Federal Work Study Employees

- Federal Work Study Employees: OHSU Students that are registered as Federal Work Study Employees.
- Temporary paid and non-paid employees through faculty (RightSourcing).
- Temporary paid and non-paid through faculty, faculty contact assigned by the Department and Human Resources (HR). Non-paid, OHSU requires a supervised by Voluntary Services.
- Voluntary work supervised by the Supervisor of Academic Affairs.
- OHSU required payments to aVoluntary Services Office.

Non-Paid Employee

- Non-student, but not an employee of OHSU, is to be supervised by an OHSU employee.
- Non-student, but not an employee of OHSU, is to be supervised by an OHSU employee.
- Non-student, but not an employee of OHSU, is to be supervised by an OHSU employee.
- Non-student, but not an employee of OHSU, is to be supervised by an OHSU employee.

HR/Research Residents

- HR/Research Residents: OHSU employee, and ensuring compliance with applicable OHSU policies.
- To the requirement of the assigned supervisor.
- To the requirement of the assigned supervisor.
- To the requirement of the assigned supervisor.
- To the requirement of the assigned supervisor.

OHSU Students

- OHSU students are supervised by the Director of Volunteer Services.
- OHSU students are supervised by the Director of Volunteer Services.
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- OHSU students are supervised by the Director of Volunteer Services.

Contracted Employees

- Contracted employees are supervised by the Director of Volunteer Services.
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- Contracted employees are supervised by the Director of Volunteer Services.

Volunteers

- Volunteers are supervised by the Director of Volunteer Services.
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Contracted Volunteers

- Contracted Volunteers are supervised by the Director of Volunteer Services.
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- Contracted Volunteers are supervised by the Director of Volunteer Services.
- Contracted Volunteers are supervised by the Director of Volunteer Services.

Non-employee Vendor Personnel

- Non-employee Vendor Personnel: OHSU required payments to aVoluntary Services Office.
- Non-employee Vendor Personnel: OHSU required payments to aVoluntary Services Office.
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- Non-employee Vendor Personnel: OHSU required payments to aVoluntary Services Office.
- Non-employee Vendor Personnel: OHSU required payments to aVoluntary Services Office.

All personnel must be supervised by an OHSU employee.

Social Security Number 320 (OHSU personnel, or volunteers)

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Non-Paid Employee

- Non-Paid Employee: OHSU personnel, or volunteers
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- Non-Paid Employee: OHSU personnel, or volunteers
- Non-Paid Employee: OHSU personnel, or volunteers

All personnel must be supervised by an OHSU employee.

Fiscal/Accountability

- Fiscal/Accountability:
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- Fiscal/Accountability:
- Fiscal/Accountability:

All personnel must be supervised by an OHSU employee.

OHSU Compliance Matrix

- OHSU Compliance Matrix
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OHSU compliance is completed and managed through OHSU’s Contracting Office.
Federal Work Study Employees

• Required
• Follow guidelines in OHSU
• Required; refer to contract to
• Not applicable
• Defined at the position level
• Required for those who will have
• Not applicable
• Required to have clinical
• See your mission area policies on
• Not applicable
• Not applicable
• Required
• See your mission area policies on
• Not applicable

Contracted Temporary Labor

• Not applicable

Volunteers

• Required
• Defined at the position level

Non Employee Vendor Personnel

Patient and/or Casual Visitor (of patients)

Record Retention
(Occupational Health reserves the right to reassess risk code status &
Occupational Health Certifications (ex: BLS, ACLS, PALS)

Record Retention and Immunizations“ policy 03-30-
Communicable Disease Screening or guideline

Additional Requirements by Role:
Definitions and process
• Completed as part of the BC
• Completed through RightSourcing program
• Required to have clinical
• Completed through the employee’s designated BC process
• Completed as part of the BC
• Completed through RightSourcing program

II. Background Check (BC)

• Completed as part of the BC
• Completed through RightSourcing program
• Completed through RightSourcing program
• Completed as part of the BC
• Completed through RightSourcing program
• Complete background check

