
**UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE**

NO.: EC 3.12

APPROVAL DATE: January 16, 2013

EFFECTIVE DATE: January 16, 2013

SUBJECT: Access of Non-Medical Center Employees Engaged in Observing or Providing Patient Care Related Services

OBJECTIVE

To set forth requirements for the completion of all appropriate Hospital orientation and clearance requirements for all individuals who are involved in or provide patient care, treatment, or services at the Hospital or Hospital-based Outpatient Clinics, but who are not covered by other Hospital policies regarding conditions of employment.

DEFINITIONS

Sponsor or Sponsoring Department — Any community organization, person, entity or licensed independent practitioner or any department or unit of the University of Illinois who requests approval for the placement of a non-University of Illinois professional at the University of Illinois Hospital and clinics for the purpose of providing patient care, treatment, or services.

POLICY

Every individual who enters the Hospital or Hospital-based Outpatient Clinics, and is engaged in observing or providing patient care related services should be evaluated in advance to assure that they meet equivalency requirements that apply to employees, will be under adequate supervision while on-site, and do not create any risk to our patients if they enter clinical care areas. This includes individuals who are employed elsewhere but assist in care, treatment, or services at the medical center, and also includes individuals who are observing or shadowing.

If an individual providing services at the Hospital or Hospital-based Outpatient Clinics, is not directly covered by other policies of the Hospital regarding conditions of employment, the sponsor of that individual must ensure that the individual completes and documents all of the appropriate pre-employment and continuing requirements of Hospital or Hospital-based Outpatient Clinics, employees before commencing and continuing the assignment at UIMC.

The sponsor of that individual will be responsible for the costs associated with the completion of all the appropriate requirements necessary.

GENERAL PROVISIONS

Every person subject to this policy must complete or present documentation of completion for the following requirements before commencing or continuing their assigned duties as appropriate:

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- Primary Source Verification of Licensure or Certification
- Drug Free Workplace Screening Clearance
- Drug/Alcohol Testing
- Criminal Background Check Clearance
- Sanction Check Clearance
- Competency validation if required for the duties assigned

- Signed acknowledgement of the UIMC Code of Conduct (*)
- Currency of immunizations (*) See [IC 2.05](#).
- [Signed Confidentiality Agreement](#) (*)
- Medical Center Orientation Manual (*) See

<http://intranet.uimcc.uic.edu/HumanResources/Shared%20Documents/Medical%20Center%20Core%20Orientation%20Manual%20-%20Student%20%20Agency%20Staff%20-%201-11.pdf>

NOTE: (*) Indicates the minimum requirements for persons only observing or shadowing

PROCEDURE

- I. The sponsor informs Hospital Administration, Ambulatory Administration and/or Nursing Administration as appropriate, of the desire for the sponsored individual to provide patient care, treatment, or services at the Hospital or Hospital-based Outpatient Clinics.
- II. The sponsor or sponsoring department, with the assistance of Hospital Administration, works, when necessary, with the sponsored individual to identify the applicable pre-employment and continuing employment requirements.
- III. The sponsored individual provides to the sponsoring department the appropriate documentation and information required by the Hospital.
- IV. The sponsor or sponsoring department, maintains copies of the above documents.
- V. The Hospital Department, Unit, or Clinic to which the individual is assigned will provide authorization for a Hospital ID badge once all of the above requirements are met and documented. The ID Badge will be collected by that department upon completion of the assignment. Only Hospital Departments can authorize the issuance of a Hospital ID Badge. Refer to Policy EC 3.11.
- VI. Upon the sponsored individual's completion and documentation of the appropriate pre-employment or continuing requirements, the sponsor or sponsoring department will authorize the sponsored individual to commence or continue the assigned activities at the University of Illinois Hospital and Clinics.

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Rescission Date

February 2011

December 2009

Reference

University of Illinois Hospital and Clinics

Management Policy and Procedure Manual,

[HR 1.01 Employee Health](#)

[HR 1.03 Orientation and of Employees and Students](#)

[HR 1.04 Verification of Licensure, Certification and Registration](#)

[HR 1.05 Personal Appearance](#)

[HR 1.06 Pre-Employment Drug and Alcohol Testing](#)

[HR 1.07 Criminal Background Check for Applicants at the Medical Center](#)

[HR 1.08 Sanction Checks for Applicants at the Medical Center](#)

[HR 1.09 Annual Sanction Review for Staff at the Medical Center](#)

[HR 1.10 Education Background Verification](#)

[HR 1.11 Verification of Employment](#)

[HR 2.02 Competency of Employees](#)

[HR 3.02 Volunteer Services](#)

[EC 3.11 Identification of Persons Visiting or Performing Duties within the Medical Center](#)

[LD 2.06 Contracted Services and Use of Agency Personnel](#)

[LD 4.13 UIMC Code of Conduct](#)

Policy Owner—David Miller, Associate Hospital Director, Hospital Administration