I. **PURPOSE**

Clinical clerks are required to wear their hospital photo ID badges as requested by the hospitals.

II. **DEFINITIONS**

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<tr>
<th>LHSC</th>
<th>London Health Sciences Centre</th>
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<tr>
<td>WRH</td>
<td>Windsor Regional Hospital</td>
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III. **STATEMENT**

1. An authorized LHSC hospital photo ID badge request form will be included in the clinical clerks’ orientation packages.

2. London clerks will take the authorized form to the LHSC Customer Service Office to have their photo taken. At University Hospital, this office is located in the basement – Room CLL-102. At Victoria Hospital, this office is located directly below Tim Horton’s – E1-501.

3. Windsor clerks will continue to use the hospital ID badge that was provided to them at orientation in Year 1.

4. A Year 3 sticker will be provided to Windsor clerks during clerkship orientation week which should be placed on the ID badge under the student’s name.

5. Clerks must wear their hospital photo ID badge at all times when in the hospital. It must be clearly visible.

6. Clerks must also wear their Western student photo card at all times.