**Security – Staff ID [QSI Ref: XR-104]**

**Descriptor:**

Departmental security – staff identification (ID).

**Background:**

All staff should wear identification badges so that:

• Patients and staff will know with whom they are dealing

• Visitors (and others who are not staff members) will be more easily identified and, if needs be, challenged

• Improved monitoring of departmental security both in and out-of-hours is possible

## The Cycle

**The standard:**

All members of staff in the Department of Clinical Radiology (employed or voluntary) and all official visitors should be wearing hospital-approved identification badges which are in date, in view, and legible.

**Target:**

100%

## Assess local practice

**Indicators:**

Percentage of staff and official visitors who are wearing hospital-approved identification badges which are in date, in view and legible.

**Data items to be collected:**

• This is a blitz or sprint audit

• All staff should be surveyed at a random time and date

• All staff levels (clerks, secretaries, porters, radiographers, doctors, nurses) should be surveyed and also official visitors

• No warning should be given and the audit can occur in or out-of-hours

**Suggested number:**

All staff (employed or voluntary) and all official visitors in the department at the time of the blitz audit.

**Suggestions for change if target not met:**

• Make sure that the ID policy requirements are widely known

• Make sure that locum staff and visitors are given IDs

• All visitors should be encouraged to report to departmental reception for allocation of visitor ID badges (booked in and out)

• The ID policy should be part of the induction process for all staff

• Senior staff should take on the responsibility of ensuring that their staff are wearing their IDs at all times

• All staff should be encouraged to challenge courteously non-ID-wearing personnel - particularly out-of-hours

• Warn visitors and locums in their appointment letters that they will be expected to wear an ID badge

**Resources:**

• Simple proforma

• Audit officers to carry out the blitz audit (2 hours)

• Analyse and prepare the results for presentation (1 hour)

**References:**

1. National Association of Health Authorities & Trusts. National Association of Health Authorities & Trusts. Security Manual. London: NAHAT, 1992:134–43.

**Editor's comments:**

Some hospitals now incorporate security access devices in ID badges. This greatly improves the number of staff wearing badges as they are otherwise unable to access the secure areas.

**Submitted by:**

Taken from Clinical Audit in Radiology 100+ recipes RCR 1996, updated by CRASC 2007, CRAC 2014 and P Mehrotra 2020

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