

OHSU Integrity Office, Human Resources, and Public Safety Policy

OHSU Visiting Scientists & Other Affiliates

Effective Date: October 1, 2003

This policy applies to visiting scientists, visiting clinicians, visiting consultants, invited students and guests, and others who are at OHSU without an official appointment.

Procedure: Departments/departmental administrators define visitors by type and duration of access to OHSU and areas to be accessed. The three categories for visitors are: **Unescorted Visitor, Escorted Visitor, and Casual Visitor**. The following characteristics for these categories are provided as examples and are not prescriptive lists. Common sense and case-by-case judgment are appropriate for the department decision maker when visitors are invited to OHSU.

Example Characteristics of **Unescorted Visitor** (any one is sufficient to define Unescorted Visitor):

- Doing work for OHSU (compensated or volunteer and other than as defined in Escorted Visitor)
- Accessing protected health information (PHI - not incidentally or accidentally)
- Accessing confidential/proprietary information
- Receipt of an OHSU ID badge
- Here daily for greater than 30 days
- Presence in/access to high-risk/security areas/information
- Access to the OHSU computer network
- Any performance of human subjects research activities
- Any performance of animal subjects research activities
- Any direct intervention with or treatment of patients [OHSU clinical Privileges are required for any direct intervention with or treatment of patients.]
- Additional characteristics, as determined by the Director of Public Safety or designee, a Director of Human Resources, and/or the OHSU Information Privacy or Security Officer

Example Characteristics of **Escorted Visitor**:

- None of the Unescorted Visitor characteristics are present or specific pre-approval of a waiver by the Director of Public Safety or designee
- Activities limited to observation (this could include observation of patient/human subject interactions)
- Media presence for Strategic Communications-approved purpose
- 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)
- Coming to OHSU to provide a lecture or series of lectures for a class and not accessing patient/subject or other confidential information

- Interactions with patients or subjects that are incidental, casual, or social in nature
- Presence only in low risk areas that do not contain confidential information
- Here for a special event such as “Bring Your Child to Work Day” or a similar event and will not be engaged in any activities characteristic of an Unescorted Visitor

Example Characteristics of Casual Visitor:





- Patient
- Approved visitors to patients or other providing assistance to a patient
- Job applicant/interviewee
- School applicant/interviewee
- Delivery people (mail, materials, patients, etc.)
- Sales representatives who are here for brief visits. See Policy # HC-LD-131-POL [Vendor Representative](#)
- Attendees at OHSU sponsored/sanctioned events open to the public or specific groups (public lectures, meetings, seminars, events, etc.)
- Social visits to OHSU employees/students that are limited and appropriate to the area being visited (Note: Only persons with Unescorted Access may invite guests)

Protocol:

For Unescorted Visitor:

(Note: It is recommended that a department administrator facilitate the completion of items 1 through 4 in advance of the visitor’s arrival to OHSU. Facsimile signed forms are allowed and are to be included with the visitor’s department file. Efforts should be made to obtain the original forms. Allow a minimum of 3 to 5 days for the Background Check to be completed; out-of-state or foreign country checks could take longer. Visiting medical students who have completed the SoM screening and registration process are granted Unescorted Access without further screening per the protocol below.) The OHSU Affiliate Information Sheet (#1 directly below) includes instructions on where documents are to be forwarded.

1. Complete OHSU Affiliate Information Sheet included in the instruction packet for your location;

Main Campus	Affiliate Checklist 	Affiliate Checklist-Main Campus 
West Campus	Affiliate Checklist 	Affiliate Checklist-West Campus 
2. Complete and submit a the Background Check Request Form: http://ozone.ohsu.edu/hr/docs/background_disclosure.pdf;
3. Notify the visitor that he/she will receive an e-mail from our vendor, Pre-Employ, to initiate the background check. The visitor must respond to this e-mail with the requested information and authorization before the background check can be run.
4. Obtain a Public Safety e-mail confirmation of the Background Check clearance; and

5. Obtain an OHSU Access and ID Card:
http://ozone.ohsu.edu/parking/pages/id_access.shtml.
6. Sign an Intellectual Property Assignment Agreement:
<http://www.ohsu.edu/xd/about/services/human-resources/working-at-ohsu/upload/Confidentiality-and-Intellectual-Property-Assignment-Agreement.pdf>
7. Visiting clinicians must also have an excluded/debarred screening completed.

The following also, must be completed as appropriate:

1. Responsible Conduct of Research Education:
<http://www.ohsu.edu/research/rda/rcr.shtml>;
2. HIPAA education: <http://www.ohsu.edu/xd/about/services/integrity/training/>;
3. Fraud and Awareness-Professional Compliance course in Big Brain:
<https://bigbrain.ohsu.edu>;
4. Conflict of Interest in Research disclosure: <http://www.ohsu.edu/research/rda/coir/>;
5. Attest to Patient Confidentiality Statement located within the Integrity Education Booster Course in Big Brain: <https://bigbrain.ohsu.edu>
6. Complete a Computer/Network Access form via the Computer Access Request System at: <https://cars.ohsu.edu/CourionARMS/AspxCommon/PortalHome.aspx>
7. Communicable Disease Screening and Immunizations [Note: If unescorted visitor will have direct contact with patients, human subjects or non-human primates the department must ensure compliance with [OHSU Policy No. 03-30-130](#)]
8. Obtain Privileges for Patient Care: <http://ozone.ohsu.edu/healthsystem/dept/mso/>

(Note: All of the above may be done by the visitor prior to arrival at OHSU.)

Please see Appendix A for an OHSU healthcare member matrix in Access Authorization to Electronic Restricted Information:

<http://ozone.ohsu.edu/cc/sec/isp/00009.pdf>

For Escorted Visitor (must do all):

1. The hosting department must approve of the visitor’s presence (department chair, dean, or director approval is appropriate);
2. The hosting department must be aware of the areas of OHSU being accessed and agree that this access does not meet the definition of “Unescorted Visitor;” and
3. Visitors must receive a copy of the card entitled “Privacy: A Priority at OHSU – Guidelines for Visitors.” To request Privacy Cards for distribution in your area, please send a request to oips@ohsu.edu. The subject line should read “Privacy Card Request”. Please be sure to specify the number needed, the correct mail code, and a contact name.

“Escorted” means that an identified, responsible person who has Unescorted access to OHSU generally supervises the visitor. General supervision could include being aware of the visitor’s whereabouts and actions; knowing what laboratories, classrooms, clinical areas, animal facilities, or other parts of OHSU are being accessed by the visitor; not permitting access to OHSU’s electronic systems without appropriate levels of approval; and not permitting any activities defined under “Unescorted Visitor.

For Casual Visitor

No supervision, background checks, or privacy education is required. Whenever possible and appropriate, these visitors may be provided with a copy of the card entitled “Privacy: A Priority at OHSU – Guidelines for Visitors.” To request Privacy Cards for distribution in your area, please send a request to oips@ohsu.edu. The subject line should read “Privacy Card Request”. Please be sure to specify the number needed, the correct mail code, and a contact name.

Related policies, procedures and forms

- **Document Change History**
- **Healthcare Workforce Compliance Requirements Policy and Procedure**

Revision dates: 7/07/2004; 2/15/2011

Responsible office: OHSU Integrity Office, Human Resources, Public Safety
