

NonEmployed Staff Requirements

| Non-Emp Staff Category | Records Location: D - Sentara Dept; MS - Med Staff; VM - Vendormate; FG - Fieldglass | Risk Assessment: Role/Services/Pt Exposure & Examples | Orientation Type: Full = Packet/CBT's & Dept Level Shortened = Dept Level Orientation Checklist None | Type of Badge | Copy of Job Desc | PSV of Lic/Cert/Reg if req on JD | Proof of annual eval | Health-Screen/Immun | Urine Drug Screen (UDS) | Crim Back | Online Modules per job req outlined on https://www.sentara.com/hampton-roads-virginia/aboutus/careers/non-employed-staff-education.aspx (Req before start and annually - proof either in PLMS or printed certificates off Sentara.com non emp site ref above) |
|--|---|---|--|------------------|------------------|----------------------------------|----------------------|---------------------|-------------------------|-----------|--|
| Allied Health Practitioners employed by MDs | MS | Onsite supporting MDs, pt interaction. | Full | Company | Y | Y | Y | Y | Y | Y | Y |
| Atlantic Anesthesia Contract staff | MS | Provides all anesthesia services OR/LDRP, etc. Direct Pt contact/service. | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Clerical temps with Patient Interaction | FG | Short-term front desk clerical temp from staffing agency - specific to those assigned duties with patient interaction - see below for those in back office with no pt interaction. | Full | Vertical Sentara | Y | N/A | Y | Y | Y | Y | Y |
| Clinical Instructors rotating with students & School "Coaches" | D | RN, Rad, etc, school instructors overseeing students while in rotations. Pt services, care and interaction. | Full | School | Y | Y | Y | Y | Per Contract | Y | Y |
| Community Managed Care Reps | VM | Non Sentara Homecare and LTC Reps | Full | Vendormate | Y | Y | Y | Y | Y | Y | Y |
| Contracted Clin Engineering/BioMed | D | Onsite full-time, servicing pt equipment, pt interaction. i.e GE, Aramark | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Contracted Clinical Services Employees | D | Davita RNs providing dialysis to Pts; Hyperbaric staff; Patient First SA's at SNV; EVMS Ultrasound; Red Cross/Apheresis; Metro Aviation (Nightingale Pilots); | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Credentialed Medical Staff | MS | Providing MD services, pt interaction. | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Environmental Services/Security/Housekeeping Contract Staff | D | Cleaning clinical area (i.e. EDs, OR's) in 24/7 depts or depts when they are open w/ potential pt interaction | Full | Vertical Sentara | Y | N/A | Y | Y | Y | Y | Y |
| IOD Medical Records Release Contract Staff | D | Only hospital onsite loc is SCH - Mostly at Landstown (non DNV site) - Talk to Pts who walk-in and provide records | Full | Company | Y | Y | Y | Y | Y | Y | Y |
| Linen Contract Staff | D | Delivery of linen supplies to site and up into nursing units. Direct pt impact through isolation/inf ctrl practices; No direct pt interaction. | Full | Vertical Sentara | Y | N/A | Y | Y | Per Contract | Y | Y |
| Morrisons Food Services Contracted Mgmt Staff | D | Leadership of Food Service dept contracted, onsite full-time, direct pt interaction. | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Project Assigned Onsite IT Contracted Staff | D | Ex., ESI assigned to work onsite FT for period of time | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Purchased Labor Contracted Staff | FG | RNs, Resp Therapists, etc. brought in for direct pt care for defined period of time due to volume/staffing. | Full | Vertical Sentara | Y | Y | Y | Y | Y | Y | Y |
| Scribes | D | Employed by MD's, follow them around doing computer documentation/scribing. Indirect pt interaction. | Full | Company | Y | N/A | Y | Y | Y | Y | Y |
| Students (or shadowing longer than 1wk) | D | RN, Radiology, Pharmacy etc students rotating through units. Pt services, care and interaction in many cases. Also includes students in non-clinical departments within the hospital/facility. | Full | School | N | N/A | N/A | Y | Per Contract | Y | Y |
| Vendors in pt care areas | VM | OR equipment vendors, Radiology equipment vendors, CPM Ortho equipment vendors, Clinical education vendors, assisting with device implantation, Lithotripsy, Research staff in procedural areas, etc. Pt interaction. | Full | Vendormate | Y | Y | Y | Y | Y | Y | Y |
| Volunteers | D | Waiting room reception, front desk entrances, gift shops, deliver pts books/mags, assist with pt transport | Full | Vertical Sentara | Y | N/A | Y | Y | N | Y | Y |
| City/Gov't Run Services and Govt Program Financial Eligibility Screening | D | Senior Services CMS Grant Funded Contract staff; City-Run Community Services Board; Chamberlin Edmonds Financial Eligibility Screening. Pt interaction/services provided. | Shortened | Vertical Sentara | Y | N | N | Y | Per Contract | Y | N |
| Clerical temps in Non-Pt Contact Departments | FG | Short-term clerical temp in back office with no pt contact | Shortened | Vertical Sentara | Y | N/A | Y | Y | Y | Y | N |

