

**HARDIN COUNTY GENERAL HOSPITAL  
HOSPITAL-WIDE POLICY**

**Title: Independent Contractor Personnel Orientation**  
**Policy Number: 151**  
**Regulation: 77 IL Administrative Code**  
Chapter I, Section 250.440, subchapter b

**Effective Date: 11/07**  
**Med Staff:**  
**Admin:**

**I. POLICY**

All Independent Contractor personnel will receive orientation and in-service training to the hospital to ensure compliance to all applicable requirements, policies, and procedures.

**II. DEFINITIONS**

ICS – Independent Contractor Service  
ICP – Independent Contractor Personnel

**III. RESPONSIBILITY**

Department Heads  
Department Supervisors  
Independent Contractor Service  
Human Resources  
Education/Infection Control Nurse

**IV. EQUIPMENT**

Independent Contractors Notification form  
Independent Contractors Orientation packet  
Independent Contractors Orientation checklist  
Other applicable handouts and forms

**V. PROCEDURES**

**INFECTION CONTROL: N/A**

- A. After the Administrator has approved the hiring of an Independent Contractor Service (ICS) and the contract is signed, the Department Head over the department where the service will be used will notify the Administrative Assistant.
- B. The Administrative Assistant will contact the ICS and will send them the *Independent Contractors – Notification Form* to be mailed back with names and titles of the personnel they will be sending here to work.
- C. When the list of personnel is received, the Administrative Assistant will give the list to the Education/Infection Control Nurse to send out the *Independent Contractors – Orientation Packet* to all personnel on the list to be reviewed and completed as required.
- D. All information will be returned to Human Resources who will begin processing all required information (photo ID, license, certifications, etc) and will follow up on anything that is missing.

- E. Human Resources will initiate the hospital-wide *Independent Contractors – Orientation Checklist* and then pass it on to the applicable Department Head to be completed and returned to Human Resources within 14 days.
- F. All Independent Contractor Personnel (ICP) will receive a hospital photo ID that will need to be worn at all times while working here.
- G. An orientation checklist will be required for all ICP sent here to work. It will be the ICS's responsibility to ensure that all personnel that will or might be working here receive the hospital-wide orientation.
- H. The Department Head and/or Department Supervisor will be responsible for seeing that all required in-services (Infection Control, Safety, QI, etc.) are scheduled and completed before the 14 day deadline.
- I. In the event that the checklist is not returned or returned incomplete to Human Resources, the checklist will be returned to the Department Head for completion.
- J. The completed orientation checklist will be placed in an individual ICP file and kept in the Administrative Assistants contract file.

## **VI. DOCUMENTATION**

Independent Contractors - Orientation Checklist  
Independent Contractors – Notification Form  
Other forms as required