

Advanced Healthcare Staffing Solutions, LLC
Master Records/ Salary Agreement

(TO BE FILLED OUT BY EMPLOYEE)

NAME _____
 Last Name First Name Middle Initial

ADDRESS _____

CITY: _____ **STATE** _____ **ZIP CODE:** _____

HOME PHONE #: _____ **SSN:** _____ **Gender:** _____

RACE _____ **BIRTHDATE** _____

MARITAL STATUS: _____ (S-SINGLE, M-MARRIED, D-DIVORCED, W-WIDOW)

SPOUSE NAME: _____ **PHONENUMBER** _____
 Last Name First Name

EMERGENCY CONTACT: _____ **PHONE** _____

RELATIONSHIP TO EMPLOYEE: _____

This packet includes information and forms applicable to individuals applying for employment with Advanced Healthcare Staffing Solutions, LLC. Please review the list thoroughly and “check off “each item as it is completed and / or provided.

The following documents must be completed and submitted to A.H.S.S., LLC:

- Current Picture ID (Both Sides)**
- Social Security Card**
- Application of Employment**
- Conditions of Employment**
- Substance Abuse Policy**
- Procedure policy**
- Criminal Background Check**
- W4**
- Random Testing**
- Physical Examination**
- Job Description**
- Current PPD**
- Resume**
- Licenses/ Certificate**
- BCLS, ACLS, PALS, NALS, NRP, as applicable**

Available Days : _____

Available Times : _____

Advanced Healthcare Physical Examination Form

Name:		Date of Birth:		SS#	
Address:		City / State		ZIP CODE:	
Consent for Examination and Release of Information					
Signature of Applicant / Employee			Date		
Home Health Aid			<input type="checkbox"/>		
Registered Nurse			<input type="checkbox"/>		
Licensed Practical Nurse			<input type="checkbox"/>		
Clerical			<input type="checkbox"/>		
Annual	<input type="checkbox"/>	Return to Work	<input type="checkbox"/>	Pre-Employment	<input type="checkbox"/>
<u>Note to Healthcare Professional</u>					
The above named is / will be employed as a health care provider. We are interested in your medical evaluation of this person's ability to function in this regard would you please complete the following:					
--FOR HEALTHCARE PROVIDERS ONLY--					

TO BE FILLED OUT BY OFFICE PERSONNEL	

WORKER ID # EX0733 _____	DATE OF HIRE _____
JOB DESCRIPTION _____ (JOB CLASSES LPN, RN, PCA, CNA, SITTER)	
Weekly Hours _____ (Clients Scheduled days)	
HOURLY RATE \$ _____	OVERTIME RATE: \$ _____
MARITAL STATUS: _____ (M-MARRIED, S- SINGLE, H- HEAD OF HOUSEHOLD)	
TOTAL DEPENDANCE _____	FEDERAL _____ STATE _____
ADDITIONAL WITHHOLDING: FEDERAL _____ STATE _____	

OFFICE PERSONNEL	EMPLOYEE SIGNATURE
<p>Advanced Healthcare Staffing Solutions, LLC P.O. Box 1570 Florence SC 29503 Tel: (843) 679-5355 Fax: (843)679-5646 Email: www.Advanced_wecare4u@bellsouth.net Website: www.Advancedwecare4u.com</p>	

Medical History	DATE	NO	If YES, Indicate degree of function disability
Vital Signs	/ /	P: BP:	
• TB Screen	/ /	Results: Neg. Pos.	
• Chest X Ray	/ /	Results: Neg. Pos.	
• <u>Infectious Disease</u>	YES	NO	If YES, Indicate degree of function disability
• Tuberculosis			
• Hepatitis			
• Mumps			
• Measles			
Mental Health			
Please select any Mental Health Disease that you have been diagnosed with by a Licensed Healthcare Professional.			
<input type="checkbox"/> Schizophrenia <input type="checkbox"/> Bipolar Disorder <input type="checkbox"/> Anxiety Disorder <input type="checkbox"/> OCD <input type="checkbox"/> PTSD		<input type="checkbox"/> Depression <input type="checkbox"/> ADHD <input type="checkbox"/> Personality Disorder <input type="checkbox"/> Panic Disorders <input type="checkbox"/> Social Anxiety Disorder	

