



STANDARDS, EXPECTATIONS AND POLICIES FOR ALL MEDSTAFF, INC. HEALTHCARE PROFESSIONALS

As a health care professional, you are a vital part of our organization. The quality of nursing care that you deliver when working for our organization reflects on you as a professional as well as on MedStaff's image. In addition, punctuality and attire are likewise important. The more competent and professional you are, the more opportunities MedStaff will have for its employees. The following are standards and expectations for our staff:

- All professional staff must abide by the Code of Ethics for professional nurses. If you feel there is something preventing you from giving the highest quality of care, please inform MedStaff immediately.
- All practicing staff must abide by the Policies and Procedures outlined in each medical facility. If there is a concern about a policy/procedure, you should notify, on a timely basis, the nurse manager of the medical facility and your local MedStaff branch office.
- If any problem arises on an assignment, you must call MedStaff immediately. **Never leave an assignment** without first calling and discussing the matter with your local branch office.
- Under no circumstances should you take home property that belongs to a medical facility/client.
- Personal telephone calls are to be made on break time. Calls should not be made or received on client/facility phones. Break times should not exceed designated time allotment.
- You are expected to arrive on time to all assignments. If an emergency or any situation arises causing you to be greater than ten (10) minutes late or absent from your assignment, you must notify MedStaff immediately. Failure to notify MedStaff that you cannot report to a work assignment will result in disciplinary action.
- Your rate of pay is a personal matter and is not to be discussed with staff in other facilities or any MedStaff employee.
- All staff must have on their possession at each assignment, a valid photo I.D., a current license/registration (if applicable) and certification (i.e. CPR) that can be presented at the request of facility's management. Employees must wear the MedStaff photo identification badge at all times.
- Dress attire for all assignments should be in strict accordance with medical facility/client dress code.
- When calling MedStaff in the evening (after 5:00 pm) or on the weekend (5:00 pm Friday through 9:00 am Monday), please limit your calls to availability, schedule changes or additions for that immediate time period. Questions regarding payroll, taxes or other general subjects are better answered during weekday hours, Monday through Friday, 9:00 am to 5:00 pm.
- If the facility/client requests you to work, please contact your MedStaff Staffing Coordinator for appropriate scheduling. Do not schedule directly with a facility without prior MedStaff authorization.
- If you are not on assignment and are available to work, please call MedStaff's office daily to keep us informed of your availability.
- Our requirement for notification of cancellation is eight (8) hours. However, we understand that untoward occurrences happen; therefore, our minimum required notification of cancellation is two and a half (2 ½) hours notice for all shifts. Please try and give as much time as possible on all cancelled shifts. MedStaff will keep a record of your cancellations, the reasons, and the amount of time given. We cannot accept cancellations from anyone except our employees. This includes husbands, wives, friends, and children. We will need to speak with you directly. Three unacceptable cancellations are grounds for disciplinary action.

I have read and understand this policy. Initials _____

Date: _____

- Employee recognizes that all work is on an “as needed” basis and that MedStaff cannot guarantee availability of work. Employees with the most flexibility and availability enhance the number of assignments and shifts offered.
- Employee recognizes the rights of MedStaff as the employer and agrees not to be employed by a medical facility for a period of ninety (90) working days following the termination of such assignment with medical facility.
- If you are made a “Do Not Return” to a facility this may result in termination of your employment with MedStaff.
- Please be aware MedStaff’s annual requirements are Mandatory Education testing, TB screen, Communicable Disease questionnaire, Physical, Skills Checklist. Competency test will be done every 2 years. You are required to update and comply with providing MedStaff with current Licensure, Certification, Physical, PPD and any updated forms and information and return to MedStaff prior to expiration dates. If requirements expire, I understand that I will not be able to work until I provide MedStaff with the required documents and information.
- Falsification of records will not be tolerated and will be subject to termination.

I have read and understand the Standards, Expectations and Policies outlined by MedStaff, Inc. I have also retained a copy for reference when necessary.

Signature

Date

* Retain a copy of this document for your records. Please remit this document fully executed, back to your local office.

I have read and understand this policy. Initials _____
Date: _____