

TITLE: Contract Services

IDENTIFIER: S-FW-HR-0216

EFFECTIVE DATE:APPROVED: Corp. Ops. & Strategy
Council 09/16/14 Acute Care:ENC 10/01/14GH 10/01/14LJ 10/01/14MER 10/01/14

ORIGINAL: 09/96

 Ambulatory:SMF 10/01/14

REVISED: 09/96, 06/99

 Home-based Care:HH 10/01/14HSPC 10/01/14

REVIEWED: 10/02, 09/06, 09/09, 09/14

 SHAS:10/01/14**KEYWORDS: Agencies, Accreditation, Certification, Licensing, Regulatory, Standards****I. POLICY**

A written agreement between contract service agencies and Scripps will define the nature and scope of care provided, and should include a statement that all regulatory, licensing and accreditation standards must be complied with, and records must be made available to Scripps at any time upon request. Contracts that have a clinical component should be reviewed and approved by the medical staff. The medical staff is also responsible for overseeing the clinical competency of contract service employees.

II. PROCEDURES

Contract service employees must be competent to perform their responsibilities. The organization will verify, as appropriate, the following elements:

- A. Education and training are consistent with applicable legal and regulatory requirements and hospital policy;
- B. Evidence of license, certification, or registration;
- C. Evidence that an individual's knowledge and experience are appropriate for his or her assigned responsibilities.

Contract service agencies will provide the organization with written job descriptions, as well as completed competency assessments, evaluations, appraisals, or letters of certification of completed competency assessments.

Contract service employees, who have regular clinical contact with patients, will be competent to fulfill their responsibilities as appropriate to the ages of patients served, and to produce the results expected from clinical interventions.

Orientation to the hospital, department and job will be provided to contract service employees.

It is the responsibility of the managers utilizing the contact service employees to ensure that the required information and documentation is provided. Audits of agency records may also be conducted periodically.

III. RELATED POLICIES

- A. Contracting and Signing Authority S-FW-LD-1001

IV. SUPERSEDED

Contract Services; S-FW-HR-0216 09/09

DEVELOPMENT SUMMARY**09/14 Review:** Policy reviewed with no changes.**Development Workgroup**

Representation	Member Name	Member Title/Discipline
Workgroup Leader/Author	Robert Wozniak	Executive Director, Human Resources
Workgroup Member	Veronica Zaman	Corp VP, HR and Learning
Workgroup Member	Joann Wright	Senior Director

ENDORSEMENTS and APPROVALS

Function	Chair Name/Title/Position	Date of Endorsement and Approval
Executive Sponsor	Vic Buzachero, Corp Sr Vice President	05/07/14
Human Resources Directors	Vic Buzachero, Corp Sr. Vice President	05/07/14
Legal Department	Mike Sullivan, Contract Attorney	06/18/14
Corp Operations & Strategy Council	Chris Van Gorder, President, CEO	09/16/14