Advanced Healthcare Staffing Solutions, LLC
P.O. Box 1570 Florence SC 29503
Tel: (843) 679-5355 Fax: (843)679-5646
Email: www.Advanced_wecare4u@bellsouth.net
Website: www.Advancedwecare4u.com

Please review this application thoroughly and understand the company policies and procedures. Please beware that A.H.S.S., LLC is a temporary staffing service that does not guarantee my employment or the availability of work assignments. A. H.S.S, LLC is in an At Will state and has the right to terminate employees at any time without prior notice.

Agreement

If one of our clients offers you a permanent position, your answer should be that Advanced Healthcare Services, LLC employs you. You are free to work for the employer of your choice, however, Advanced Healthcare Services, LLC is not a permanent placement agency, and our client has an obligation to compensate us for the expense incurred in the recruiting, screening, and placing you. Should you choose to work for our client, notify us and arrangements can be made for you to work for them, through us, as our employee, on our payroll for a 90-day period, at which time you will be released from the agreement which you have signed.

I hereby agree, in consideration of receiving employment with Advanced Healthcare Services, LLC:(1) To not seek or accept employment from any client of Advanced Healthcare Services, LLC to whom I have been assigned, for at least 180 days after the last date of the assignment; (2) That it is my responsibility to provide Advanced Healthcare Services LLC with my available days and hours, on weekly basis, in order to be scheduled for work; (3)That Advanced Healthcare Services, LLC is a drug-free workplace and acknowledge that assignments at certain facilities may require submission to drug testing in accordance with federal, state and local laws, (4) That placement on assignments at certain facilities may require a criminal background investigation. I hereby authorize Advanced Healthcare Services, LLC to conduct such an investigation.

I certify that the information provided in this application is complete and true to the best of my knowledge. I realize that misrepresentation of facts may be cause for rejection of this application or termination of employment. I authorize Advanced Healthcare Services, LLC to contact all my previous employers and the professional references listed herein and request any, and /or all my former employers to furnish a complete history of my service with them, of the cause of separation. I hereby release the above parties from all liability for damages of whatever nature on account of furnishing, receiving or action upon requested information.

I also grant permission to Advanced Healthcare Staffing Solutions, LLC to provide the information contained herein to their clients or potential clients for the purpose of seeking assignments for me. I understand that, if I have not worked for Advance Healthcare Staffing Solutions, LLC for over a year that I may be asked for additional references and employment information. I understand that completion of this application and Advanced Healthcare Staffing Solutions, LLC entire application process does not guarantee my employment. I also understand that Advanced Healthcare Staffing Solutions, LLC Incorporation is a temporary staffing service and does not guarantee the availability of work assignments. Advance Healthcare Staffing Solutions, LLC is an equal opportunity employer does not discriminate in respect to hiring, firing, compensation, and all other terms and conditions of privileges of employment based on race, color, national origin, ancestry, sex, age, pregnancy, or related medical conditions, marital status, religious creed, physical handicap not related to the ability to do the job, or a medical condition related to cancer or age. I understand that my employment at will may be terminated at any time without prior notice.

