

Non-Compensated Appointment Requisition & Assignment Description

The following information must be submitted to The Lundquist Institute Human Resources Department before the appointee can be registered. The appointee is not permitted in any Lundquist Institute facility without being properly registered and wearing an appropriate Lundquist Institute ID badge.

Name of Appoint	ee (please print):						
Appointee work location (building & room) Appointed			ointee work phone / exte	ension			
Principal Investig	gator Overseeing	this Appointee:					
Name [Please print] Department name / Four-digit Department Number							
Name of the Direct	Supervisor of Ap	pointee, if differer	nt from Principal I	nvestigator			
[Please print]				Lundquist phone / extension			
Is training required	d? 🗌 No	Yes If ye	<u>es</u> , person who will	provide the train	ing:		
[Please print]:	First	Middle	Last		Lundquist Institute phone / extension		
Type of training re	quired:						
Special Requirements, if any: Please check off the workdays and the hours for each day checked that the appointee will serve.							
			-				
Mon.	Tues.	Wed.	Thurs.	Fri.	🗌 Sat.	Sun.	
From To	From To	From To	From To	From To	From To	From To	
or varies	or varies	or varies	or varies	or varies	or varies	or varies	

Check th	Check the appropriate category for the non-compensated appointment:								
	B								
ITEM	CATEGORIES	DESCRIPTION	EXAMPLES						
A Research Scholar		An undergraduate or graduate student , postgraduate physician or Fellow, who is receiving training or related activities at The Lundquist Institute	An advanced degree candidate working on his/her studies/thesis under the tutorage of a Principal Investigator at The Lundquist Institute.						
В	Specialist	An outside, independent, and non-compensated expert who intermittently shares their knowledge on a formal basis with Fellows, staff, or other personnel designated by The Lundquist Institute.	A subject matter expert or external consultant collaborating on a Lundquist Institute research project						
С	Resident Investigator	An investigator with an advanced degree employed by LA County or UCLA who is based at the Harbor-UCLA Medical Center campus and has an academic appointment, and is conducting research on behalf of The Lundquist Institute using Lundquist Institute facilities.	A Los Angeles County employee at the Harbor-UCLA Medical Center (HUMC) who is an investigator on an Lundquist Institute grant, but who is not an Lundquist Institute employee.						
D	Visiting Investigator	An investigator with an advanced degree and who has an academic appointment, who is neither paid by LA County nor UCLA but is conducting research on behalf of The Lundquist Institute using Lundquist Institute facilities.	An investigator on an Lundquist Institute grant doing research at Lundquist Institute, who is not an employee of LA County, UCLA, or The Lundquist Institute.						
Е	Industry Researcher	An individual whose employer has entered into a contractual arrangement with The Lundquist Institute to utilize Lundquist Institute facilities and/or collaborate with Lundquist Institute researchers.	An outside collaborator working with Lundquist Institute personnel on a project/research for a common goal						
F	Student Intern	An Individual donating their time as part of a formal work/study program with high school, college or other academic organization.	A student assigned as part of an academic program requirement or training						
G	Research Assistant	An individual who does not qualify under categories A-F above , who donates their time to The Lundquist Institute for charitable purposes, in order to further the research activities of The Lundquist Institute investigators.	A non-compensated individual providing assistance in the laboratory or research endeavor.						
Н	Administrative Aide	An individual who donates their time to The Lundquist Institute for charitable purposes and primarily participates in administrative support activities on behalf of The Lundquist Institute.							
Ι	Research Associate	An individual with an advance degree, who does not have an academic appointment and is conducting research on behalf of a Lundquist Institute investigator	A non-compensated individual conducting research under the auspices of a Lundquist Institute investigator						

Health & Exposure

Check 'Yes' or 'No' for the following statements:		Yes	No
1.	Assignment requires regularly work within the walls of the hospital or other LA County operated health facility?		
2.	Assignment requires direct contact with LA County patients?		
3.	This assignment entails exposure from work activity or working conditions that is reasonably anticipated to create an elevated risk of contracting a disease or pathogen transmissible via droplet or aerosol, if protective measures are not in place. "Elevated" means higher than what is considered ordinary for appointee's having direct contact with the general public outside of hospitals, clinics or medical offices. Appointee's activities that involve having contact with, or being within exposure range of cases or suspected cases of aerosol transmissible diseases are always considered to cause occupational exposure.		
4.	Assignment will have exposure to human blood and/or body fluids?		

RISK ASSESSMENT FOR HAZARDOUS AGENTS Check boxes if statement is applicable to Appointee's assignment:						
1. Infectious Agents/DNA Technologies						
2. Chemical Carcinogens						
3. Known Reproductive Hazards						
4. Radiation						
5. Other (please specify)						
LABORATORY ANIMAL USE Check boxes if statement is applicable to Appointee's assignment:						
Appointee will <u>NOT</u> be doing research on animals or otherwise working with animals or where animals are housed. (If box is checked, you do not need to complete the remaining questions – just sign bottom of form)						
 Appointee will not be handling animals but will work in areas where animals are housed. Appointee will be working in animal biohazard areas. Appointee will be involved with veterinary care or animal husbandry. 						
ANIMAL/TISSUE/BODY FLUIDS USED OR HANDLED Check all boxes applicable to Appointee's assignment: Mice Rats Hamsters Guinea Pigs Dogs Pigs Chickens Goats Sheep Cows						
Appointee Sponsor/Hiring Supervisor Information and Approval:						
Dept. Name #Building & Room #	<u>.</u>					
Phone #E-mail	<u>.</u>					
Appointee Sponsor/Immediate Supervisor Name [please print]	Date					
Appointee Sponsor/Immediate Supervisor Signature:						

Return this signed form to Human Resources, MRL Building for analysis of health and background screening, and safety requirements. No Appointee is authorized to begin an assignment until provided with clearance from HR.