

Application Package

Applicant's Name: _____



License #: _____ Application date: _____

Address: _____

City, St, ZC: _____

Phone: _____ Cel: _____ Bp: _____

Specialty (if any): _____

SS #: _____ Driver Lic. #: _____

Employee Signature: _____

Date: _____

EMPLOYEE'S LOG

Employee's Name: _____ Street Address: _____ City/State/Zip Code: _____ Job Title: _____	Bp: _____ Cell: _____ Soc. No: _____ Telephone: _____ Date of Hire: _____
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DESCRIPTION	YES	DESCRIPTION	YES
IRS from W-4 or W-9		SIGNED EMPLOYMENT APPLICATION	
INS Form I-9		SIGNED JOB DESCRIPTION	
HIPAA/Confidential Form		PROBATIONARY PERIOD	
Alzheimer's Training		EMPLOYMENT REFERENCES (2)	
REVIEW-PERSONNEL POLICY [signed]		COMPLETED ORIENTATION [date]	
TRANSPORTATION RESPONSIBILITY		PROFESSIONAL LIABILITY SHEET	
TAX EXEMPT FORM		CONFIDENTIALITY STATEMENT [sig.]	
CONTRACT AGREEMENT (Direct or Independent)		HIV - AIDS Certificate [Mandatory]	
AFFIDAVIT OF GOOD MORAL CHARACTER		C.P.R. CARD [Mandatory]	
STATEMENT OF COMMITMENT		INFECTION CONTROL [Signed]	

DESCRIPTION	NUMBER	EXP. DATE	EXP. DATE	EXP. DATE	EXP. DATE	EXP. DATE
Professional License						
Certificate [CNA]						
Driver's License						
Prof. Liability Insurance (if applicable or required)						
Physical Exam, Free of Com. Disease, Mantoux test or X-Ray Criminal Background						
Automobile Liability Insurance [PIP and PD]						
H.H.A., 40 hours / C.N.A. 20 hrs.						
Form of Verification: RN/LPN/Therapists						

O.S.H.A. (Mandatory) YES () NO () ___ Domestic Violence ___ Emergency Inservice ___ Fall Prevention

Comments: **Med.Errors**

ID badge ___ Inservices: ___ Bloodborne Pathogens ___ TB ___ Medical Device ___ Employee Safety

Evaluation: ___ Probation ___ Annual (write year): _____ ___ Initial Interview

___ Competency (written/practical) ___ Exit Interview

Nurses Staffing Services, Inc.

APPLICATION FOR EMPLOYMENT

PRINT CLEARLY AND LEGIBLY

SECTION I - Name/Address

Last:	First:	MI:
Address:		
City:	State:	Zip: Telephone:
Social Security #-		DOB:

SECTION 2- Desired Employment

Position:	Date you can start:
Are you currently employed?: <input type="checkbox"/> yes <input type="checkbox"/> no If employed, may we inquire of your current employer?: <input type="checkbox"/> yes <input type="checkbox"/> no	
Have you applied to this agency before?: <input type="checkbox"/> yes <input type="checkbox"/> no If so, when:	

SECTION 3 - Education

HIGH SCHOOL	Name & Location of School:
	Years Attended: Date Graduated: Degree:
UNIVERSITY/ COLLEGE UNDERGRADUATE	Name & Location of School:
	Years Attended: Date Graduated: Degree:
UNIVERSITY/ COLLEGE GRADUATE	Name & Location of School:
	Years Attended: Date Graduated: Degree:
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	Name & Location of School:
	Years Attended: Date Graduated: Course study:

SECTION 4- Employment History

Employer:	Job Title:
Address:	Duties:
Phone:	Salary:
Date From: Date To:	Reason for Leaving:

Employer:	Job Title:
Address:	Duties:
Phone:	Salary:
Date From: Date To:	Reason for Leaving:

Employer:	Job Title:
Address:	Duties:
Phone:	Salary:
Date From: Date To:	Reason for Leaving:

Nurses Staffing Services, Inc.