Signature: _____ Date: _____
Advanced Healthcare Staffing Solutions, LLC: _____ Date: _____
License Verified: Yes _____ Date: _____ by: _____

Advanced Healthcare Staffing Solutions, LLC
P.O. Box 1570 Florence SC 29503
Tel: (843) 679-5355 Fax: (843)679-5646

Advanced wecare4u@bellsouth.net

Application for Employment

Today's Date: _____ Date Available for Work: _____
 Name: _____ Other Name Used: _____
 Current Address: _____ Email: _____
 City: _____ State: _____ Zip Code: _____
 Current Phone Number: _____ Permanent Phone Number : (____) _____
 Other Contact Numbers (Cellular, Pager, Other) Type _____ (____) _____
 Permanent Address: _____
 City: _____ State: _____ Zip Code: _____
 Social Security Number: _____
 Can you provide proof of eligibility to work in the United States? Yes _____ No _____
 Emergency Contact (not living with you) _____
 Have you ever been convicted of a felony? Yes _____ No _____ Explain _____

Are you currently employed? Yes__ No__ If yes, may we contact your employer Yes__ No__

Education

College: _____ Address: _____
 From: _____ To: _____ Degree _____ Major _____ Certificate _____
 College: _____ Address: _____
 From: _____ To: _____ Degree _____ Major _____ Certificate _____
 Professional Training/Education: _____ Address: _____
 From: _____ To: _____ Diploma: _____ Certificate: _____
 Other Training: _____ Address: _____
 From: _____ To: _____ Course/Certificate _____

Professional

Specialty areas in which you have performed proficiently in the last two years:

Specialty: _____ Years of Experience: _____
 Specialty: _____ Years of Experience: _____
 Specialty: _____ Years of Experience: _____

<u>License/Certification</u>	<u>State Number Expiration Date</u>
1. _____	_____
2. _____	_____
3. _____	_____

CPR/BLS Certified? Yes__ No__ Expiration Date: _____

ACLS Certified? Yes__ No__ Expiration Date: _____

Other Certifications: _____ Pending Certifications: _____

Has your license or certification ever been under investigation? Yes__ No__ If yes, please explain: _____

Advance Healthcare Staffing Solutions, LLC

Employment Experience

Start with your current or last job

From :(MM/YY) _____ To :(MM/YY) _____

Employer: _____ City: _____ State: _____

Job Title/Unit: _____ Charge Experience: Yes ___ No _____

Supervisor: _____ Telephone Number: _____

Reason for leaving: _____ Travel Assignment? Yes ___ No _____

From :(MM/YY) _____ To :(MM/YY) _____

Employer: _____ City: _____ State: _____

Job Title/Unit: _____ Charge Experience: Yes ___ No _____

Supervisor: _____ Telephone Number: _____

Reason for leaving: _____ Travel Assignment? Yes ___ No _____

From :(MM/YY) _____ To :(MM/YY) _____

Employer: _____ City: _____ State: _____

Job Title/Unit: _____ Charge Experience: Yes ___ No _____

Supervisor: _____ Telephone Number: _____

Reason for leaving: _____ Travel Assignment? Yes ___

No _____

From :(MM/YY) _____ To :(MM/YY) _____

Employer: _____ City: _____ State: _____

Job Title/Unit: _____ Charge Experience: Yes ___ No _____

Supervisor: _____ Telephone Number: _____

Reason for leaving: _____ Travel Assignment? Yes ___ No _____

Professional References

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Advanced Healthcare Staffing Solutions, LLC
PO Box 1570 Florence SC, 29503
Tel (843) 664-2840 Fax (843) 664-2841

Substance Abuse Policy

Substance abuse in our society poses a threat of danger to us all. Advanced Healthcare Staffing Solutions, LLC, accepts its responsibility to all its employees to provide a safe working environment. Advance Healthcare Staffing Solutions, LLC, also recognizes its responsibility to its clients and to the public to ensure that their safety and trust in our organization is protected. In accordance with this, and in compliance with the federal Drug Free Workplace Act of 1988, Advanced Healthcare Staffing Solutions, LLC is committed to maintaining a Drug Free Workplace.

