

Wake Forest Baptist Medical Center

Non-Employee Access Policy

Effective: September 2011

POLICY

It is the policy of Wake Forest Baptist Medical Center that all non-employees who are granted badge access to Medical Center facilities and/or user access to Medical Center technology systems must comply with prescreening and orientation procedures. In addition, individuals who participate in job shadowing or observation experiences must fulfill the documentation requirements described in this policy.

SCOPE

Applies to non-employees with badge access to Medical Center facilities or user access to technology systems and to individuals participating in job shadowing or observation experiences.

DEFINITIONS

Non-Employee

Any individual who is not a regular employee of the Medical Center but who is granted badge access to Medical Center facilities and/or user access to Medical Center technology systems to perform work or engage in educational activities. Non-employees include but are not limited to:

- **Contractors and Agency Staff:**
 - Temporary staff assigned to the Medical Center through outside staffing agencies
 - Independent contractors
 - Employees of vendors or contractors performing services at or for the Medical Center

- **Students:**
 - Unpaid student interns receiving credit through an accredited academic program
 - Clinical students enrolled in programs at educational institutions having affiliation agreements with the Medical Center
 - Non-affiliated interns: Students enrolled in an academic program but not receiving credit for their career exploration experience at the Medical Center
 - Program is time-limited. An experience extending beyond six months requires the approval of Workforce Planning and Development.
 - Visiting students
 - Exception: This policy does not apply to Wake Forest University School of Medicine students or physician assistant (PA) students.

- **Visiting Professionals and Outside Instructors:**
 - Faculty instructors of educational institutions having affiliation agreements with the Medical Center
 - Visiting professionals including but not limited to emeritus faculty members, researchers, faculty members from other universities or medical centers
 - Clinicians, educators, and residents who observe patient care or research activities

- **Volunteers:**
 - Individuals who donate their time and energy to the Medical Center without receiving financial or material gain. To qualify as a volunteer, the individual must:
 - Work toward public service, religious or humanitarian objectives
 - Not expect or receive compensation for services
 - Not displace any employees
- **Job Shadowing Participants:**
 - Individuals participating in a job shadowing or other observational experience

Host Department

The Medical Center department to which the non-employee reports

Sponsor

The Medical Center staff/faculty member who is responsible for and initiates the request for non-employee facility or technology system access

GUIDELINES

GENERAL GUIDELINES

The following guidelines apply to all non-employees as defined above.

- All non-employee assignments are time-limited. The term of each assignment must be documented at the beginning of each assignment, and all badge and technology system access will be scheduled to expire automatically at the end of the term. The term of a non-employee assignment is limited to one year. Extension of the one-year term requires written request from the sponsor and approval from Human Resources Workforce Planning and Development.
- Non-employees are required to conduct themselves professionally, ethically, responsibly, and in accordance with the Code of Conduct and all applicable Medical Center policies. Non-employees who do not comply with these requirements may lose badge access to Medical Center facilities and/or access to technology systems.
- Non-employees are required to wear a photo ID badge issued by the Medical Center Badging Office while performing work or engaged in educational activities on the Medical Center premises.
- The sponsor must follow the [Sponsor Guidelines](#)

Access to Facilities and Technology Systems

- Non-employees must complete the following before receiving Medical Center ID badges or technology system user accounts:
 - Prescreening and orientation requirements prescribed in this policy
 - All contractually required obligations
- Access to the Medical Center is a privilege granted to non-employees by the Medical Center. The Medical Center may, at its discretion, terminate any access that has been granted to a non-employee at any time and without prior notice.

Prescreening and Orientation Requirements

The [Non-Employee Access Requirements](#) table identifies prescreening and orientation requirements for each non-employee category. Non-employees, their employers, agencies, or institutions are responsible for complying with each applicable requirement.

- Satisfactory documentation indicating compliance with each applicable requirement is required.
- Non-employees (or their employer, agency or institution) will incur expenses for compliance with prescreening requirements.

