

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.52:	Description and Orientation of Non-DMHAS Personnel
REVISED:	11/24/06; 11/17/10; 04/13; 07/25/16; Reviewed 06/18
Governing Body Approval:	01/13/11; 05/09/13; 07/28/16; 07/02/18(<i>electronic vote</i>)

PURPOSE: Non-DMHAS Personnel providing services in the Agency comply with all Connecticut Valley Hospital (CVH) and Department of Mental Health and Addiction Services (DMHAS) approved policies, procedures and regulations.

Definition: Any individual who provides services or support including students, volunteers, and contracted staff.

SCOPE: All Non-DMHAS Personnel

PROCEDURE:

1. All Non-DMHAS Personnel, providing services for CVH meet the requirements established by Governing Body for such function as delineated in this procedure.
2. The Facility Human Resource Director or designee verifies credentials of the Non-DMHAS Personnel (if appropriate) with exception of physicians (whose credentials are verified through the Credentialing and Privileging (C&P) Committee). Human Resources conducts background checks for all collateral personnel.
3. Contracts and related documentation will be kept in the Director of Fiscal Services office.
4. All clinical contracts for the provision of ongoing care are reviewed and approved by The Total Medical Staff.
5. The Collateral Personnel File includes, but is not limited to, a copy of the Personal Services Contract (if appropriate), documentation verifying credentials, the completed Collateral Personnel Description and Orientation Form, evaluations and/or confirmation of documentation from the employing agency, background checks and health status, if applicable.
6. All Collateral Personnel working at CVH are required to adhere to the applicable CVH and DMHAS policies and regulations.
7. Collateral Personnel who assist in the operation of CVH are assigned to a supervisor who is responsible for their orientation, supervision, for their day-to-day duties and evaluations.

8. All Collateral Personnel working at CVH are required to attend the CVH orientation, sections of it as determined by the function of the Collateral Personnel, or must complete a Self-Learning Orientation Packet.
9. Supervisors are expected to review applicable policies and procedures, document this review on the Collateral Personnel Description and Orientation Form and forward it to the Facility Human Resource Director or designee for review and retention in the Collateral Personnel File.
10. All Collateral Personnel are evaluated at least annually, not later than March 31st.