To ensure that the company meets its legal and ethical requirements, the following substance Abuse policy has been implemented and is effective immediately. Read the contents of this policy carefully as you will be held responsible for understanding and complying with it. This policy explains your rights and responsibilities as they relate to Advanced Healthcare Staffing Solutions, LLC, Drug Free Workplace and Drug and Alcohol Testing programs. Compliance with this policy is required as a condition of employment.

I. Covered Employees

This policy applies to employees and prospective employees of Advanced Healthcare Staffing Solutions, LLC. Who provides or will provide temporary services to the organization's clientele? These employees include, but are not limited to: Registered Nurses, Licensed Practical, or Vocational Nurses, Certified Nurse's Assistants, Home Health Aides, as well as ancillary service personnel.

I. Policy

Advanced Healthcare Staffing Solutions, LLC, prohibits the use, possession, transfer, diversion, or sale of alcohol and /or illegal drugs or prescription drugs obtained illegally while working, or on any premises owned or operated by the company and its clients. It also prohibits reporting for work on behalf of Advanced Healthcare Staffing Solutions, LLC, under the influence of alcohol and / or illegal drugs.

Violation of this policy may result in disciplinary action, up to and including termination. "Illegal drugs" mean illicit drugs and controlled substances and includes prescription medication that contains a controlled substance and are used for a purpose for which they were not prescribed or intended.

II. Consequences of Non-Compliance

Employees who are found to be in violation of this policy will be subject to disciplinary actions including possible termination. Disciplinary actions may also include, but not be limited to formal reprimand, suspension without pay, or other actions as required by state and local regulatory authorities.

III. Drug/Alcohol Testing

A. Pre-Employment Drug Testing

Many of our clients require pre-employment drug testing of all temporary employees placed on assignment at their facilities. Therefore, when stipulated by service contract or agreement, and /or in accordance with law, Advanced Healthcare Staffing Solutions, LLC, will require its employees to comply with the client's policies and procedure to be eligible for work assignments with the client.

Advanced Healthcare Staffing Solutions, LLC also requires pre-employment drug testing of all travel Division employees. Furthermore, the company reserves the right to expand its pre-employment drug testing program at any time and without notice.

B. Reasonable Suspicion Testing

An employee may be requested or required to undergo a drug and /or alcohol test if there is a reasonable suspicion that the employees: (1) is under the influence of alcohol and /or illegal drugs, (2) has violated the policy statement above, or Advanced Healthcare Staffing Solutions LLC, Drug- Free Work Place Policy, (3) has caused himself/ herself or another person to sustain a personal injury, or (4) has caused a work-related accident.

C. Notification

Before requesting or requiring an employee to undergo drug and or alcohol testing, the company will provide the employee with a copy of this Drug and Alcohol Testing Policy and an opportunity to read and sign the policy.

D. Right to Refuse to Undergo Drug and Alcohol Testing and The Effect Thereof

Any employee has the right to refuse to undergo drug/ or alcohol testing. An employee who refuses to be tested or whose behavior prevents meaningful completion of drug and /or alcohol testing will be subject to termination or other disciplinary action in conformity with company policy.

E. Rights In Case of a Positive Test

Confirmatory Test- if the initial result on a drug test is positive, the sample tested will be subject to a second, confirmatory test. No employee will be terminated, disciplined, discriminated against solely based on an initial positive test result.

Medical Review (MRO) - If the confirmatory test is also positive, the applicant or employee will be notified of the test results by an MRO and will be allowed to submit information to explain the positive test results. The MRO will either confirm the positive result or determine that the test result is negative.

Secondary Confirmatory Test- If the employee is not satisfied with the positive test results he or she may, at his or her expense, request a second confirmatory retest of the original sample, conducted either by the original testing laboratory or by another licensed laboratory.

F. Consequences Of a Positive Test Results

If an applicant has a positive confirmatory test, any conditional job offer will be withdrawn immediately and the applicant will be ineligible for employment with **Advanced Healthcare Staffing Solutions, LLC**, until they successfully complete a rehabilitation or counseling program.

