 Department of Health Government of Nunavut		<b>NURSING POLICY, PROCEDURE AND PROTOCOLS</b>	
		<b>Community Health Nursing</b>	
<b>TITLE:</b>		<b>SECTION:</b>	<b>POLICY NUMBER:</b>
Client Identification for Clinical Care		Nursing Practice	07-018-00
<b>EFFECTIVE DATE:</b>	<b>REVIEW DUE:</b>	<b>REPLACES NUMBER:</b>	<b>NUMBER OF PAGES:</b>
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<b>APPLIES TO:</b>			
Healthcare Providers			

### 1. BACKGROUND:

The Department of Health (Health) recognizes that safe health care starts with delivering the intended interventions to the right person.

### 2. POLICY:

2.1 Each healthcare provider must ensure that all clients are properly identified prior to any care, treatment or services provided.

### 3. PRINCIPLES:

A system for positive identification of all health centre clients fulfills four (4) basic functions:

- Provides positive identification of clients from the time of arrival.
- Provides a positive method of linking clients to their health records and treatment.
- Minimizes the possibility that identifying data can be lost or transferred from one client to another.
- Improves the accuracy of client identification.

### 4. DEFINITIONS:

Healthcare Provider: refers to any regulated or unregulated healthcare worker in health centres.

### 5. GUIDELINE 07-018-01 CLIENT IDENTIFICATION STRATEGIES

5.1 When a client's health record is created, a client specific identification label must be created. The label must include the client's full name, facility identification number, health insurance number, date of birth, and gender.

5.2 All health centre-approved forms and records must have the client's identifier information entered, either by a label or by hand in the case of hard copy records.


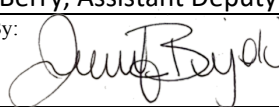
5.3 Before any procedure is carried out, the healthcare provider must verify the following two (2) identifiers from the health record or health insurance card to ensure that the right client is being treated:

- Client name
- Client date of birth

5.4 Client identification must be confirmed using the two (2) identifier system prior to conducting any healthcare procedures. Procedures may include but not be limited to:

- Transfusion of blood or blood components.
- Obtaining blood or other specimens from the client. Specimen samples obtained from the client must be labeled using the two (2) identifier system in the presence of the client.
- Performing a treatment.
- Performing a diagnostic test (i.e., a diagnostic radiographic study)

5.5 When hard copy health records are pulled, the office support staff (Clerk-Interpreter, Reception, Records Clerk) will verify the progress notes and flowsheets are clearly marked with the client's identifier information before delivering the chart to the healthcare provider.

Approved By: 	Date December 12, 2021
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