



**Government of Samoa**



# **MINISTRY OF HEALTH STAFF IDENTIFICATION CARD POLICY AND PROCEDURES**

**Ministry of Health**

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## **INTRODUCTION:**

The Ministry of Health is committed to providing a safe and secure work environment for its employees and visitors. The proper issuance and display of identification cards, is one way to create a safer and more secure work environment.

A standardized identification card also readily identifies the Ministry of Health staff when they visit other government premises and organizations.

## **OBJECTIVE:**

The main objectives of this policy document are to:

- (i) help ensure a safe and secure work place by readily identifying Ministry of Health staff and by providing an identification card that is difficult to tamper with or duplicate; and
- (ii) enable the public, government ministries and corporations and others to clearly recognize the Ministry of Health staff by means of an identification card.

## **APPLICATION:**

This policy applies to all Ministry of Health staff.

## **POLICY DIRECTIVE:**

Each staff member of the Ministry of Health (MOH) is issued an Employee Identification (ID) card which serves as proof of status with MOH.

This MOH staff identification card will be issued to its staff on their first day of employment with the employee's photo, name, designation and division in which the employee works.

The card must be maintained and carried by the staff the entire period that they are affiliated with MOH. The non-compliance will limit accessibility to MOH facilities and/or may result in disciplinary action.

This identification card is the property of MOH and must be presented upon the request of an appropriate MOH official and may also be revoked at any time by MOH management.

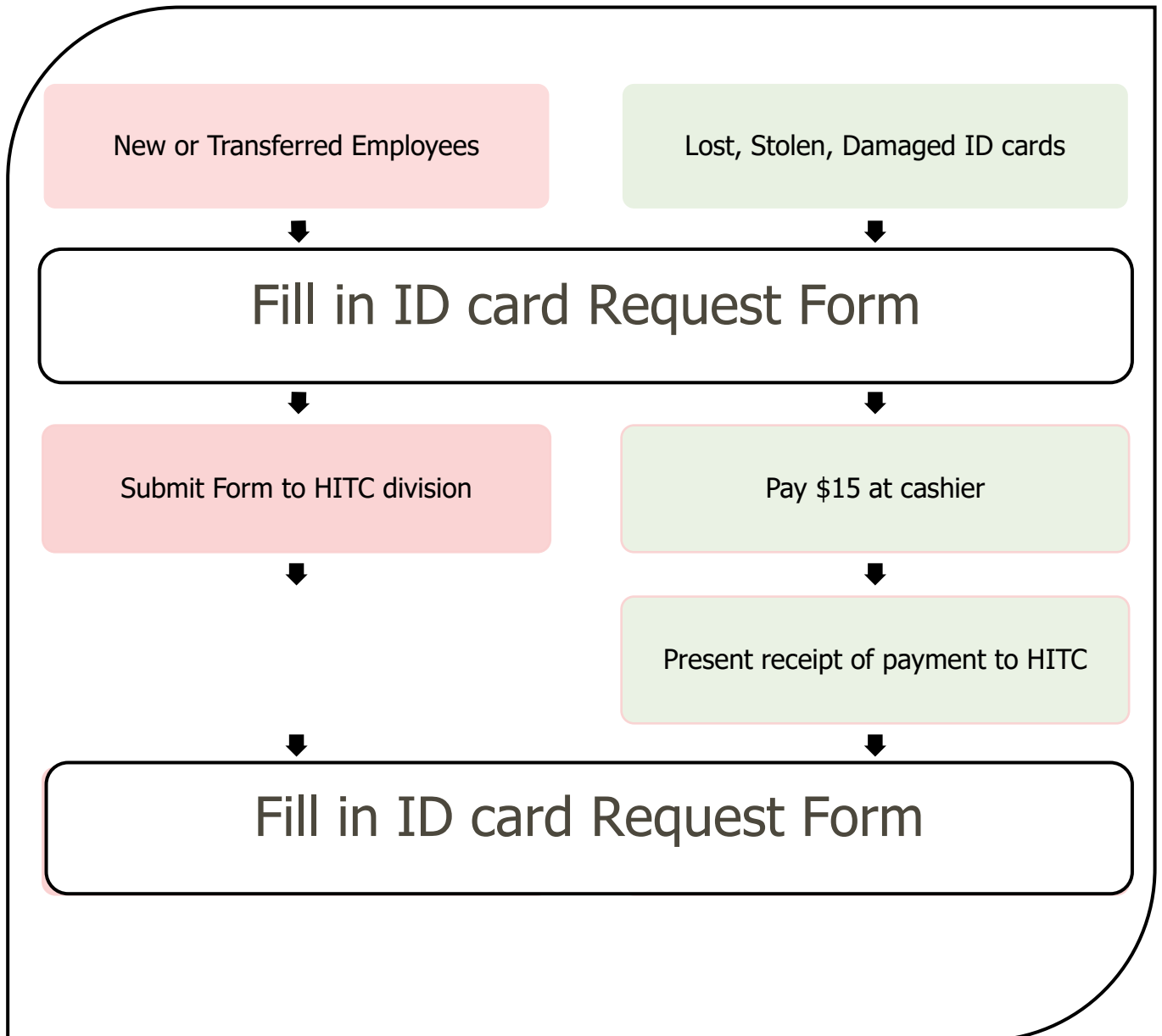
All employees of MOH are expected to fully comply with all provisions of this policy. Any alteration, falsification, transfer or forgery of a MOH ID card constitutes a violation of MOH policy and may result in disciplinary action. In addition, fraudulent or illegal use of the MOH ID card may result in criminal charges.

