



Health Professionals' Services Program

Program Guidelines

Title: Guideline for Workplace/Volunteer Work Monitoring

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Guideline:

- 1 1. The licensee must have a workplace monitor set up prior to first day of employment (regardless
2 of if the licensee is seeing patients immediately).
- 3 2. The licensee must have a workplace monitor for each employer.
- 4 3. The workplace monitor must meet all requirements of the associated licensing board.
 - 5 a. Oregon Medical Board (OMB); Board of Pharmacy (BOP):
 - 6 i. Workplace monitor is selected based on the person who has the least conflict of
7 interest, has the most knowledge or oversight of the licensee's work, and can
8 meet a minimum of monthly to complete the workplace safe practice report.
 - 9 b. Oregon State Board of Nursing (OSBN):
 - 10 i. See associated OSBN Workplace Guideline for specific requirements.
- 11 4. The licensee must sign the HPSP employer release of information so that the program may share
12 information with the employer as necessary.
- 13 5. The licensee must sign the HPSP employer release of information for each designated workplace
14 monitor that will complete workplace monitoring.
- 15 6. HPSP encourages that the licensee should disclose their participation to their employer but
16 HPSP has no statutory authority to require disclosure.
- 17 7. The workplace monitor, licensee, and agreement monitor must complete a HPSP contract prior
18 to the licensee starting work/volunteering.
- 19 8. The workplace monitor must complete a workplace monitor assessment form prior to the
20 licensee starting work/volunteering.
- 21 9. OSBN only: The workplace monitor must complete Division 70 training and post test (sent to
22 OSBN and HPSP) prior to the licensee starting work/volunteering.
- 23 10. Once the workplace monitor has been established and the licensee has begun working, the
24 workplace monitor must complete a monthly safe practice report. This report is to be filled out
25 for each calendar month and is due by the 5th of each following month. It is the licensee's
26 responsibility to ensure that the workplace monitor submits this form on time each month.
27 Failure to submit reports may result in being asked to step down from practice until all reports
28 are current.
- 29 11. For short term work or volunteer work: All requirements above apply. If work/volunteer work is
30 for less than one month, the workplace monitor can submit one report for the partial month.
- 31 12. HPSP agreement monitor will immediately notify the workplace monitor of any non-compliance
32 events that occur while the licensee is employed. Some non-compliance events require a step
33 down from practice which will be communicated with the workplace monitor if applicable.



- 34 13. Licensee is responsible for providing HPSP with at least 2 weeks' notice of any changes in
35 workplace and/or workplace monitor.
36 14. Termination for cause or forced resignation from workplace/volunteer work may result in a non-
37 compliance report being sent to the licensing board.
38
- 39 15. In rare situations, we may deviate from this requirement with pre-approval by the agreement
40 monitor.