III. Certification

• Completed as part of the BC
• Completed through RightSourcing program

IV. Non Employee Vendor Personnel

• Completed as part of the BC
• Definition of OHSU and by the JBT Health & Wellness Center
• Definition of OHSU by the contracting unit

V. Documentation Verification

• Completed as part of the BC
• Completed through RightSourcing program

VI. Training / General / Compliance

• Completed as part of the BC
• Completed through RightSourcing program

VII. Occupational Health

• Completed as part of the BC
• Completed through RightSourcing program

VIII. Non Employee Vendor Personnel

• Completed as part of the BC
• Completed through RightSourcing program

IX. Non Employee Vendor Personnel

• Completed as part of the BC
• Completed through RightSourcing program

X. Background Check (BC)

• Completed as part of the BC
• Completed through RightSourcing program

XI. Documentation Verification

• Completed as part of the BC
• Completed through RightSourcing program

XII. Training / General / Compliance

• Completed as part of the BC
• Completed through RightSourcing program

XIII. Occupational Health

• Completed as part of the BC
• Completed through RightSourcing program

XIV. Non Employee Vendor Personnel

• Completed as part of the BC
• Completed through RightSourcing program

XV. Background Check (BC)

• Completed as part of the BC
• Completed through RightSourcing program

XVI. Documentation Verification

• Completed as part of the BC
• Completed through RightSourcing program

XVII. Training / General / Compliance

• Completed as part of the BC
• Completed through RightSourcing program

XVIII. Occupational Health

• Completed as part of the BC
• Completed through RightSourcing program

XIX. Non Employee Vendor Personnel

• Completed as part of the BC
• Completed through RightSourcing program

XX. Background Check (BC)

• Completed as part of the BC
• Completed through RightSourcing program

XXI. Documentation Verification

• Completed as part of the BC
• Completed through RightSourcing program

XXII. Training / General / Compliance

• Completed as part of the BC
• Completed through RightSourcing program

XXIII. Occupational Health

• Completed as part of the BC
• Completed through RightSourcing program

XXIV. Non Employee Vendor Personnel

• Completed as part of the BC
• Completed through RightSourcing program

XXV. Background Check (BC)

• Completed as part of the BC
• Completed through RightSourcing program

XXVI. Documentation Verification

• Completed as part of the BC
• Completed through RightSourcing program

XXVII. Training / General / Compliance

• Completed as part of the BC
• Completed through RightSourcing program

XXVIII. Occupational Health

• Completed as part of the BC
• Completed through RightSourcing program

XXIX. Non Employee Vendor Personnel

• Completed as part of the BC
• Completed through RightSourcing program
Definitions and Additional Requirements by Role:

- **OHSU Employee**
  - Covered under OHSU's existing liability coverage. Must request Off Campus Authorization (OCA) from Risk Management if training/working at another institution or if involved in patient care.

- **Federal Work Study Employees (OHSU Students)**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Postdoctoral Scholars paid on stipend**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **GME Residents/Fellows**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Contracted Temporary Labor**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Unescorted Visitor**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **OHSU Students**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Volunteers**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Escorted Visitor**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Non Employee Vendor Personnel**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

- **Patient and/or Casual Visitor (of patients)**
  - Covered under OHSU's existing liability coverage. Must request OCA if training/working at another institution or if involved in patient care.

**Risk Requirements**

- • Covered under OHSU existing lines of coverage
- • Must request Off Campus Authorization (OCA) from Risk Management if training/working at another institution or non-OHSU location

**High Risk and Restricted Area (e.g. Surgery Operating Rooms; Biosafety Level 3 Units, etc.)**

- • Not applicable

**Computer Access**

- • Not applicable

**Parking**

- • Not applicable

- **NOTES**
  - *All unpaid interns fall under the volunteer category unless one of the following situations are true: The unpaid intern is performing duties outside the scope of regular duties under the direct supervision of a qualified OHSU employee, the unpaid intern is working at a location outside of OHSU facilities; or if there is a specific contract in place with the unpaid intern's hosting institution. Other mission specific criteria may apply. For more information or questions, please contact a Volunteer Services Office.*