If an employee has a positive confirmatory test, he or she will be required to participate in a drug and/ or alcohol counseling rehabilitation program as a condition of continued employment. The employee may be suspended during the period of rehabilitation but, will not be discharged unless he or she: (1) refuse rehabilitation; (2) does not successfully complete the rehabilitation program; or (3) tests positive for drugs or alcohol following completion of the program. An employee who completes a drug or alcohol counseling or rehabilitation program may be required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for any period following treatment allowable by law. The employee will be responsible for all costs associated with the counseling or rehabilitation program.

G. Additional Rights of Applicants and Employees

An Applicant or employee who is requested or required to undergo drug testing will be provided with a copy of the test results upon request.

H. Confidentiality

The fact that an employee has been requested or required to take a drug and/ or alcohol test, the result of the test, and information acquired in the alcohol and / or illegal drug testing process shall be treated in a manner consistent with the companies' treatment of other private and confidential information concerning employees. Voluntary disclosure by an employee of the excessive use of alcohol and/ or illegal drugs before being confronted, tested, or otherwise involved in drug and /or alcohol- related discipline or proceedings will also be treated in a manner consistent with the company's treatment of other private and confidential information concerning employees.

V.

Acknowledgement

I have read and understand the policies of Advanced Healthcare Staffing Solutions, LLC, herein and acknowledge the specific clients of Advanced Healthcare Staffing Solutions, LLC, may require pre-employment drug testing and that I will be expected to comply with these requirements to be eligible for assignment with such facilities. Furthermore, I understand that I may be subject to other subjects to other types of drugs and/ or alcohol testing outlined in the policy.

Advanced Healthcare Staffing Solutions, LLC

611 S. Dargan Street Florence, SC 29506

Office: (843) 679-5355 Fax: (843) 679-5646

www.advancedwecare4u@bellsouth.net

www.advancedhealthcareofflorence.com

Conditions of Employment

Policy and Procedure

Employments of AHSS, LLC are expected to always conduct themselves in a professional manner. "Professionalism" refers to dependability and reliability in arriving for assignments on time and in

appropriate attire. It also refers to providing quality services consistent with the job description for the position to which you are assigned and in accordance with the policies and protocol of the client facilities as well as those of AHSS, LLC. AHSS LLC employees recognize that the role of temporary employees is to provide competent, skilled support to the client. Every effort must be made to meet the needs of the client. Unacceptable conduct will result in disciplinary action including up to termination of employment. **Unacceptable conduct includes, but is not limited to the following:**

1. No Call No Show **"Automatic Termination"**
2. Excessive Usage of any Electronic Device including cell phones, tablets, mp3 players, etc.
3. Excessive Unexcused Issues Clocking in/out
4. Performance on assignment, which results in clients' complaints
5. Chronic Tardiness
6. Not in Proper Uniforms (Scrubs Only)
7. Inordinate number of cancellations or late cancels.
8. Theft
9. Noncompliance with AHSS, LLC substance abuse policy
10. Insubordination (Refusal or failure to follow instructions/directions by supervisor/management personnel)
11. Taking unauthorized person(s) to client's home
12. Sleeping while on assignment
13. Failure to follow Occupational Health and Safety Standards including Universal Precautions
14. Unprofessional Behavior
15. Falsification of records
16. Racial intolerance
17. Violence on premises
18. Sexual Harassment and other discriminatory behavior

I have received a copy of AHSS, LLC policies and procedures. I agree to abide by the Policies and Procedures as well as the following:

1. To notify AHSS, LLC when a client schedules me for additional hours
2. To accept responsibility for learning each facility's emergency procedures, including orientation if required. **To receive orientation, pay, you will have to do at least 1 service day. Training hourly rate varies.**
3. I am responsible for working in a professional manner while on duty. I am also responsible for the filing of the appropriate tax forms. I release AHSS, LLC from any all liability arising from this form.
4. I agree to never leave my assignment without notifying my supervisor.
5. I agree to accept patients without regard to race, color, national origin, or medical treatment and will strive to provide services of the highest quality.
6. I agree to notify AHSS, LLC of address or telephone changes within 72 hours.
7. Any employee injuries should be reported by the end of the shift to the immediate supervisor.