Employee Name:

SECTION 5- Personal References

Name:	Occupation:
Address:	Relationship:
Phone:	Years Known:

Name:	Occupation:
Address:	Relationship:
Phone:	Years Known:

Name:	Occupation:
Address:	Relationship:
Phone:	Years Known:

SECTION 6- Physical Record

Do you have any physical disabilities that would prevent you from performing the work for which you are applying?: yes no If so, please describe:

Have you ever been injured? yes no Provide Details:

SECTION 7- Licenses/Certification

TYPE	LICENSE / CERT. #	EXPIRATION DATE	STATE ISSUED

SECTION 8- Additional Areas of Expertise

Areas of specialized study, research or additional experience:

List the foreign languages you speak fluently: Read: Write:

U.S. Military Service: Separation Rank:

Present Membership in National Guard or Reserves: YES NO

SECTION 9- Emergency Contact Information

Name: Relation:

Address: Telephone:

Name: Relation:

Address: Telephone:

I voluntarily give to the Agency the right to make a thorough investigation of my past employment. I agree to cooperate in such an investigation. I understand that my employment will be based in part on the accuracy of the information provided on this application.

Signature: _____ Date: _____

AGENCY AUTHORIZED REPRESENTATIVE INTERVIEWER			
HIRED? YES <input type="checkbox"/>	NO <input type="checkbox"/>	SIGNATURE:	DATE:

Nurses Staffing Services, Inc.

Employee Name: _____ Position: _____

ITEM	DESCRIPTION	INITIALS
EMPLOYEE ACKNOWLEDGMENT OF PROBATION	<p>I UNDERSTAND THAT I AM ON PROBATION AS AN EMPLOYEE FOR THE FIRST NINETY DAYS OF MY EMPLOYMENT WHICH STARTED ON _____ FOR THE PURPOSE OF THE FLORIDA "UNEMPLOYMENT COMPENSATION LAW". I UNDERSTAND IF MY EMPLOYER DISCHARGES ME FOR UNSATISFACTORY WORK PERFORMANCE UNDER THE FLORIDA "UNEMPLOYMENT COMPENSATION LAW" HE WILL NOT HAVE HIS ACCOUNT CHARGED FOR ANY UNEMPLOYMENT BENEFITS I MIGHT BE DETERMINED FOR IN THE FUTURE.</p> <p>I ACKNOWLEDGE THAT I SIGNED THIS FORM WITHIN SEVEN (7) DAYS OF MY EMPLOYMENT.</p>	
NOTICE TO APPLICANTS	<p>We comply with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability, to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subjected to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.</p> <p>We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, religion, national origin, handicap, or marital status. We assure you that your opportunity for employment with us depends solely upon your qualifications.</p> <p>PLEASE READ AND SIGN STATEMENTS BELOW</p> <p>I understand that in accordance with Florida Statute 443.131 (3) (a) (2), if hired, I will be placed on a 90 day probationary period. I further understand that if I am terminated for unsatisfactory work performance within the 90 day probationary period, my employer may seek to contest any unemployment benefit I might attempt to obtain as a result of my termination.</p> <p>I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by my employer with or without notice to me of such amendment, modification or deletion; that the policies and procedures are not intended to be a contract of employment nor do they give me a right of continued employment, and that my employment may be terminated at my option or that the option of my employer with agreements, or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing and signed by the president.</p> <p>I understand that I may be required to undergo blood and/or urinalysis screening for drug or alcohol use as part of the pre-employment process. In addition, all employees are subject to blood and/or urinalysis screening for drug or alcohol use.</p> <p>I certify that all information given on this employment application, any resume that I submit to the company, and any related papers and answers given during oral interviews are true and correct. I understand that my employer will make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by my employer during the course of such investigation. I understand that falsification of any information given by others during the course of this investigation of any derogatory information discovered as a result of this investigation may-subject-me-to-immediate-dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation.</p>	
TRANSPORTATION RESPONSIBILITY CONTRACT	<p>It has been explained to me that I am being offered employment by This Home Health Agency with the understanding that I have personal transportation at my disposal to be used for travel to and from the patient assignments. I further understand that I am responsible for auto liability of \$ 10,000.00 / \$ 20,000.00 for bodily injury and \$ 5,000.00 in property damage.</p> <p>I also agree not to use my vehicle to transport any patient.</p>	

Nurses Staffing Services, Inc.