## 1. GUIDELINES

- 1.1 All staff members of MOH are required to wear the MOH ID in plain view while on the MOH premises.
- 1.2 MOH Staff should wear their ID when hosting or appearing at functions or events as well as when they are conducting official business in the community.
- 1.3 The ID Must be used ONLY by the individual to whom it was issued. Employees may not “borrow” their ID to anyone for any reason.
- 1.4 Staff members shall surrender the ID badge to their supervisor upon resignation, termination of employment, beginning an extended leave of absence, or when requested.
- 1.5 Upon suspension, an employee must turn in their ID to their supervisor pending return to work.
- 1.6 Staff members are responsible for safeguarding their own ID. Lost or stolen ID's should be reported immediately to the employee's supervisor or divisional lead, who is responsible for reporting the lost or damaged ID to the HITC Division.
- 1.7 New ID cards will be issued at no cost to employees who receive a transfer, promotion, demotion etc. to a different division.
- 1.8 New ID cards will be issued after 2 years of original issue date.
- 1.9 A fee of \$15 will be assessed to replace all lost, stolen or damaged cards.
- 1.10 MOH cards found by a non-owner should be returned to the HITC Division as soon as possible.


## 2. PROCEDURE

The diagram below illustrates the procedures that all MOH staff should be aware of when request for MOH staff identification card.



### 3. MOH STAFF ID CARD REQUEST FORM

All MOH staff members requesting for Identification card should fill the form below from the Health Information and Communication Technology Division.

 Ministry of Health	<h2 style="margin: 0;">MINISTRY OF HEALTH</h2> <h3 style="margin: 0;">ID Card Request Form</h3>	
Date:	Date of Birth:	
Name:		
Job Title:		
Section/Unit:		
Division:		
Contact Telephone Numbers:		
Employee Number:		
Type of Card: <input type="checkbox"/> New <input type="checkbox"/> Replacement	Reasons for Replacement: <input type="checkbox"/> Lost / Stolen / Damaged <input type="checkbox"/> Expired <input type="checkbox"/> Department Change <input type="checkbox"/> Job Title Change	
Receipt Number:		
I am aware that replacement of a lost, stolen or damaged ID is subject to a fee of \$15. Any replacement due to job title change, department change will not be assessed a fee. Upon termination, retirement or suspension, all IDs must be turned in to your supervisor.		
...../...../..... <i>Date</i>	_____ <i>(ID owner Signature)</i>	
<b>FOR ICT USE ONLY</b>	Date form Received: ____/____/____	Date Job Processed: ____/____/____
Comments:		
Processed By:		
Hospital Information Technology & Communication Division Ministry of Health		

#### 4. FEES

The table below presents the fees charged on the staff member depends on the identification status:

Description	Charges
Full replacement (ID, Pouch, Lanyard or Clip)	SAT\$15.00
ID Replacement Only	SAT\$10.00
Pouch Only	SAT\$5.00
Lanyard Only	SAT5.00

#### ACCOUNTABILITY

Managers and Assistant Chief Executive Officers for all divisions of the Ministry of Health are responsible for ensuring compliance of the staff with the requirements established by this policy for the use of MOH Staff Identification Cards.

Principal Officers are responsible for ensuring that their sections' staff are made aware of this policy and for complying with the policy.

All MOH staff members are responsible for complying with the policy.

#### MONITORING

All divisions are responsible for complying with this policy. The Health Information and Communication Technology Division may periodically conduct audits of staff performance management practices to ascertain compliance by MOH staff with this policy.