Advanced Healthcare Staffing Solutions, LLC will not offer work assignments to an employee who:

1. Does not show for an accepted shift
2. Presents a work performance or an attitude that draws complaints for the client
3. Is chronically tardy
4. Has an inordinate amount of cancelled shifts day period

Written warning will be given with a request for an office consultation concerning any attendance record in question.

Additional Information:

1. All Referrals: The worker or client must be with the company for 30 days to receive payment disbursement.

Availability of Work

AHSS, LLC does not guarantee the availability of work. It is understood that work is assigned on an “as needed” basis as determined by our clientele. The flexibility and availability of the employee greatly enhances the likelihood that she/he will be offered an assignment. AHSS, LLC is an equal opportunity employer and will not discriminate against any individual based on gender, race religion, ethnic background, sexual orientation, disability, marital status, political affiliation, or veteran status.

Acknowledgement:

I have read and fully understand the policies stated above. I have also reviewed and understand the content of the applications information provided to me. Provided that an offer of employment is given to me, I will accept employment on these conditions.

A.H.S.S., LLC Rep.: _____ Date: _____
Employee Signature _____ Date _____



Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Daytime Contact # _____ Social Security #: _____ - _____ - _____

Date of Birth: ____/____/____ Birthplace: _____
Month Day Year State

Citizenship: _____ Height: _____ Weight: _____

PLEASE NOTE:

A fee of twenty –five dollars will be deducted from your first payroll check to cover the cost of your criminal record check. For A.H.S.S., LLC to process your criminal record check you must complete this form in its entirety. Failure to do so will disqualify you as a candidate for employment.

RANDOM DRUG TESTING

As an Employee of Advanced Healthcare Staffing Solutions, LLC you will undergo a random drug test. You will be required to report to Lab Corp located on 1508 North Cashua Dr. Florence, SC 29501 or Advanced Healthcare Staffing Solutions, LLC 611 S. Dargan Street. Florence, SC 29506. You must show up to the collection site and present your identification. You will be presented

with a consent form if you have not signed one. You will receive the results within 5 minutes. Anyone who fails the drug test will be terminated immediately. If you disagree with the results, you can request another test from one of the two testing centers and if the second test comes back positive the employee will be terminated indefinitely. If you fail to report for test by the established deadline, refuse testing, or test positive for one or more illegal drugs, you will be separated from employment with Advanced Healthcare Staffing Solutions, LLC.

----- Print Name	----- Date
----- Employee Signature	----- Date
----- A.H.S.S., LLC Representative	----- Date

**Advanced Healthcare Staffing Solutions, LLC
ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity. I acknowledge that this Accident Waiver and Release of Liability Form will be used by Advanced Healthcare Staffing Solutions, LLC

Patient Care Attendant

Responsibilities:

- ✓ Create a living environment that displays courtesy, respect, and consideration for each patient, thereby enhancing his/her sense of self-worth and personal dignity.
- ✓ Perform duties in a manner that is responsive to the needs of patients and assure compliance with Advanced Healthcare Staffing Solutions, LLC operating procedures and all regulatory requirements.
- ✓ Perform duties in a manner that protects the safety of patients and promotes good spiritual, mental and emotional health.