Employee/Contractor Signature: _____ Date: _____

Employee Name: _____ Position: _____

ITEM	DESCRIPTION	INITIALS
CONFIDENTIALITY STATEMENT	<p>I HAVE BEEN FORMALLY INSTRUCTED IN MAINTAINING THE CONFIDENTIALITY OF THE MEDICAL RECORDS AND UNDERSTAND THAT THE MEDICAL INFORMATION REGARDING THE PATIENT MAY NOT BE DISCUSSED WITH ANYONE, EITHER INSIDE OR OUTSIDE THE AGENCY (EXCEPT AN NEEDED TO CONDUCT THE BUSINESS OF THE DAY). I UNDERSTAND THAT NO MEDICAL RECORDS ARE TO BE REMOVED FROM THE HOME HEALTH AGENCY UNLESS A "RELEASE OF INFORMATION" FORM HAS BEEN COMPLETED AND SIGNED BY THE PATIENT. IT IN MY UNDERSTANDING THAT SUCH DISCUSSION OR RELEASE OF INFORMATION IS CAUSE FOR DISMISSAL. I HAVE BEEN FORMALLY INSTRUCTED IN THE POLICIES AND PROCEDURES OF THIS HOME HEALTH AGENCY, ALSO INFORMED REGARDING THE AGENCY'S POLICY FOR HIPAA COMPLIANCE, AND I HAVE READ AND SIGNED A JOB DESCRIPTION FOR MY SPECIFIC CLASSIFICATION.</p>	
<p>PERSONAL HEALTH INFORMATION PLEDGE OF CONFIDENTIALITY</p> <hr/> <p>SIGNATURE OF INDIVIDUAL MAKING PLEDGE</p> <hr/> <p>SIGNATURE OF INDIVIDUAL ADMINISTERING PLEDGE</p>	<p>I, the undersigned, have read and understand the This Home Health Agency, (hereinafter "This Home Health Agency") policy on confidentiality of personal health information (PHI) as described in the Confidentiality Policy which is in accordance with relevant state and federal legislation.</p> <p>I also acknowledge that I am aware of and understand the Policies of the This Home Health Agency, regarding the security of personal health information including the policies relating to the use, collection, disclosure, storage and destruction of personal health information.</p> <p>In consideration of my employment or association with This Home Health Agency, and as an integral part of the terms and conditions of my employment or association, I hereby agree, pledge and undertake that I will not at any time, during my employment or association with This Home Health Agency, or after my employment or association ends, access or use personal health information, or reveal or disclose to any persons within or outside This Home Health Agency, any personal health information except as may be required in the course of my duties and responsibilities and in accordance with applicable Legislation, and This Home Health Agency, policies governing proper release of information.</p> <p>I understand that my obligations outlined above will continue after my employment/contract/association/ appointment with This Home Health Agency, ends.</p> <p>I further understand that my obligations concerning the protection of the confidentiality of PHI relate to all personal health information whether I acquired the information through my employment or contract or association or appointment with This Home Health Agency, or with any of the entities, which have an association with This Home Health Agency</p> <p>I also understand that unauthorized use or disclosure of such information will result in a disciplinary action up to and including termination of employment or contract or association or appointment, the imposition of fines pursuant to relevant state and federal legislation, and a report to my professional regulatory body.</p>	
POLICY ON JOBS	<p>As an employee of This Home Health Agency, I understand that the job I am being hired to perform belongs to This Home Health Agency, Inc. I also understand that it is illegal for me to transfer or attempt to transfer any case to another Agency or take ownership of any job that I am employed in.</p> <p>Should I act underhandedly and take over such a job so that I may be paid directly by the client, to the exclusion of my employer, or transfer any case to another Agency. I will be in violation of State, Federal and agency rules and will accordingly pay \$10,000.00 to This Home Health Agency</p>	

Nurses Staffing Services, Inc.

Employee/Contractor Signature: _____ Date: _____

Employee Name: _____ Position: _____

Nurses Staffing Services, Inc.

