

# BIRD IN THE HAND STAFFING, LLC EMPLOYMENT AND YEARLY MANDATORIES

All new employees shall be interviewed at Agency's discretion and all employees will be required to have employment and personal references checked by Agency, as well as a criminal background check based on fingerprint. Local County Websites will also be checked at discretion of Bird In The Hand Staffing to check Arrest Records with possibility of new fingerprint check through IDPH if criminal activity is found or suspected.

All employees will attend a New Employee Orientation before first scheduled shift. Times and dates to be announced or completed on an individual basis as need arises.

All healthcare employees shall show proof of yearly mandatories as follows:

- Annual Employee Evaluations (kept on record for 2 years)
- Annual Health Exams
- Annual CPR certification
- Annual Mantoux Tuberculosis Test or Bi-yearly CXR if past positive.
- Ongoing Inservices per Bird In The Hand Staffing with notification.

All nurses and nurse assistants will be subject to monthly disciplinary reports provided by the Illinois Dept. of Professional Regulation and Illinois Dept. of Public Health. Yearly background shall be performed on all employees through the Illinois Dept of Professional Regulation and IDPH.

All CNAs working with Home Nursing Residents must complete an

initial CNA training and an annual training thereafter.

All CNAs and Personal Assistants Must complete initial Home Services Training and then an annual training thereafter.

This agreement may include additional mandated trainings as they arise.

Every year on even years all RN licenses will be verified and on odd years all LPN licenses will be verified for current status.

Nurses and certified nurses aides employed, assigned or referred to a health care facility by Bird in The Hand Staffing, LLC shall be deemed to be employees of Bird in The Hand Staffing, LLC.

I, have read and understand the employment and yearly mandatories presented here to me by Bird in The Hand Staffing, LLC

PRINT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_