

Title	Description	Process	Requirement
Sponsored Employee (POISPS)	<p>Sponsored Employees meet the same definition as "Employee" however, their salary is paid directly to them by an outside source, not from BWH. The alternate source, amount and method of compensation must be documented prior to the start of work. Compensation must meet minimum monetary thresholds to qualify. Personal funds (e.g., money from personal bank accounts) may not be used and cited as a source of salary support.</p>	onboarding	<ul style="list-style-type: none"> * Documentation of External Salary Support form * Proof of Funding (personal funds may not be used and cited as a source of salary support) * Government-issued ID * If onsite: TB symptoms review and interactive respirators questionnaire * If onsite: immunization history * Visa info (if applicable) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS) * Healthstream Trainings * HireRight
		renewal	<ul style="list-style-type: none"> * Renewal form * updated DESS with new dates * Proof of Funding * Visa info (if applicable) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS)
Collaborator (POICOL)	<p>Collaborators are employed full-time outside of BWH and are working at BWH under the direction of their primary employer/home institution. Collaborators receive all of their salary and benefits from their primary employer (e.g, their home institution). If a person is transitioning from BWH employee to collaborator, they do not need HireRight or occupational health requirements (besides flu shot).</p>	onboarding	<ul style="list-style-type: none"> * Attestation of Outside Employment (must be signed by someone in HR or a VP or higher from home institution) * IP agreement * Government-issued ID * If onsite: TB symptoms review and interactive respirators questionnaire * If onsite: immunization history * If remote: approval from research compliance * If remote and accessing human data: data sharing plan * Visa info (if applicable) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS) * Healthstream Trainings * HireRight
		renewal	<ul style="list-style-type: none"> * Renewal form * Government-issued ID * IP agreement * Updated Attestation of Outside Employment with new dates (must be signed by someone in HR or a VP or higher from home institution)

<p>Research Trainee (POIRST)</p>	<p>Research trainees are at BWH to gain experience and develop relevant skills in a closely-supervised research environment. They are not actively engaged in providing services to BWH, but are participating here purely for instruction. Trainees do not yet possess the skills to work independently in a lab. Trainees may only be at BWH for a period of one year unless the training is a required part of a degree-granting program. Trainees may not be paid any money that may be considered a wage (remuneration in recognition of hours worked or services provided). They may be paid an expense stipend to cover "reasonable expenses" directly associated with their involvement at BWH. Expense stipends should not exceed \$2,500.00 a month.</p>	<p>onboarding</p>	<ul style="list-style-type: none"> * Government-issued ID * IP agreement * If onsite: TB symptoms review and interactive respirators questionnaire * If onsite: immunization history * If remote: approval from research compliance * If remote and accessing human data: data sharing plan * Visa info (if applicable) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS) * Signed offer letter and Individual Research Training Plan (if remote, include specifics about how trainee will be supervised remotely) * Healthstream Trainings * HireRight
		<p>renewal</p>	<ul style="list-style-type: none"> * Renewal form * Government-issued ID * IP agreement * Visa info (if applicable) * Updated Research Training Plan including the new dates
<p>Student Intern (POINPS)</p>	<p>Unpaid student interns are students who do not yet have the requisite skills to function as BWH employees in their chosen field and are at BWH to gain experience and develop relevant skills in healthcare administration or clinical care. Unpaid interns are not involved in a BWH research role.</p>	<p>onboarding</p>	<ul style="list-style-type: none"> * Government-issued ID * IP agreement * Intern Curriculum OR signed letter on school letterhead stating that this internship is required for school credit * If onsite: TB symptoms review and interactive respirators questionnaire * If onsite: immunization history * Visa info (if applicable) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS) * Healthstream Trainings * HireRight
<p>Observer (POIOBS)</p>	<p>Observers are purely watching, hands-off. They do not engage directly in any projects or patient care. Observers may not be paid either a wage or a stipend. Observers may not be at BWH for a period longer than three months and may not be renewed.</p>	<p>onboarding</p>	<ul style="list-style-type: none"> * Government-issued ID * IP agreement * Immunization history (if onsite) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS) * Visa info (if applicable) * Healthstream Trainings

POI Scholar (POISCH)	POI Scholars are retired BWH employees who wish to retain access to the system after retirement. Since they were recently BWH employees they do not need HireRight or occupational health requirements (besides flu shot).	onboarding	<ul style="list-style-type: none"> * HireRight * Government-issued ID * IP agreement * Visa info (if applicable) * Flu shot documentation (September-May, emailed to OccHealthFluVaccination@partners.org and cc'd OSSVS)
		renewal	<ul style="list-style-type: none"> * Renewal form * Government-issued ID * IP agreement
Contractor (POICON)	An Independent Consultant or Vendor is an individual who: 1) Performs work that is not already similarly performed by a Partners employee; 2) Will perform the work without the need for supervision by a Partners employee and with only minimal direction on how to complete the assignment /work schedule/hours; 3) Does not require Partners to provide the tools, materials or equipment needed to perform the work; and 4) Performs similar services for other organizations/businesses in addition to Partners.	onboarding	<ul style="list-style-type: none"> * Visa info (if applicable) * Contract * BCI Form * Government-issued ID
		renewal	<ul style="list-style-type: none"> * Renewal form * Government-issued ID
Clinical Student	Any student completing a clinical rotation for their academic program at a school we have a contract at. This includes, but is not limited to, medical students, nursing students, Physician Assistant Students, etc.	onboarding	<ul style="list-style-type: none"> * Clinical affiliation agreement with the student's university * Government-issued ID * Flu shot documentation (September-May)