ITEM	DESCRIPTION	INITIALS
<p>HEPATITIS B DECLARATION FORM</p>	<p>Hepatitis B is a major infectious occupational health hazard in the Health-Care industry. The critical risk for health personnel is contact with blood and other body fluids. Persons previously infected with hepatitis B virus are immune to the disease, for persons who have not had the disease, Hepatitis B vaccine will provide immunity. The vaccine is given in three separate doses and failure to receive all doses may cause the vaccine to be ineffective and not result in immunity. Clinical studies have shown that 85 to 96 percent of those vaccinated evidence immunity. Periodic testing of vaccinated persons for antibody to Hepatitis B will confirm immune status.</p> <p>I understand that due to my risk or occupational exposure to blood or other potentially infectious material I may be at risk of acquiring Hepatitis B virus (HBV) infections, I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to my self.</p> <p>I have read the above information and have received verbal and written instructions regarding the efficacy, risk and complications of receiving the vaccine. Any questions I had have been answered. I acknowledge that I am aware of the availability of the Hepatitis B vaccine and the benefit that such vaccination provides in the prevention of infection with Hepatitis B virus.</p> <p><input type="checkbox"/> I decline Hepatitis B vaccination at this time because I have been previously immunized with a complete series (three injections) of the Hepatitis B vaccine or I have been diagnosed as having the Hepatitis B virus disease and I am immune.</p> <p><input type="checkbox"/> I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.</p> <p><input type="checkbox"/> I accept vaccination with the hepatitis B vaccine.</p> <p>1st injection: _____ 2nd: _____ 3rd _____</p>	
<p>UNIVERSAL PRECAUTIONS</p>	<p>It is the policy of our Agency that home health care providers will adhere to the following, when delivering care to all patients. By adhering to the following universal precautionary measures, the risk of transmission of disease, is decreased when the infection status of the patient is unknown.</p> <p>Gloves must be worn when delivering patient care, handling specimens, doing domestic cleaning, and handling items that may be soiled with blood or body fluids. Gloves or aprons must be worn during procedures or while managing a patient situation when there will be exposure to body fluids, blood, draining wounds or mucous membranes. Gloves are to be worn when handling all specimens to prevent contamination from body specimen fluids or blood.</p> <p>Mask and protective eyewear or face shield must be worn during procedures that are likely to generate droplets of body fluids, blood or when the patient is coughing excessively.</p> <p>Hand washing: Hands must be washed before gloving and after gloves are removed. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with body fluids or blood and after all patient care activities.</p> <p>Home health care providers, who have open cuts, sores, or dermatitis on their hands must wear gloves for all patient contact.</p>	
<p>CONSENT FORM TO RELEASE PHYSICAL-MEDICAL EXAMINATION CRIMINAL BACKGROUND SCREENING DATA FORM</p>	<p>I have been formally instructed that my Physical Examination Form, and any medical and/or Criminal Background screening data is maintained confidentially and understand that the medical information regarding my health status may not be discussed with anyone, either inside or outside the agency (except as needed to conduct the business of the day).</p> <p>I understand that no medical/criminal data are to be removed from the home health agency unless a "Release of Information" form has been completed and signed for me. It is my understanding that such Release of Information (THIS FORM), authorize the Agency to release my Physical/Background Information data to State/Federal surveyors at their request if needed for conduct the annual survey or any necessary investigation.</p> <p>I have been formally instructed in the Personnel Policies and Regulations, and I have read and signed a job description for my specific classification.</p>	

