### SCCA Non-Employee Roles & Responsibilities

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| **SPONSOR**  
(SCCA Managers, Approved FHCRC & UW Administrators) | Ensures business reasons for access are legitimate and appropriate. | - 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. | - Action form approval  
- UAA form approval |
| **ONSITE SUPERVISOR**  
(SCCA, FH or UW Direct Supervisors) | 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. | - 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. | - Life Safety and Hazard Communication Training worksheet completion  
- Competency verification documentation  
(\textit{Sent to Access Coordinator upon completion}) |
| **ACCESS COORDINATOR**  
(Person designated to complete action and UAA forms. Closely related to information regarding the non-employee) | Gathers information about the non-employee’s business reason for access, and prepares required forms for Sponsor signature, and monitors data | - 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  
\textit{For onsite non-employees only}:  
- Work with onsite supervisor to ensure onsite orientation is completed. | - Action form completion  
- UAA form completion  
- Orientation and Training documentation (keep in file for each non-employee) |
| **NON-EMPLOYEE**  
(A person that is not an employee of the SCCA but needs PHI or onsite physical access to an SCCA operated facility.) | Has a business need to access the SCCA | - 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. | - SCCA Non-Employee Information packet completion |