STUDENTS

Job Shadowing/Observation

Job Shadowing/Observation is an unpaid experience that allows a student/non-employee to spend a short amount of time observing a Medical Center professional on the job. Job shadowing opportunities must follow the Job Shadowing/Observation Guidelines.

Interns

An intern is an unpaid student who qualifies as a Trainee/Learner. The U.S. Department of Labor has established the six-part test below for determining whether a position qualifies as a Trainee/Learner position and may be unpaid:

- 1) The training is similar to what would be given in a vocational school or academic educational institution.
- 2) The training is for the benefit of the trainee or student.
- 3) The trainee or student does not displace regular employees, but works under close observation.
- 4) The Medical Center derives no immediate advantage from the activities of the trainee or student, and on occasion the Medical Center's operations may be impeded.
- 5) The trainee or student is not necessarily entitled to a job at the conclusion of the training period.
- 6) The trainee or student understands that he/she is not entitled to wages for the time spent in training.

An individual who performs work that does not satisfy each part of the Trainee/Learner test is considered an employee rather than an intern and must be paid at least minimum wage. Additional guidelines may be helpful in determining whether an individual meets the qualifications for an internship.

Internship opportunities must follow the Internship Guidelines.

CONTRACT AND AGENCY STAFF

Contract and agency staff onboarding procedures must follow the guidelines below:

Third-Party Contractors

- Where non-employees are employees of a third party with which the Medical Center has contracted for services, the contract between the Medical Center and the third party must require the third party to follow hiring practices consistent with the prescreening requirements of this policy.
 - For non-employees not engaged in patient care, employee-specific evidence and documentation of compliance with the applicable requirements for each non-employee is not necessary, and contractual assurances will satisfy the requirements.
 - For non-employees engaged in patient care, documentation of each prescreening requirement must be provided by the non-employee or his/her employer prior to the issuance of a badge.
 - Documentation will be retained in a confidential manner in Medical Center Temporary Services for the longer of:
 - The duration of the non-employee assignment
 - The period required by the governing agreement
 - The period required by government regulation

Independent Contractors

- Under IRS regulations, organizations must correctly determine whether an individual providing services is an employee or independent contractor. In order for an individual to be classified as an independent contractor, he/she must meet the following criteria:
 - The Medical Center controls only the result of the work and does not control what the worker does or how the worker does his/her job.
 - The business aspects of the worker's job (e.g., how he/she is paid, whether expenses are reimbursed, who provides tools/supplies) are not controlled by the Medical Center.
 - The worker does not receive benefits such as insurance or paid time off.
- The sponsor must complete an [Independent Contractor Checklist](#) and submit the completed checklist to Human Resources Staffing Services. Staffing Services will evaluate the information provided to determine if the proposed relationship represents a valid independent contractor relationship. If it does not, Staffing Services will discuss alternative ways to meet the host department's temporary staffing needs.
- If Staffing Services verifies the relationship as a valid independent contractor relationship, the host department must enter into a written agreement with the independent contractor, and the agreement must be approved by the Medical Center Legal Department.

VOLUNTEERS

Volunteer assignments must follow the guidelines established by [Volunteer Services](#).

VISITING PROFESSIONALS AND OUTSIDE INSTRUCTORS

- Faculty instructors of educational institutions having affiliation agreements with the Medical Center will follow the onboarding requirements identified in the [Non-Employee Access Requirements](#) table.
- Visiting professionals as defined above and individuals who observe patient care or research activities should contact the appropriate office for onboarding requirements:
 - Volunteer Faculty: Office of Physician and Faculty Recruitment
 - Other Visitors: Office of Global Health

QUESTIONS

Questions about this policy may be directed to Human Resources Workforce Planning and Development.

Responsible Department:

Human Resources

Review Cycle:

3 years

Approved By:



Cheryl E. H. Locke, Vice President and Chief Human Resources Officer