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Owner Kathleen Lattie:
SUPERVISOR-
LEAVE
MANAGEMENT
Area Human
Resources
Applicability All Entities

Contract Staff Requirements

POLICY

Non-employed Contract Staff shall meet certain requirements in order to protect the health and safety of HonorHealth patients and employees, and to comply with local, state, and federal regulations and requirements of accrediting bodies. The Responsible Party is responsible for monitoring the Contractor and the Contract Staff to ensure compliance with this policy.

DEFINITIONS

- A. **Contract Staff:** individuals who are not employed by HonorHealth and provide services at HonorHealth pursuant to a written agreement. This term also includes non-employed students, fellows and residents who come to HonorHealth facilities pursuant to an affiliation agreement with the student's school.
- B. **Contract Staff Requirements:** the applicable requirements set forth in *Attachment 1* of this policy.
- C. **Contractor:** the entity that HonorHealth has entered into a contract with, which provides Contract Staff.
- D. **Responsible Party:** the HonorHealth manager responsible for overseeing the contract, the Contractor, and the Contract Staff.

PROCEDURES

- A. Contract Staff are not permitted to provide services at HonorHealth unless they meet the Contract Staff Requirements as set forth in Attachment 1. The specific Contract Staff Requirements which must be met by each Contract Staff will vary depending upon the level of potential contact with patients. Certain HonorHealth departments or units may also have additional specific requirements that Contract Staff must meet.

- B. Responsible Parties must notify the contracting team of any contracts that will provide for Contract Staff so that the Contract Staff Requirements set forth in this policy are incorporated into the applicable contract.
- C. Responsible Parties will ensure compliance of its Contractors with this policy by requiring the Contractor to provide the Responsible Party with verification of full clearance on all of the Contract Staff Requirements to the designated HonorHealth representative at least three (3) business days prior to the individual's first day of providing services at HonorHealth. See *Attachment 2, Contractor Verification of Screenings Form*, for a sample verification form.
- D. **Orientation.** For any Contract Staff working independently, the Responsible Party will ensure that Contract Staff are orientated to the assigned department/unit in which they are working within the first thirty (30) calendar days but no later than the first day any such Contract Staff works independently.

The Responsible Party hiring a contractor must notify the Connect Training team at least five (5) business days prior to the contractor's start date so proper training can be scheduled.

- E. **Deviations.** Any deviation from the standards in this policy must be approved by the Legal and/or Compliance Department after a risk assessment has been conducted to determine what impact, if any, such deviation may have on HonorHealth's patient population, staff, and the overall organization.

ASSOCIATED POLICIES

- HonorHealth Policy AD #1418 – Sanctions Screening
- HonorHealth Policy IC #1024 – Required Influenza Vaccine Requirements for Requirements for Healthcare Personnel
- HonorHealth Policy OH #1011 – Tuberculosis Screening

ATTACHMENTS/FORMS

- Contract Staff Requirements (Attachment 1)
- Contractor Verification of Screenings Form (Attachment 2)

CONTRIBUTORS/AUTHORS

Human Resources – Talent Acquisition

Employee Health

Legal

Policy #: HR1374

All Revision Dates

8/31/2020, 4/15/2019, 12/21/2016, 4/1/2016

Attachments

[2: Contractor Verification of Screening Form](#)

[Contract Staff Requirement - Attachment 1 \(REV 4-1-2019\) \(002\).docx](#)

Approval Signatures

Step Description	Approver	Date
Final Approval	Wayne Frangesch: SVP, CHIEF HUMAN RESOURCES OFFICER	11/2021
HR Leadership	Betty Chan: HR BUSINESS PARTNER	11/2021
Management Review	Betty Chan: HR BUSINESS PARTNER	11/2021
Policy Owner	Wynne Holmes: SUPERVISOR-LEAVE MANAGEMENT [KG]	11/2021

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