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| Contracted non-clinical services in a clinical/secure area | VM or D | Women's health baby photographers, Copper infused surfaces vendors - have direct pt interactions | Shortened | Vendormate or Company | N | N/A | N | Y | Per Contract | Y | N |
| Forensic Officers & Court Appointed Officials | D | Escorting pts in custody | Shortened | Company | N | N | N | N | N | N | N |
| Individual Contracted Interpreters | D | When 1:1 in person interpreter brought in vs. Language Line - Pt Interaction | Shortened | Vertical Sentara | Y | Y | N | Y | Per Contract | Y | N |
| IT Vendors - in Ceiling Fire Penetration Areas | D | ie. Schick folks running wires in ceilings | Shortened | Company | N | Y | N | N | N | N | N |
| Onsite Leased Space Independent Companies | D | ie: Food Service Kiosks: Subway, Starbucks; Financial Vendors: Credit Unions; Chamberlin Edmonds. | Shortened | Company | N | N | N | Y | Per Contract | Y | N |
| Organ Procurement/Autopsy, Hazmat Delivery/Pick-up | D | Lab sample couriers; Rad Nuclear Delivery, RSHR, Stericycle collection, WL Black, Organ Procurement Organization (OPO)/organ donation screening. Eye Bank Tissue/cornea collection; Dieners/Autopsy; No live pt interaction. | Shortened | Company | Y | Y | Y | Y | Y | Y | N |
| Pharmaceutical Reps | VM | Drug reps visiting Pharm Depts to educate on new products - no pt interaction; Rep never to work independently of supervision by Sentara staff and never to perform services on the department's behalf. Visit for sales or education of staff ONLY. | None | Vendormate | N | N | N | N | N | N | N |
| Project Assigned Construction Contract Staff | D | Onsite within construction sites, no pt interaction | Shortened | Company | N | N | N | N | Per Contract | N | N |
| Research Monitors- Data only | D | Cardiac Research SNGH, Research Cancer Center per system research oversight committee – no patient interaction, no clinical area access – in business areas of facility, meet with staff only, data review only, no clinical services or interactions. Provide data to sponsor company and validation of that data only. | Shortened | Company or Vertical Sentara | Y | Y | N | N | N | N | N |
| Research Monitors – Equipment/Restricted department access | D | All research to include Cardiac, Cancer, SMG per system research oversight committee – no patient interaction, but DOES have access to secured parts of the facility (i.e. Pharmacy and in controlled substances/ med areas) under supervision of employed staff. | Shortened | Company or Sentara Vertical | Y | Y | N | Y | Y | Y | N |
| Shuttle, Valet and Golf Cart contracted drivers | D | Transport employees and/or visitors from parking. | Shortened | Vertical Sentara | Y | Y | Y | Y | Per Contract | Y | N |
| Students Shadowing (Obs Only) - <2 weeks | D | Only observing employed staff provide pt care services. Pt interaction, but no pt care. | Shortened | None | N | N/A | N | Y | N | N | N |
| Building & Grounds Visiting Contract Staff | N/A | Maintaining campus grounds, landscaping, vending machine filling, Shred-It, Cintas, Ironman, visiting maintenance, pest control, cleaning in depts/buildings on only off hours and/or offsite locations, etc. - no pt interaction | None | Company | N | N | N | N | N | N | N |
| Community Clergy | N/A | Visiting pts as a visitor for religious support. | None | Company | N | N | N | N | N | N | N |
| Contracted Consultants | N/A | Onsite providing consultative services (employee satisfaction surveys, DNV surveyors, Workflow process engineers, FDA auditors, etc). NCI clinical Trial Auditors, State, DNV, etc could have pt interaction, or, IT Consultants never on-site | None | Company | N | N | N | N | N | N | N |
| Emerg Med Services (EMS) | N/A | Non Sentara EMS in and out of our ED's | None | Company | N | N | N | N | N | N | N |

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| Vendor Account Managers/Executives | N/A | Onsite to meet with a Manager only with new business proposal (ie. Equipment sales, contract negotiation) - no pt or staff interaction - not in clinical area repairing equipment, just sales or business negotiation. | None | Vendormate if in System already, or Company | N | N | N | N | N | N | N |
| IT Vendors - copiers/printers - not fire penetration | N/A | Visiting/rotating ESI Maintenance visits | None | Company | N | N | N | N | N | N | N |
| Physician Photographers | N/A | Contracted to Photograph MDs, mostly SMG | None | Company | N | N/A | N | N | N | N | N |