

UAB Medicine - Traveler Orientation Process

A traveler is defined as any person who is not employed by UAB Hospital or Health Services Foundation who comes into an ambulatory clinic setting to perform care, treatment, services, or research.

Initial Steps

1. The outside entity requests an Orientation Request Form (ORF) either by contacting [Becky Hardin](#) directly or making the request through medicinelearning@uabmc.edu. An Orientation Request Form may also be obtained from the ONE UAB Medicine website under [Non-Employee Guidelines](#).
2. The ORF is completed by the traveler and returned to Becky Hardin or medicinelearning@uabmc.edu.
 - a. It is important that a 'personnel officer' be named – the purpose of this role is to have a contact person for the traveler in case there is any problem locating or contacting the traveler – never use an MD for this role.
 - b. It is also important for the traveler to list the specific clinic(s) in which he or she will be conducting research since Becky will notify the clinic manager of the presence of the traveler in the clinic.
3. The online traveler orientation is created using information outlined in the ORF.
4. After online assignments are made, the traveler will receive instructions from Becky Hardin on additional items needed from the traveler as mandated by the Joint Commission to complete the two-week process.
5. After the completion of the online assignments and additional items gathered, the traveler will receive an email from Becky Hardin informing the traveler where and how to pick up the badge.

Travelers are not to enter the ambulatory setting without a traveler badge.

Ongoing Steps

Traveler badges are renewed on a yearly basis – September 1st – using a different color each year. As long as the traveler remains in such status, he or she is expected to renew the badge each year by completing annual online assignments.

When a traveler stops coming to the clinics, the traveler or the corresponding personnel officer listed on the Orientation Request Form, will need to contact Becky Hardin so the files can be archived and no additional assignments be made.

When a traveler transfers from one department in order to conduct research in another department, the personnel officer is expected to notify Becky Hardin so the traveler's records can be kept current.

Questions

Becky Hardin: 205-731-9235 / rhardin@uabmc.edu