

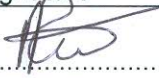




TITLE: HPC Registrant ID Card Policy			
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This policy applies to all HPC registrants and other workers engaged at the HPC Office.
The above will be referred to as "card holders" in the rest of this document.

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1.0 Introduction

- 1.1 The Health Professionals Council (Seychelles) is vested the responsibility to ensure that all registered allied health professionals in the community are easily identifiable to the public and their customers. To ensure that this is applied, the HPC operates a number of measures to ensure that the public and the professions are protected from fraudulent acts which can jeopardize the quality of allied healthcare service delivery. One measure is this card policy which states that all registrants and employees of the HPC must wear their Registrant ID badges whilst in the service area, which implies the place of work, or whilst offsite offering extended services related to their profession.
- 1.2 All card holders must operate within this policy and procedural framework and are accountable for their action.
- 1.3 The purpose of this policy and the registrant ID cards is to ensure that allied health professionals are easily identifiable. Information contained on the card will allow the public or any service user to know the name, registration number, profession and registration validity of the card holder. The web address also displayed on the card will allow access to the online register. From the web page, web visitors can also view the other functionalities of the site including the complaint mechanism.

2.0 The Policy

- 2.1 It is the policy of the Health Professionals Council that registrants and HPC employees must wear their ID card in a visible manner at all times whilst in the service area and/or offering their services to the public. There are two (2) options for wearing the ID badge:
- (i) Using a lanyard – Lanyard will be provided by the Health Professionals Council. It should be worn around the neck with the photograph on display;
 - (ii) Using a clip-on – Clip-ons will be provided by the Health Professionals Council. It can be clipped to the shirt, coat or blouse pocket or similar locations. It should be easily visible from the front, with the photograph on display.

Registrant ID cards should not be hidden, for example inside the pocket of a shirt or a jacket. This is now a mandatory requirement. It is not acceptable to leave your staff ID card at home as it must be worn whilst on duty.

- 2.2 The HPC provides all new HPC staff and registrants with an ID card free of charge. It also provides either a lanyard with pouch or a clip-on pouch, but not both.

3.0 Implementation

- 3.1 The HPC requires all registrants to cooperate with this policy. Employers should remind staff of the requirement when staff are not wearing their ID card.
- 3.2 Registrant ID cards and accessories remain the property of the Health Professionals Council. Any attempt to alter the use of an ID card is a disciplinary offense.
- 3.3 HPC reserves the right to use data obtained from registrant ID cards in any disciplinary investigation.
- 3.4 All registrants and HPC staff will be issued an initial ID card at no cost.

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- 3.5 Registrant ID cards must be returned to the HPC office on the date of expiration. If renewing registration, the applicant will be provided with a new ID card at no cost, provided the registrant is granted renewal of registration.
- 3.6 In case an ID card gets stolen or lost, the registrant will have to bear the cost for a replacement.
- 3.7 Stolen, lost or damaged ID cards will be replaced by the HPC office and a fee of SCR100/- will be charged at time of issue. Registrants or HPC staff can pay by cash or cheque. Please note that this payment is non-transferable and non-refundable.
- 3.8 In case of change of name, the card holder will be issued with a new card at no cost, provided the member of staff returns the old card. Additionally, the card holder must supply a copy of the official paper(s) certifying the change of name.

4.0 Responsibilities

4.1 Staff responsibilities

- 4.1.1 It is essential for all involved in the HPC to promote adherence to and assistance in operating this policy.
- 4.1.2 Registrants should not take any actions, which are outside the law or in breach of HPC policies, procedures, guidelines or codes of ethics and conduct.

4.2 Employers' responsibilities

- 4.2.1 Employers are responsible for implementing and monitoring this policy within their areas of responsibility and for ensuring that those for whom they are responsible are aware of and comply with the policy.
- 4.2.2 Employers should notify and seek guidance from the HPC regarding any breach of this policy.

5.0 Implementation, Monitoring and Review

- 5.1 This policy will take effect from 1st November 2017 and will be reviewed after three (3) years or earlier, as required.

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