



## Unescorted Visitor Information

## Visiting Practitioners

OVV USE ONLY – DO NOT WRITE IN THIS BOX				
Date Processed*: <small>*VIF + Online Registration Complete</small>		Adjusted Anticipated Start Date:		OVV Coordinator:
Prepared by:		Preparer title:		Preparer phone:
<b>Host Site Information</b>				
Site name (program, department, etc.):			Supervisor name:	
Physical location(s) of Visiting Practitioner:			Supervisor phone:	
Proposed schedule/ hours per week:			Supervisor email:	
Requested start date:			Anticipated end date:	
<b>Visiting Practitioner Information</b>				
Visitor name:		Minor? <input type="radio"/> No <input type="radio"/> Yes		
Visitor email:		Foreign National? <input type="radio"/> No <input type="radio"/> Yes		
Visitor phone:		Immigration Status (if applicable):		
Visitor date of birth:		Visa sponsored by OHSU (if applicable)? <input type="radio"/> No <input type="radio"/> Yes		
Status: <input type="radio"/> New <input type="radio"/> Additional assignment <input type="radio"/> Returning <input type="radio"/> Resubmission/ updated info				
<b>Description of visit</b>				
Visiting Practitioners are established medical professionals who are here at OHSU to learn from OHSU personnel, collaborate on work, or use OHSU specialized equipment. Please reference the <a href="#">OHSU Visitor Policy</a> , and/or the OVV website for details. Use this section to list the description of the Unescorted Visitor/Visiting Practitioner's experience at OHSU.				
Summary:				
<input type="radio"/> Outpatient	<input type="radio"/> In-patient	<input type="radio"/> Surgical	<input type="radio"/> Emergency/ Intensive Care	<input type="radio"/> Clinical Research
Proposed assigned duties:				
Physical demands (provide detail):				
Will the visitor be receiving academic credit from their home institution for this experience? <small>*If the visiting practitioner is using this experience towards a clinical degree, then this isn't the correct classification. Please contact <a href="mailto:OVV@ohsu.edu">OVV@ohsu.edu</a> for more information.</small>		<input type="radio"/> No <input type="radio"/> Yes		
Will the visitor be compensated for this experience?		<input type="radio"/> Unpaid <input type="radio"/> By OHSU Stipend (list source): <input type="radio"/> From Outside Source (list):		



Will the visitor enter patient exam/surgical rooms?		<input type="radio"/> No	<input type="radio"/> Yes	
Will the visitor be interacting with human research subjects?		<input type="radio"/> No	<input type="radio"/> Yes	
Will the visitor be interacting with human research subjects that are simultaneously being treated as in or out-patients?		<input type="radio"/> In-patient	<input type="radio"/> Out-patient <input type="radio"/> Not applicable	
Will the visitor be handling live research animals?		<input type="radio"/> No	<input type="radio"/> Yes – describe species:	
What type of patients will this visitor be interacting with?		<input type="radio"/> In-patient	<input type="radio"/> Out-patient	
Will you be writing in patient records?		<input type="radio"/> No	<input type="radio"/> Yes	
Will you be making orders in Epic (triggers Fraud Awareness training)?		<input type="radio"/> No	<input type="radio"/> Yes	
Will the visitor handle or come in contact with biological, chemical or radioactive hazards?  <input type="radio"/> No  <input type="radio"/> Yes	If the visitor will handle or come in contact with fluids, tissues & biological hazards, please indicate:			
	<input type="checkbox"/> Human blood, body fluids, and tissues (fixed)	<input type="checkbox"/> Non-human primate blood, body fluids and tissue (fixed)	<input type="checkbox"/> Other animal blood, body fluids and tissue (fixed or unfixed) (e.g. rodent, etc.)	
	<input type="checkbox"/> Human blood, body fluids, and tissues (unfixed)	<input type="checkbox"/> Non-human primate blood, body fluids and tissue (unfixed)	<input type="checkbox"/> Regulated medical waste/ biological waste	
	<input type="checkbox"/> Recombinant DNA	<input type="checkbox"/> Chemical Agents	<input type="checkbox"/> Radioactive materials	
	<input type="checkbox"/> Human cell lines (provide detail):		<input type="checkbox"/> Infectious agents (provide detail):	
<input type="checkbox"/> Other hazards: (items above are the only approved exposures for visitors. Others can be listed and will be reviewed on a case by case basis):				
Equipment:	<input type="checkbox"/> MRI/X-ray	<input type="checkbox"/> Microtomes	<input type="checkbox"/> Other (describe):	
	<input type="checkbox"/> Centrifuge	<input type="checkbox"/> Microscopes (describe):		
	<input type="checkbox"/> Ultrasound			
Anticipated outcomes for Visiting Practitioner				
What are the specific goals and objectives for this individual?				
What knowledge, skills or abilities will they obtain or share during their time at OHSU?				
How specifically will the knowledge, skills and techniques be taught? Include specific tasks, activities and/or methodology that will be used?				
How will the visitor's acquisition of new skills and competencies be measured?				



