



Martin Luther King, Jr.  
OUTPATIENT CENTER

POLICY AND PROCEDURE

<b>DIVISION:</b> ADMINISTRATION	<b>NUMBER:</b> 04-043
<b>SUBJECT:</b> NON-COUNTY WORKFORCE MEMBERS	
<b>SECTION:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 <b>OF:</b> 5
<b>REVIEWED BY:</b> HR ADMINISTRATION, ADMINISTRATION AND POLICY & PROCEDURE COMMITTEE	<b>EFFECTIVE DATE:</b> 01/23/06
	<b>REVISED DATE:</b> 04/11/06
<b>TO BE PERFORMED BY:</b> DEPARTMENT MANAGEMENT	<b>REVIEWED DATE:</b> 04/18/17

**PURPOSE**

To provide guidance on the acquisition and supervision of non-County workforce members working in MLK OPC and affiliates.

**POLICY**

All non-County workforce members at MLK OPC and affiliates must be employed by, or under sponsorship of, a legally-recognized entity having a formal, written agreement with the County.

**PROCEDURE**

Acquisition of non-County staff to work at MLK OPC and affiliates is accomplished by contractual agreement that must be obtained through DHS Contracts and Grants Division. No agreements may be made directly to a potential candidate without a proper agreement between DHS Contracts and Grants Division and the Board of Supervisors.

MLK OPC administration must designate a Volunteer/Contract Coordinator to work with DHS Contracts and Grants Division, the contract/agreement agencies, the Employee Health Services, the Area/Unit Manager/Supervisors, and MLK OPC on-site HR to coordinate the activities of the in-processing and outgoing processing of non-County workforce members.

MLK OPC on-site HR and the individual departments within MLK OPC and affiliates are required to ensure non-County workforce members are provided with the same orientation and training as regular County workforce members. Managers/supervisors are required to maintain written documentation of orientation and training, Validation of unit-based orientation must be returned to the on-site HR office within thirty (30) business days of the non-County workforce member's start date.

Non-County workforce members, while working at MLK OPC and its affiliates must adhere to the following standards, as applicable:

- a) Abide by the code of ethics of their profession
- b) Meet licensing, certification, and/or registration requirements of their profession and the State of California.
- c) Work within the scope of practice of their licensure/certification/registration and/or classification specifications.
- d) Be qualified and competent in duties assigned.
- e) Be privileged and credentialed as required by the hospital's Attending Staff Associate Bylaws, when applicable.
- f) Provide annual documentation of health screening for communicable disease and clearance by Employee Health Services.
- g) Attend training as required by the department/program and Los Angeles County.
- h) Adhere to all federal and State laws and regulations; and
- i) Follow all policies and procedures, rules, and regulations as promulgated by Los Angeles County and MLK OPC.

All non-County workforce members must sign an acknowledgement that they are aware of their duties and responsibilities pertaining to their assignment at any Los Angeles County facility.

**SERVICE AREA PREREQUISITE ACTIVITIES**

The Volunteer/Contract Coordinator is responsible for ensuring the non-County workforce member being requested is affiliated with a contract agreement vendor and is not listed on the "Do Not Send" database. The volunteer/Contract Coordinator provides:

- The contract/agreement agency with the facility's Employee Health Clearance Sheet and health clearance reports;
- Ensures the contract agency issues the HIPAA Self-Study Guide to the non-County workforce member; retrieves the post-test from the contract agency prior to start date; and
- Coordinates the completion and approval of the "Volunteer/Non-Compensated/Contractor or Registry Personnel Action Request" (PAR) Form.

The Volunteer/Contract Workforce Coordinator also interacts with Employee Health Services to provide them with a health clearance documents and noting specific information on the PAR regarding clearance of the non-County workforce member. The Volunteer/Contract Workforce Coordinator notifies MLK OPC on-site HR that the candidate is eligible for assignment.

Employee Health Services reviews, approves, and clears the prospective non-County workforce member for assignment in the facility based upon information contained in the health clearance documents provided by the contractor of form the prospective non-County workforce member's private physician/medical group, Health screening must have been conducted within the preceding 12 months in order for the documentation to be valid. Employee Health Services will provide a written health clearance document to MLK-OPC on-site HR.

### **IN-PROCESSING**

MLK OPC on-site HR is responsible for the following activities associated with in-processing of non-County workforce members:

- Determines if the name of the prospective non-County workforce member appears in the DHS "Do Not Send" database in LotusNotes.

If the prospective non-County workforce member has a "Do Not Send" designation, immediately cease processing the person and inform the Volunteer/Contract Workforce Coordinator of the "Do Not Send" status.

If the name does not appear on the list, then the person is "cleared" to proceed in-processing MLK OPC on-site HR will continue with the following steps:

- Coordinator
  - Fingerprinting
  - Issue Identification Badge
  - Provide the Agreement of Understanding to the non-County workforce member
  - Ensures non-County workforce member completes and signs the "Acknowledgement of Conditions of Assignment"
  - Receives written health clearance from Employee Health Services to ensure non-County workforce member is cleared to work
  - Obtains the HIPAA Self-Study Guide post-test from the Volunteer/Contract Workforce
- Non-County
  - Obtains the facility Orientation Review Handbook post-test from the non-County workforce member's supervisor
  - Completes all parts of Component 1, (Attachment 3), non-County Workforce Member In-Processing Checklist
  - Create Non-County workforce member HR file – to consist of the following items:
    - Component I – Non-County Workforce Member In-Processing Checklist; Component II – Orientation Review Handbook Post-Test and Answer Sheet; Component III (Attachment 4), County Workforce Member Area/Unit Orientation Checklist.
  - Random audit of non-County HR and Area Files for completeness on a quarterly basis.
  - Audit Contract Agency files annually to meet HR standards (licensure of employees, etc.).
  - Report findings on HR, area file and contract agency audits quarterly unless adverse finding occur.

All documentation related to the in-processing of a non-County workforce member will be kept and maintained in MLK OPC HR.

### **MANAGER/SUPERVISOR RESPONSIBILITY**

Initiate PARS for non-County workforce member and submit the request to the Volunteer/Contract Workforce Coordinator for processing.

Supervisor/managers are responsible for providing facility orientation to new non-County workforce members that includes issuance of the Orientation Review Handbook, administration of the post-test and forward completed scantron to Human Resources Comp

**AUTHORITY**

Los Angeles County Code  
Applicable Memorandum of Understanding (MOU)

**CROSS REFERENCE**

DHS Policy No. 145, Use of Department Facilities by Non-County Groups

**NOTED AND APPROVED:**

\_\_\_\_\_  
Cynthia M. Oliver, Chief Executive Officer

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Date

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Ellen Rothman, M.D., Chief Medical Director

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Date

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Regina D. Pierre, Human Resources Administrator

\_\_\_\_\_  
Date

Signature(s) on File.