Duties:

- ✓ Aid patients according to their care plan. Type of assistance may include personal hygiene, feeding, assisting with medications, daily living, activities, safety, and evacuation procedures.
- ✓ Complete the form (patient care plan) and (progress notes) as patient's care is provided. Observe and report any significant change in a patient's health or behavior, or any significant incidents that occur with patients.
- ✓ Treat personal patient information confidentially and do not hinder patient's rights as set forth in the patient's bill of rights.
- ✓ Attending orientation and in-service programs as scheduled by supervisor. Develop a solid working knowledge of all policies that affect your job performance.
- ✓ Perform other related duties as directed by supervisor.

Signature: _____ **Date:** _____

Advanced Healthcare Staffing Solutions, LLC
P.O. Box 1570 Florence, Sc 29503
Office: (843)679-5355 Fax: (843) 679-5646

Registered Nurse

Summary of Major Duties: Responsible for utilizing the nursing process to provide direct patient care to an assigned group of patients during a shift. An RN is also responsible for prioritizing the delivery of direct nursing care using time and resources efficiently.

Supervised by and Responsible to: The nurse manager or designee of the unit assigned at the Advanced Healthcare Staffing Solutions, LLC client hospital or facility and the Advanced Healthcare Staffing Solutions, LLC branch manager or designee.

Behavior Based Competencies Organizational Behaviors:

- Change & Grow
- Achievement
- Respect & Respond
- Energy & Initiative
- Adaptable & Flexible
- Superior Skills

Organizational Competencies:

- Educating clients and families & transferring knowledge
- Diagnosing & resolving problems
- Anticipating & addressing client needs
- Functioning as an effective team member
- Acquiring & applying superior skills to achieve quality outcomes
- Responding to a changing circumstance

Client/Patient Specific Competencies:

- Providing comfort to another in emotional/physical pain
- Responding to crisis
- Providing a continuum of care approach

Skill Based Competencies:

1. A graduate from an accredited nursing school and at least one year of continuous work and experience in a healthcare setting within the last three years.
2. A current license as a Registered Nurse for the state in which the nurse practices and free from disciplinary action.
3. Successful completion of the Advanced Health Care Staffing Solutions, LLC test for the specialty area(s) in which the nurse practices with a score of 76% or greater.

4. Proof of fulfillment of the health screening criteria required by Advanced Healthcare Staffing Solutions, LLC and/or client facilities indicating the nurse is in a good health and able to work
5. A current BCLS/CPR card with the expiration date valid.
6. A current ACLS/PALS/NALS provider card, as required for critical care areas, with the expiration date, will remain valid while working for Advanced Healthcare Staffing Solutions, LLC.
7. Completion, upon hire and annually thereafter, of Advanced Healthcare Staffing Solutions, LLC. Employee development and self-study in-service programs.
8. Meets the minimum clinical criteria level 3 proficiency on the Advance Healthcare Staffing Solutions, LLC clinical skills checklist for those areas of clinical expertise.
9. Full command, verbal and written, of the English language.

Knowledge:

Requires detailed knowledge of nursing practice and care delivery in terms of what and how work is to be done as well as why it is to be done. The individual must demonstrate knowledge of the principles of growth and development over the life span and incorporate them into the patient plan of care.

Abilities:

1. The ability to make decisions is varied but is usually confined to situations which are familiar. There are several defined alternative solutions available.
2. The ability to exercise choice in how work is accomplished with independence to operate within established policies, procedures, and schedules.
3. The ability to be on your feet and walk for at least 8 hours a day. Assumes and maintains various postural positions including but not limited to – kneeling, reaching, stooping, bending, crouching, and lifting. Repositions and transfers patient, able to push/pull patients in a wheelchair

Summary:

- Provides direct patient care by assessing, planning, implementing, evaluating, and documenting individual patient needs, actions taken and patient responses.
- Coordinates patients care through collaboration with the patient/family and healthcare team.
- Administers medications and treatments as prescribed by the physician, clinical path, or standard protocols.
- Delegates or assigns aspects of patient care to healthcare team members commensurate with their validated competency to perform the task.
- Assists MDs with various procedures, treatments, surgical techniques, and delegates/assigns to other healthcare team members as appropriate.
- Assists in orientation of new staff and services as resource person and professional role model.
- Professionally responsible for current nursing standards and supporting the Advanced Healthcare Staffing Solutions, LLC client facility philosophy and programs to maintain quality.
- Responsible for the clinical supervision LP/VNs and non-licensed assistive personnel.
- Willingly “floats” to other areas of the facility in which the nurse can provide safe patient care at the facility manager’s request.
- Perform other functions as required.

