Nursing Director.

There will be additional badges in the Administrative Nursing Office for employees who are temporarily reassigned to a MCN unit for a given shift. The reassigned employee shall sign in and out for the badge during that shift. This will be done under the supervision of the Administrative Nursing Office Nurse Manager for that shift.

When an employee terminates employment or transfers out of the MCN Service, his/her badge will be returned to the Nurse Manager or the Clinical Nursing Director.

It is the responsibility of the employee to report any lost or stolen badges to the Nurse Manager or Clinical Nursing Director.

All registry staff will obtain their additional MCN ID badge from the Nursing Administration Office when they sign into the Log Book at the beginning of their shift, and return the badge when they sign out at the end of their shift..

All employees will sign out for their badges each time they are issued. These sign-out logs will be kept by the Clinical Nursing Director.

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PURPOSE: To assure additional identification and security within the Maternal Child Nursing Service.

DEPARTMENTS: Medicine, Nursing 3D- Fetal Assessment

DEFINITIONS: Maternal Child Service (MCN): Administrative Nursing Office (ANO)

PROCEDURE:

References: National Center for Missing and Exploited Children: An Analysis of Infant Abductions, March 1995. National Center for Missing and Exploited Children. For Healthcare Professionals: Guidelines on Prevention of Response to Infant Abduction. Fifth Edition. June 1998 and Sixth Edition June 2000. Safeguard Their Tomorrow's Literature.	
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