OHSU Visitors Policy Processes and Procedures
Effective Date: March 27, 2015

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

See OHSU Visitors Policy for full definitions of Escorted Visitors and Unescorted Visitors.

Hosting site is defined as the department, school, center, or institute that is responsible for the incoming Escorted Visitor or Unescorted Visitor.

3. PROCEDURE

The hosting site administrator defines visitors by duration of access and areas to be accessed. The two categories for visitors are **Escorted Visitor and Unescorted Visitor**. Please reference supporting documents (OHSU Visitors Policy, and OHSU Compliance Matrix) to ensure the appropriate classification is being assigned before proceeding with the following onboarding/registering processes. Hosting sites are responsible for ensuring that all visitors are registered in accordance with this policy.

It is recommended that the hosting site complete as many of the action items outlined below as possible in advance of the visitor’s arrival to OHSU. All required documentation is to be kept on file (hard or electronic) with the visitor’s hosting site for seven (7) years.

4. REGISTERING AN ESCORTED VISITOR

A. The hosting site must approve of the Escorted Visitor’s presence (e.g. department chair, dean, or director approval as appropriate); and
B. The hosting site must be aware of the areas of OHSU being accessed and agree that this access does not meet the definition of “Unescorted Visitor”; and
C. The hosting site must provide Escorted Visitors with a copy of the OHSU Privacy Card; and
D. If applicable, the hosting site should ensure the following items are completed:
   i. If observing in a clinical area, Escorted Visitor must complete the Healthcare Observer and/or Shadow Guidelines and Agreement Form
   ii. If the Escorted Visitor is also an OHSU student or staff member operating outside their primary scope, and shadowing in clinical areas, the Escorted Visitor must review the OHSU Student & Observer Safety Manual
   iii. If located in a patient care area, Escorted Visitor must adhere with the OHSU Healthcare Professional Appearance Policy
iv. If a minor is located in a research or laboratory setting, Escorted Visitor must complete the agreement within the Guidelines for Hosting Minors in Laboratories

E. If applicable, the hosting site should also consider:
   i. If the Escorted Visitor is participating in activities beyond observing, liability insurance may be needed – Please contact Risk Management to discuss the need for, and obtaining proof of liability insurance for your Escorted Visitor
   ii. If the Escorted Visitor is an international citizen:
      a. Export Controls: Please contact the Department of Export Controls to ensure your Escorted Visitor is permitted to visit OHSU
      b. Immigration/Visas: Notify the Department of Immigration Services before your Escorted Visitor arrives

5. REGISTERING AN UNESCORTED VISITOR

A. The hosting site must approve of the Unescorted Visitor’s presence (e.g. department chair, dean, or director approval as appropriate); and
B. The hosting site must be aware of the areas of OHSU being accessed and agree that this access meets the definition of “Unescorted Visitor;” and
C. Guided by the hosting site, the Unescorted Visitor must complete a background check:
   i. Allow a minimum of 3 to 5 days for the background check to be completed; out-of-state or international checks could take longer
   ii. Notify the Unescorted Visitor that he/she will receive an e-mail from our background check vendor, to initiate the background check
   iii. The Unescorted Visitor must respond to this e-mail with the requested information and authorization before the background check can be performed
   iv. Obtain a Public Safety e-mail confirmation of the background check clearance
D. Guided by the hosting site, the Unescorted Visitor must complete Big Brain training
   i. HIPAA
   ii. Respect at the University
   iii. Emergency Management
   iv. Integrity Foundations
   v. Other area and duty specific Big Brain trainings as required
E. The hosting site initiates process for the Unescorted Visitor to be issued an OHSU ID badge from the OHSU ID Badge Office. If the Unescorted Visitor is also an OHSU student or staff member with an existing OHSU ID badge, the Unescorted Visitor will need to be issued a second badge indicating their visitor status
F. The hosting site should ensure the Unescorted Visitor completes a Confidentiality and Intellectual Property Agreement
G. If applicable, the hosting site should ensure the following items are completed:
   i. If located in a patient care area, Unescorted Visitor must complete the Patient Confidentiality Agreement
   ii. If a minor is located in a research or laboratory setting, Escorted Visitor must complete the agreement within the Guidelines for Hosting Minors in Laboratories
   iii. If accessing OHSU information systems, complete a Computer/Network Access Request
      a. Unescorted Visitor must adhere with all OHSU information system use policies, including:
         1. OHSU’s Acceptable Use Policy
2. Confidentiality of Health Information Policy
3. Access To Others Accounts Policy
   b. “Create a Contractor/Vendor/Temp Account” for the Unescorted Visitor before “searching” for them in the Computer Access Request System (CARS)
   iv. If Unescorted Visitor will have direct or indirect patient contact, the Unescorted Visitor must complete the Communicable Disease Screening and Immunizations (when applicable) Note: If Unescorted Visitor will have direct contact with patients, human subjects or non-human primates the hosting site must ensure compliance with OHSU Policy No.03-30-130
   v. If providing patient care, Unescorted Visitor must Obtain Privileges for Patient Care prior to providing patient care
   vi. If the Unescorted Visitor is also an OHSU student or staff member operating outside their primary scope, and shadowing in patient care areas, the Unescorted Visitor must review the OHSU Student & Observer Safety Manual
   vii. If located in a patient care area, Unescorted Visitor must adhere with the OHSU Healthcare Professional Appearance Policy
   viii. Drug testing may be required if the Unescorted Visitor is providing patient care, performing safety-sensitive roles, or other circumstances as defined by Human Resources

H. If applicable, the hosting site should also consider:
   i. If the Unescorted Visitor is participating in activities beyond observing, liability insurance may be needed – Please contact Risk Management to discuss the need for, and obtaining proof of liability insurance for your Unescorted Visitor
   ii. If the Unescorted Visitor is an international citizen:
      a. Export Controls: Please contact the Department of Export Controls to ensure your Unescorted Visitor is permitted to visit OHSU
      b. Immigration/Visas: Notify the Department of Immigration Services before your Unescorted Visitor arrives

RELATED POLICIES, PROCEDURES AND FORMS:
• OHSU Visitors Policy
• OHSU Compliance Matrix
• Healthcare Observer and/or Shadow Guidelines and Agreement Form

REVISION DATES: 7/7/04; 2/15/11; 3/27/15