## OHSU ID Badge Information

ID Badges are required for all Unescorted Visitors. ID Badges issued once the volunteer has completed all compliances. Visitors cannot begin their assignment until a badge is issued. Badges are \$25 and can be paid for by the hosting department or by the visitor. Please indicate below:

<input type="radio"/> Paid for by Hosting Site: Alias: (8 numbers)		<input type="radio"/> Paid for by visitor	<input type="radio"/> West Campus	<input type="radio"/> Remote
FAID: (4 letters, 4 numbers)				

Special ID Badge access (if applicable):

## Required Approvals Signatures need to be obtained in the following order:

1	Unescorted Visitor/ Visiting Practitioner Supervisor		
	Name:	Sign:	Date:
2	Hosting Site approval (e.g. Director/Chair, HR Manager, Administrator, etc.)		
	Name:	Sign:	Date:
3	Office of Visitors & Volunteers Sign & Date:	<b>OVV USE ONLY</b> <input type="checkbox"/> Indirect <input type="checkbox"/> Direct <input type="checkbox"/> Exempt <input type="checkbox"/> Hep B <input type="checkbox"/> WC Level 2 <input type="checkbox"/> WC Level 3 <input type="checkbox"/> Animal <input type="checkbox"/> Other	
4	EHRS Safety Officer (if applicable) Sign & Date:      Comments:		
5	Risk Management (if applicable) Sign & Date:      Comments:		
6	Office of International Affairs (if applicable) Sign & Date:      Comments:		
7	Unescorted Visitor/ Visiting Practitioner Print:      Sign:      Date:		
8	Revision of Duties Date revised:	Hosting Site Sign:	OVV Sign:      Volunteer Sign:



# Unescorted Visitor Information

## Visiting Practitioners

### Completing & submitting the form

1. Hosting site completes the Visitor Information form including first two levels of signature approvals (hosting supervisor and department approval)
2. At least 3 weeks prior to the Unescorted Visitor/Visiting Practitioner's arrival, the hosting site submits VIF to OVV via [OVV@ohsu.edu](mailto:OVV@ohsu.edu)
3. Additionally, at least 3 weeks prior to the Unescorted Visitor/Visiting Practitioner's arrival, the hosting site submits an [Medical Affairs Program intake form](#)
4. Simultaneously, the Visiting Practitioner completes the [online registration form](#)
5. OVV reviews the VIF and distributes to other approving departments as appropriate (e.g. Risk Management, etc.)
6. Once all approvals have been collected, the Medical Affairs program has credentialed the visitor, and the background check has cleared, OVV will notify the hosting site and Unescorted Visitor/Visiting Practitioner about next steps of registration
7. The Department approval can be an Administrative Coordinator, Department HR Coordinator or other main department administrative contact; it does not have to be a Director, Head or Chair
2. If the Unescorted Visitor does not meet the characteristics listed in the policy, or the Visiting Practitioner does not meet the definition as outlined on the [OVV website](#), please [contact the Office of Visitors & Volunteers](#) to discuss your particular needs and the possible appropriate mechanisms for registration
3. The Unescorted Visitor/Visiting Practitioner's status does not begin until they have completed registration with the OVV and have been issued an OHSU ID badge
4. The Visiting Practitioner can be given a different working title (e.g. Visiting Physician), but the classification and onboarding process is titled "Visiting Practitioner"
5. Multiple Unescorted Visitors Information forms may be required if the Unescorted Visitor/Visiting Practitioner is being offered separate opportunities
6. Updated Unescorted Visitors Information form should be submitted if there is a change in duties, exposures, supervision, or other information included in the form
7. For more information about onboarding Visiting Practitioners please view the OVV administrative flow maps, or visit our website for Hosting Departments or frequently asked questions section on the [OVV website](#)
8. Please see the [EHRS Review Matrix](#) to assist with evaluating what tasks can and cannot be assigned, and/or what trainings may be needed based on interactions, environment, and possible exposures.

### Items of note

1. Be sure to review the characteristics of an Unescorted Visitor per the [OHSU Visitor Policy \(No. 07-15-010\)](#), and the definition of Visiting Practitioners on the [OVV website](#)