

Process for Onboarding System Services Non-CSO Contractor

A System Services non-CSO contractor is considered a person who engages with Texas Health to complete a specific assignment, task, or project within a set timeframe, for a set fee, per an approved service agreement with a System Service's team. The fee for service is paid through invoice.

Non-CSO contractors are not a substitute for supplemental staff and are not managed through the Central Staffing Office (CSO). Hours worked are not tracked by Texas Health.

Any System Services manager seeking to utilize a non-CSO contractor IS required to engage Human Resources (HR) at least one (1) week before the non-CSO contractor is expected to begin working with us. The manager should provide a copy of the Scope of Work (SOW) for the assignment with specified assignment dates (start and end dates).

Onboarding Requirements

All contractors that will be working with us will require the following:

- 10 panel drug-screen within 30 days of assignment start date. Must screen for amphetamine, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, methaqualone, and propoxyphene.
- Criminal background check within 30 days of assignment start date. The search shall include:
 - a) Social Security Number Verification (and trace to verify the individual correlates with the SSN);
 - b) Criminal background search
 - c) Sex Offender Registry;
 - d) OIG List of Excluded Individuals/Entities;
 - e) GSA List of Parties Excluded from Federal Programs (with a negative finding);
 - f) U.S. Treasury Terrorist List (with a negative finding);
 - g) Applicable State Exclusion List (Medicaid);
 - h) Office of Foreign Assets Control (OFAC);
- Immunizations will be dependent on the work the contractor will be doing. HR will require more details to determine which immunizations will be required.
- Fully completed THR Non-personnel data sheet

The vendor of the contractor must send the above information directly to System Services Human Resources at THSSHRGeneralist@texashealth.org and copy the HRPP Manager at DavidChen@texashealth.org at least 72 hours prior to the non-CSO contractor expected start with us. Upon review of the requirements, HR will notify the vendor and THR manager if the contractor has been cleared to work with us.

System and Badge Access

Non-CSO contractors requiring access to any Texas Health information system or badge access to any Texas Health facility, will have a profile created in MyTHR.org by Human Resources for tracking.

Non-CSO contractors will be required to complete online training which is assigned through MyTalent. Vendor contractors will be assigned an online new hire orientation course and must complete this course on day one (1) of their assignment.

To obtain a THR contractor badge, the contractor must print the certificate of completion for the new hire orientation and bring the certificate to the HR office either at THR System Services (4th floor receptionist) OR at the local THR entity to request a contractor badge.

Required Immunizations:

For preventable diseases, in which Vaccines are the only suitable defense to prevent or stop the spread of disease, all unvaccinated Health Care Workers (HCWs) working in areas with a vulnerable patient population that have a greater susceptibility of contracting the disease, must receive the required vaccination to work with the patient population.

- Influenza Vaccine
 - Must provide documentation of current seasonal Influenza vaccination on an annual basis.
- Measles, Mumps, Rubella (MMR) Vaccines
 - Two (2) doses of live Measles and Mumps Vaccine and at least one (1) dose of live Rubella or laboratory evidence (rubeola IgG, Rubella IgG and Mumps IgG) of immunity.
- Meningococcal Vaccine
 - Meningococcal Vaccine is required for laboratory HCWs who may be exposed to isolates of Neisseria Meningitidis.
- Tetanus Diphtheria Pertussis (Tdap)
 - One-time adult vaccination with Tetanus, Diphtheria and Pertussis (Tdap) given after June 2005 is required for all HCWs/volunteers
- Varicella
 - Current HCWs/volunteers must provide documentation of two doses of the Varicella Vaccine or have laboratory evidence (Varicella IgG) of immunity.

