



STANDARD HIRING PRACTICES

1. THE FOLLOWING DOCUMENTATION COLLECTED AND RETAINED IN THE PERSONNEL FILE FOR ALL PERSONNEL:

1. Picture Identification: A photo I.D. from a reliable source.
2. Pre-Employment Screening: All applicants are subjected to a 10 panel drug screen and otherwise tested in accordance with applicable regulatory requirements.
3. Criminal Background Investigation: Employees are checked in a manner compliant with the requirements of Client and always in accordance with government regulations.
4. I-9: Documentation and verification upon Pre-employment
5. Education: Documentation of Education associated with profession/class. (Accepted if it is documented on the application)
6. Work History: Documentation of work history associated with profession/class or as required by client. (Accepted if it is documented on the application)
7. References: At least two satisfactory written or verbal references verifying work performance in applicable clinical areas.

2. THE FOLLOWING DOCUMENTATION COLLECTED AND RETAINED IN THE PERSONNEL FILE FOR CLINICAL PERSONNEL:

1. License Verification: Primary Source On-Line Verification of the employee's license/certification verified with the state, unless the state does not offer verification.
2. Certifications: C.P.R. card and/or other certifications (ACLS, PALS, etc.) as required by policy and client requirements.
3. Skills Inventory: A comprehensive skills inventory appropriate to job classification and age-specific self-assessment.
4. OIG/GSA: Automatically checked on all new hires and then approximately every 1-3 months thereafter.
5. Annual Training and Orientation: Evidence of a yearly review of Fire & Safety, Infection Prevention, Hazardous Waste, Joint Commission Patient Safety Goals and OSHA and HIPAA Privacy and Security standards.



6. Health and TB Test: Pre-employment health self-assessment. Upon hire, TB within the past year/or TB questionnaire and current clear chest x-ray. Other specific health requirements as directed by client or state health guidelines. Each applicant must have received the Hepatitis B vaccination series or have provided a declination.
7. Testing: Documentation of applicants' competency tests for most clinical staffing areas. A passing grade of 80 percent or better must be obtained. Certain specialty areas and paraprofessional testing may be replaced with client interview or other evaluation.

3. INTERVIEW, PLACEMENT AND ORIENTATION:

- I. Prospective employees are interviewed by the branch director or designee. During the interview, emphasis is placed upon work history and clinical expertise.
- II. Information is provided to applicants regarding performance requirements, Favorite's policies and procedures and, in many cases, specific policies and procedures of client institutions.
- III. The assignment of employees is made with consideration for the skills and expertise of the employee, the needs of the client and ultimately the client's acceptance of the suitability of the employee to perform the duties of the assignment.
- IV. Sylve Homecare Staffing, assists its client institutions, as requested, with implementation of their orientation policies and procedures.