

SCCA NON-EMPLOYEE ROLES & RESPONSIBILITIES

ROLES	PURPOSE	RESPONSIBILITY	DOCUMENTATION
<p>SPONSOR (SCCA Managers, Approved FHCRC & UW Administrators)</p>	<p>Ensures business reasons for access are legitimate and appropriate.</p>	<ul style="list-style-type: none"> • Verifies the appropriateness and approves all non-employee requests from the departments under their scope of responsibility. • Holds onsite supervisor/access coordinator accountable for ensuring staff are qualified, competent and trained to perform the assigned duties at the SCCA in accordance with institutional policies and procedures. • Involved in resolution of Non-Employee performance concerns. • Holds onsite supervisor/access coordinator accountable for timely separations of non-employees. • Assigns onsite supervisor and access coordinator. 	<ul style="list-style-type: none"> • Action form approval • UAA form approval
<p>ONSITE SUPERVISOR (SCCA, FH or UW Direct Supervisors)</p>	<p>Ensures onsite orientation or competency verification is provided for non-employees who have a workstation in an SCCA operated building or are performing patient care or lab work onsite.</p>	<ul style="list-style-type: none"> • Ensures non-employee is oriented to position, department, Life Safety/Hazard Communication plan, and RSV plan. • Interacts with Sponsor to ensure staff are qualified, competent and trained to perform the assigned duties at the SCCA in accordance with institutional policies and procedures. • Involved in resolution of non-employee performance concerns. • Notifies the Access Coordinator of separations • Notifies non-employee of pertinent communication from SCCA and the non-employee's responsibility, i.e., self-screening and sticker wear during RSV level changes. 	<ul style="list-style-type: none"> • Life Safety and Hazard Communication Training worksheet completion • Competency verification documentation <p><i>(Sent to Access Coordinator upon completion)</i></p>
<p>ACCESS COORDINATOR (Person designated to complete action and UAA forms. Closely related to information regarding the non-employee)</p>	<p>Gathers information about the non-employee's business reason for access, and prepares required forms for Sponsor signature, and monitors data</p>	<ul style="list-style-type: none"> • Completes Non-employee Action Form and if needed UAA Form • Ensures requests/documentation for access are complete and appropriate • Submits Non-employee Action Form, and if necessary UAA form and space/furniture requests, to sponsor for approval. • Acts as a single point of contact for non-employee and partners for any questions or audits as they relate to the non-employee relationship • Keeps orientation/training documentation and provides documentation to SCCA upon request • Communicates status changes to HR and/or UAA • Separates non-employee in a timely manner <p><u><i>For onsite non-employees only</i></u></p> <ul style="list-style-type: none"> • Work with onsite supervisor to ensure onsite orientation is completed. 	<ul style="list-style-type: none"> • Action form completion • UAA form completion • Orientation and Training documentation (keep in file for each non-employee)
<p>NON-EMPLOYEE (A person that is not an employee of the SCCA but needs PHI or onsite physical access to an SCCA operated facility.</p>	<p>Has a business need to access the SCCA</p>	<ul style="list-style-type: none"> • Completes non-employee information packet. • If onsite, completes orientations, (i.e., self-guided, department, job related which includes life safety/hazard communication orientation, etc.) • Adheres to SCCA policies and procedures. • Adheres to SCCA Behavioral Code of Conduct • Maintains current licenses, certifications, registrations if required by role. • Completes required SCCA training requests. 	<ul style="list-style-type: none"> • SCCA Non-Employee Information packet completion