

GRADUATE MEDICAL EDUCATION  
POLICIES FOR HOUSE STAFF

NAME BADGE

All residents and students are required to wear an LBMMC/MCH photo identification badge at all times. On the last day of your rotation (exit date of training) please return the photo ID to the Graduate Medical Education office or in the mail box located outside the main entrance of the GME office.

**PROCEDURE:**

1. The Graduate Medical Education (GME) office approves all badge requests for residents, medical students and physician assistant students rotating to the Medical Center in one of the approved medical education programs. The badge is granted after the trainee has completed the required check-in paperwork through the GME office.
2. Upon completion of the resident/student check-in orientation, GME will have the trainee report to the Security office for a badge. At that time, the resident/student will be photographed, their personnel data verified (including vehicle license number), and an identification badge will be issued.
3. Identification badges must be worn and displayed at all times while on campus, including all offsite buildings managed by the Medical Center. Resident/students not wearing appropriate identification badges will be issued a citation. The first incident will result in a warning. The second incident may result in a three-day suspension and the third incident may be grounds for termination from the Medical Center.
4. It is the resident's responsibility to notify the Security Department and the GME office of any lost or stolen badges. Failure to report a lost or stolen I.D. badge within 24 hours may be cause for appropriate disciplinary action.
5. Resident and students must surrender their I.D. badge upon the request of any medical center Security Officer while on campus. Failure to do so will be considered insubordination and is a cause for disciplinary action.
6. Possession or use of another residents or students I.D. badge is prohibited.
7. At the end of the term, the student, intern or resident must turn their badges in to the GME office.