1. **Applicability**
   
   All visiting individuals, except casual visitors, shall be registered through the host department, school, center or institute as an Escorted or Unescorted Visitor (See Visitor Policy Processes and Procedures). Examples include: visiting scientists, visiting clinicians, visiting consultants, invited students and guests, and others who are at OHSU without an official appointment. If the non-casual visitor is not registered as either an Escorted or Unescorted Visitor, the individual does not have authorization to be at OHSU.

2. **Definitions**

   A. **Escorted Visitor**

   1) Characteristics of an Escorted Visitor (all must apply):

      a) Length of assignment spans less than 30 days (Note: this is not based on the number of days on OHSU property, but based on the length of assignment);

      b) One primary OHSU employee assigned to act as the escort — this escort must accompany the visitor at all times, except when the visitor is conducting work in an office or conference room and does not leave the area without escort;

      c) Does not provide patient care, or have an active role in research activities;

      d) Presence or activities that do not require an OHSU ID badge;

      e) Does not have direct access to OHSU electronic systems or restricted OHSU information; and

      f) Does not meet the definition of an “Unescorted Visitor.”

   2) Examples of activities of an Escorted Visitor include (not limited to):

      a) Activities limited to observation (this could include observation of patient or human subject interactions);

      b) Media presence for a Strategic Communications approved purpose;

      c) Vendors who do not meet any Unescorted Access characteristics (Note: those who are here for brief delivery,
service, maintenance, or similar routine functions are addressed under the Casual Visitor category – See OHSU Compliance Matrix)

d) Coming to OHSU to provide a lecture or series of lectures for a class; or
e) Auditors, inspectors, surveyors, or study monitors reviewing OHSU operations or research activities for the purposes of assuring compliance with legal, regulators, certification or accreditation requirements

B. Unescorted Visitor

1) Characteristics of an Unescorted Visitor:

a) Length of assignment spans more than 30 days (Note: this is not based on the number of days on OHSU property, but based on the length of assignment);

b) One primary OHSU employee assigned to act as daily supervisor, but can move around OHSU property unescorted;

c) Presence or activities that require an OHSU ID badge; and

d) All characteristics of an Escorted Visitors are not met (see section A.1 above).

2) Examples of activities of an Unescorted Visitor include (not limited to):

a) Performing compensated or uncompensated work for OHSU while not defined as any other OHSU Member (reference OHSU Compliance Matrix);

b) Access to protected health information (PHI - not incidentally or accidentally); or OHSU restricted information subject to a legal obligation to maintain confidentiality;

c) Presence in or access to high-risk/security areas/information;

d) Access to the OHSU computer network;

e) Any performance of human subjects research activities;

f) Any performance of animal subjects research activities;

g) Any direct intervention with or treatment of patients (OHSU clinical privileges are required for any direct intervention with or treatment of patients); or

h) Additional characteristics, as determined by the Director of Public Safety, a Director of Human Resources, and/or the OHSU Information Privacy or Security Officer.
Related Policies or Procedures:
- OHSU Policy 07-90-001, Identification Cards
- OHSU Compliance Matrix
- OHSU Visitors Policy Processes and Procedures

Related Forms: Healthcare Observer and/or Shadow Guidelines and Agreement Form

Responsible Office: Public Safety