

Policy Number: 07-15-010
Policy Title: OHSU VISITORS
Effective Date: March 27, 2015

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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