



FavoriteSM

Healthcare Staffing, Inc.

Standard Hiring Practices

The following documentation is collected and retained in the personnel file:

LICENSE VERIFICATION/COPY: the employee's license/certification verified with the state, unless the state does not offer verification. In addition, a copy of the license/certification is made.

CERTIFICATIONS: copies of a current C.P.R. card and other certifications (ACLS, PALS, etc.) as required.

SKILLS INVENTORY: a comprehensive skills inventory appropriate to job classification and age-specific self-assessment.

PICTURE IDENTIFICATION: a photo I.D. from a reliable source.

CRIMINAL BACKGROUND INVESTIGATION: all applicants are checked in a manner compliant with the requirements of our clients and always in accordance with government regulations.

ANNUAL TRAINING AND ORIENTATION: evidence of a yearly review of Fire & Safety, Infection Control, Hazardous Wastes, JCAHO Patient Safety Goals and OSHA standards is required of all Favorite employees.

REFERENCES: At least two satisfactory written or verbal references verifying work performance in applicable clinical areas.

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.

Interview, Placement and Orientation:

- Prospective employees are interviewed by the branch director or designee. During the interview, emphasis is placed upon work history, clinical expertise and review of the testing results.
- Information is provided to applicants regarding performance requirements, Favorite's policies and procedures and, in many cases, specific policies and procedures of client institutions.
- 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.
- Favorite assists its client institutions, as requested, with implementation of their orientation policies and procedures.



Joint Commission
Healthcare Staffing
Services Certification

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