

## Health Professionals' Services Program Program Guidelines

**Title: Guideline for Workplace/Volunteer Work Monitoring**

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**Pages: 2**

**Revision Date:**

### **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 Dentistry (BOD); 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 workplace monitor as necessary.
- 13 5. The licensee and HPSP must inform the employer that the licensee is in the HPSP program.
- 14 6. The workplace monitor, licensee, and agreement monitor must complete a HPSP contract prior  
15 to the licensee starting work/volunteering.
- 16 7. The workplace monitor must complete a workplace monitor assessment form prior to the  
17 licensee starting work/volunteering.
- 18 8. OSBN only: The workplace monitor must complete Division 70 training and post test (sent to  
19 OSBN and HPSP) prior to the licensee starting work/volunteering.
- 20 9. Once the workplace monitor has been established and the licensee has begun working, the  
21 workplace monitor must complete a monthly safe practice report. This report is to be filled out  
22 for each calendar month and is due by the 5<sup>th</sup> of each following month. It is the licensee's  
23 responsibility to ensure that the workplace monitor submits this form on time each month.  
24 Failure to submit reports may result in being asked to step down from practice until all reports  
25 are current.
- 26 10. For short term work or volunteer work: All requirements above apply. If work/volunteer work is  
27 for less than one month, the workplace monitor can submit one report for the partial month.
- 28 11. HPSP agreement monitor will immediately notify the workplace monitor of any non-compliance  
29 events that occur while the licensee is employed. Some non-compliance events require a step  
30 down from practice which will be communicated with the workplace monitor if applicable.
- 31 12. Licensee is responsible for providing HPSP with at least 2 weeks' notice of any changes in  
32 workplace and/or workplace monitor.

- 33 13. Termination for cause or forced resignation from workplace/volunteer work may result in a non-  
34 compliance report being sent to the licensing board.  
35
- 36 14. In rare situations, we may deviate from this requirement with pre-approval by the agreement  
37 monitor.