

TRAIN-THE-TRAINER I. D. BADGING PROCEDURE

7/20/17

Trainer

- A. Directly trained by the Hospital in CLASP since last November 30
- B. Deemed qualified by their employer to train only others within their company.

Certification to the Hospital

- A. Email the certification to JHHFacCLASPTraining@jhmi.edu. In the email state the name of the trainer and attach all the ID Badge Request Forms. Each pdf file must only have one ID Badge Request Form in it for us to sign electronically.
- B. State the name of the trainer.
- C. Completed trainee "Facilities I. D. Badge Request Form(s)"
- D. During flu season (roughly October through April)
 - 1. Flu vaccination document
 - 2. Or "MEDICAL EXCEPTION FROM INFLUENZA VACCINATION"

Obtaining ID Badge, Emergency Information Card and Flu Vaccination Tag

- A. Hospital returns the approved "Facilities I. D. Badge Request Form(s)" to the company with an electronic signature.
- B. A hard copy of the approved "Facilities I.D. Badge Request Form" and a photo i. d. is presented to the security department (see Badging Offices below) of any campus to obtain the badge and Emergency Information card.
- C. To get access at a second campus, to the badging office and also give them a copy of the "Facilities I. D. Badge Request Form."
- D. During the flu season a colored tag will be issued along with the badge, except at JHH the colored tag will be issued at the Front Desk in B-120 Billings Basement. Give them a hard copy of the "Facilities I. D. Badge Request Form(s)."

Badging Offices Hours are M-F 8 AM – 4 PM

JHH (badge only) 108 Nelson, 600 North Wolfe Street, Baltimore, MD 21287
(tag only) B-120 Billings Basement

Bayview Administrative Services Building, Badging Office, main lobby
4940 Eastern Ave., Baltimore, MD 21224

HCGH Main lobby, 5755 Cedar Lane, Columbia, MD 21044

Questions

- Email JHHSFacCLASPTraining@jhmi.edu
- Call Terry Ford (410) 955-9814 or Paul Matuska (410) 955-4154