

Title	Description	Process	Requirement
Sponsored Employee (POISPS)	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.	onboarding	<ul style="list-style-type: none"> <li>* Documentation of External Salary Support form</li> <li>* Proof of Funding (personal funds may not be used and cited as a source of salary support)</li> <li>* Government-issued ID</li> <li>* <b>If onsite:</b> vaccination history (including TB test within 3 months of start date). <b>Documentation of COVID Vaccine and Booster Shot is required</b></li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1st - March</b>)</li> <li>* Visa info (if applicable)</li> <li>* Healthstream Trainings (will be sent in welcome email)</li> <li>* HireRight (will be sent with welcome email)</li> </ul>
		renewal	<ul style="list-style-type: none"> <li>* Updated DESS with new dates</li> <li>* Proof of Funding</li> <li>* Visa info (if applicable)</li> </ul>
Collaborator (POICOL)	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).	onboarding	<ul style="list-style-type: none"> <li>* Attestation of Outside Employment (<b>must be signed by someone in HR or a VP or higher from home institution</b>)</li> <li>* IP agreement</li> <li>* Government-issued ID</li> <li>* <b>If onsite:</b> vaccination history (including TB test within 3 months of start date), <b>Documentation of COVID Vaccine and Booster Shot is required</b></li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1st - March</b>)</li> <li>* <b>If remote:</b> approval from research compliance</li> <li>* <b>If remote and accessing human data:</b> data sharing plan</li> <li>* Visa info (if applicable)</li> <li>* Healthstream Trainings (will be sent in welcome email)</li> <li>* HireRight (will be sent with welcome email)</li> </ul>
		renewal	<ul style="list-style-type: none"> <li>* Updated Attestation of Outside Employment with new dates (<b>must be signed by someone in HR or a VP or higher from home institution</b>)</li> <li>* Visa info (if applicable)</li> </ul>

Research Trainee (POIRST)	<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, are participating here purely for instruction. Trainees do not yet possess the skills to work independently in a lab. <b>Trainees may only be at BWH for a period of 3 months unless the training is a required part of a degree-granting program.</b> 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. Is required</p>	onboarding	<ul style="list-style-type: none"> <li>* Signed offer letter and Individual Research Training Plan (<b>if remote, include specifics about how trainee will be supervised remotely</b>)</li> <li>* IP agreement</li> <li>* Government-issued ID</li> <li>* <b>If onsite:</b> vaccination history (including TB test within 3 months of start date) <b>Documentation of COVID Vaccine and Booster Shot is required</b></li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1st - March</b>)</li> <li>* <b>If remote:</b> approval from research compliance</li> <li>* <b>If remote and accessing human data:</b> data sharing plan</li> <li>* Visa info (if applicable)</li> <li>* <b>Proof of Enrollment with graduation date if here longer than 3 months</b></li> <li>* Healthstream Trainings (will be sent in welcome email)</li> <li>* HireRight (will be sent with welcome email)</li> </ul>
		renewal	<ul style="list-style-type: none"> <li>* Updated Research Training Plan including the new dates. Proof of Enrollment Letter from School indicating Program and Graduating date</li> <li>* Visa info (if applicable)</li> </ul>
Student Intern (POINPS)	<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>	onboarding	<ul style="list-style-type: none"> <li>* Intern Curriculum OR signed letter on school letterhead stating that this internship is <b>required</b> for school credit</li> <li>* IP agreement</li> <li>* Government-issued ID</li> <li>* <b>If onsite:</b> vaccination history (including TB test within 3 months of start date) <b>Documentation of COVID Vaccine and Booster Shot is required</b></li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1<sup>st</sup> - March</b>)</li> <li>* Visa info (if applicable)</li> <li>* Healthstream Trainings (will be sent in welcome email)</li> <li>* HireRight (will be sent with welcome email)</li> </ul>
		renewal	<ul style="list-style-type: none"> <li>* Intern Curriculum OR signed letter on school letterhead stating that this internship is <b>required</b> for school credit</li> <li>* Visa info (if applicable)</li> </ul>
Observer (POIOBS)	<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. <b>Observers may not be at BWH for a period longer than three months (90 days only and cannot be renewed)</b></p>	onboarding	<ul style="list-style-type: none"> <li>* Government-issued ID</li> <li>* Vaccination history (including TB test within 3 months of start date) <b>Documentation of COVID Vaccine and Booster Shot</b></li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1<sup>st</sup> - March</b>)</li> <li>* <b>Observer Packet</b> - Must be approved by Department Chair prior to onboarding</li> <li>* Visa info (if applicable)</li> <li>* Healthstream Trainings (will be sent in welcome email)</li> <li>* HireRight (will be sent with welcome email)</li> </ul>

<b>POI Scholar (POISCH)</b>	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).	<b>onboarding</b>	<ul style="list-style-type: none"> <li>* Government-issued ID</li> <li>* IP agreement</li> <li>* Visa info (if applicable)</li> </ul>
		<b>renewal</b>	<ul style="list-style-type: none"> <li>* Visa info (if applicable)</li> </ul>
<b>Contractor (POICON)</b>	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.	<b>onboarding</b>	<ul style="list-style-type: none"> <li>* Government-issued ID</li> <li>* Contract</li> <li>* <b>If onsite:</b> vaccination history (including TB test within 3 months of start date)</li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1<sup>st</sup> - March</b>)</li> <li>* <b>If onsite:</b> Documentation of COVID Vaccine and Booster Shot</li> <li>* Visa info (if applicable)</li> <li>* HireRight (will be sent with welcome email)</li> </ul>
		<b>renewal</b>	<ul style="list-style-type: none"> <li>* Contract</li> <li>* Visa info (if applicable)</li> </ul>
<b>Clinical Student</b>	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.	<b>onboarding</b>	<ul style="list-style-type: none"> <li>* Clinical Affiliation Agreement with the student's university</li> <li>* Government-issued ID</li> <li>* <b>If onsite:</b> Flu shot documentation (<b>effective October 1<sup>st</sup> - March</b>)</li> <li>* <b>If onsite:</b> Documentation of COVID Vaccine and Booster Shot</li> </ul>