I have read the description of my professional responsibilities as an employee of Advanced Healthcare Staffing Solutions, LLC and agree to adhere to the standards described above.

Signature

Date

Advanced Healthcare Staffing Solutions, LLC
P.O. Box 1570 Florence, Sc 29503
Office: (843)679-5355 Fax: (843) 679-5646

Licensed Practical/Vocational Nurse

Summary of Major Duties: Responsible for utilizing the nursing process to provide direct patient care to an assigned group of patients during a shift. An LPN is also responsible for prioritizing the delivery of direct nursing care using time and resources efficiently.

Supervised by and Responsible to: The nurse manager or designee of the unit assigned at the Advanced Healthcare Staffing Solutions, LLC client hospital or facility and the Advanced Healthcare Staffing Solutions, LLC branch manager or designee.

Behavior Based Competencies Organizational Behaviors:

- Change & Grow
- Achievement
- Respect & Respond
- Energy & Initiative
- Adaptable & Flexible
- Superior Skills

Organizational Competencies:

- Educating clients and families & transferring knowledge
- Diagnosing & resolving problems
- Anticipating & addressing client needs
- Functioning as an effective team member
- Acquiring & applying superior skills to achieve quality outcomes
- Responding to a changing circumstance

Client/Patient Specific Competencies

1. A graduate from an accredited nursing school and at least one year of continuous work experience in a healthcare setting within the last three years.
2. A current license as a Practical/Vocational Nurse for the state in which the nurse practices and free from disciplinary action.
3. Successful completion of the Advanced Healthcare Staffing Solutions, LLC test for the specialty area(s) in which the nurse practices with score of 76% or greater.
4. Proof of fulfillment of the health screening criteria required by Advanced Healthcare Staffing Solutions, LLC and/or client facilities indicating the nurse is in good health and able to work without physical limitations and is free from communicable disease.
5. A current BCLS/CPR card with the expiration date valid.
6. A current ACLS/PALS/NALS/ provider card, as required for critical care areas, with expiration date, that will remain valid while working for Advanced Healthcare Staffing Solutions, LLC.
7. Completion, upon hire and annually thereafter of the Advanced Healthcare Staffing Solutions LLC.
8. Meets the minimum clinical skill checklist for those areas of clinical expertise.
9. Full command, verbal and written, of the English language.

Summary:

- Provides direct patient care by assessing, planning, implementing, evaluating, and documenting individual patient needs, actions taken and patient responses.
- Coordinates patients care through collaboration with patient/family and healthcare team.
- Administers medications and treatments as prescribed by the physician, clinical path, or standard protocols.
- Delegates or assigns aspects of patient care to healthcare team members commensurate with their validated competency to perform the task.
- Assist MDs with various procedures, treatments, surgical techniques, and delegates/assigns to other healthcare team members as appropriate.
- Assists in orientation of new staff and serves as a resource person and professional role model.
- Professionally responsible for current nursing standards and supporting the Advanced Healthcare Staffing Solutions, LLC client facility philosophy and programs to maintain quality.
- Responsible for the clinical supervision of LP/VNs and non-licensed assistive personnel.
- Willingly “floats” to other areas of the facility in which the nurse can provide safe patient care at the facility manager’s request.
- Perform other functions as required.

I have read the description of my professional responsibilities as an employee of Advanced Healthcare Staffing Solutions, LLC and agree to adhere to the standards described above.

Signature

Date