Employee/Contractor Signature: _____ Date: _____

Employee Name: _____ Position: _____

ITEM	DESCRIPTION	INITIALS
INFECTION CONTROL	<p>For your well being, and the well being of your patient, we outline the following procedures to guard against infection.</p> <ol style="list-style-type: none"> 1. Please wash your hands before and after each procedure. 2. In the event of an exposure to a pathogen please make an immediate report to the Director of Nursing. This office must be notified immediately and the staff involved must report to the nearest hospital emergency room and will return to work only after a physician has cleared him/her of any communicable infection. 3. When working with an AIDS and other high risk infection's patient, remember to avoid any and all contact with the patient's body fluids, especially blood and blood products. Read and be familiar with the attached pamphlet on how to prevent catching the AIDS or any other virus. 4. This agency is not liable for our health care worker who contracts AIDS virus in the course of performing his/her professional duties. <p>For more policies on infection control our agency asks all of its employees to read the accompanying scripts which are summaries from the CDC and the Department of Health and Rehabilitative Services. I hereby acknowledge that <u>I have read and understand the Infection Control Policy</u> contained in the Field Employees Procedure Manual. I am familiar with the procedures appropriate to my position as a field employee.</p>	
USE OF PERSONAL PROTECTIVE EQUIPMENT	<p>I, the undersigned, understand and agree that as a condition of employment I am required to wear/use the following personal protective equipment supplied and/or required by my employer: Company Supplied: _____</p> <p>_____</p> <p>Company Required (Supplied by Employee/Contractor): _____</p> <p>_____</p> <p>I agree to inform my employer immediately upon the failure of any of the above listed equipment so the same can be promptly repaired or replaced.</p> <p>In the event I sustain an on-the-job injury as a direct result of my failure to wear/use the personal protective equipment listed above, my workers' compensation benefits could be substantially reduced.</p>	
WAIVER OF RIGHTS	<p>I, the undersigned, understand that the hazards of my job; have been fully explained to me by my supervisor: _____</p> <p>I further acknowledge that my employer has supplied me and/or I have supplied the following Personal Protective Equipment:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I understand that it is necessary for me to use this Personal Protective Equipment to fully protect myself from the hazards of my job.</p> <p>I realize that in the event I do not use all of this Personal Protective Equipment and I sustain a personal injury caused by my failure to use/wear said Personal Protective Equipment, I may be denied up to 25% of the indemnity portion of my claim. As provided by this State's Workers' Compensation statutes.</p>	
PERSONNEL POLICIES SAFE AND ADEQUATE CARE OF THE PATIENT (SAFETY OF THE PATIENT'S IMMEDIATE ENVIRONMENT)	<p>This Home Health Agency, hereby sets forth the following guidelines to be adhered to by all employees of this agency:</p> <ul style="list-style-type: none"> * Upon arrival at a patient's home, the nurse/employee shall make physical checks of the essential safety devices such as proper locks on doors, proper ventilation, proper beds/chairs, proper bedding, adequate bathroom systems, adequate kitchen with all electrical devices, to be sure they are in good working condition. * The employee shall also check the appropriate boxes on our "Patient Safety Checklist" and make the appropriate report to our offices as soon as possible * Upon receipt of such report, the Director of Nursing shall take necessary action to ensure that any safety deficiencies are corrected. <p>I have received, read, (or it has been read to me) and understand the "Company Policy and Safety Rules and Regulations", and agree to abide by them. I further understand that failure to do so could result in disciplinary action or termination.</p>	

Nurses Staffing Services, Inc.

Employee/Contractor Signature: _____ Date: _____

Employee Name: _____ Position: _____

ITEM	DESCRIPTION	INITIALS
EMPLOYEE STATEMENT OF COMMITMENT	<p>I have read and understand This Home Health Agency, Personnel Policy Manual. In compliance with those policies I agree to conform to the following:</p> <ul style="list-style-type: none"> -I will always maintain professionalism in the home to which I am assigned. -I will immediately contact This Home Health Agency, regarding any areas of discrepancy between the client's assessment of the assignment requirements and my understanding of my specific performance level as designated by This Home Health Agency -I have read and understand the This Home Health Agency, job description appropriate to my level of performance. I will not accept assignments beyond my designated performance level as determined by This Home Health Agency -I will abide with the This Home Health Agency Standard Code of Dress as described in the Personnel Policy Manual. -I will arrive in time for the assignments I have accepted. In the event of an emergency which may cause me to be late, I will notify the This Home Health Agency, office of the situation and expected arrival time. -I will not accept any money or gifts from This Home Health Agency's Clients. I will receive payment for services rendered directly from This Home Health Agency -I will notify This Home Health Agency, immediately if I am unable to arrive for my assignment within my due time or if I am unable to meet my assignment commitment. I understand the This Home Health Agency, office will then contact the client. I also understand that not calling This Home Health Agency, office when I am unable to meet my assignment commitment will be grounds for immediate termination. -I will not make or accept personal telephone calls on the client's home. -I will not transport a patient or family member in my personal vehicle. -I will not smoke in a patient's home. 	
VOLUNTARY SUBSTANCE TESTING	<p>In order to protect myself and my employer, I _____ voluntarily authorize blood and urine testing for alcohol and/or drug use. I agree to allow such samples and testing to be completed at a time and place to be chosen by my employer. I understand should such samples and testing be requested it is either due to the company's Drug Free Workplace Program, suspicion that I am under the influence of alcohol/drugs which could result in an on-the-job injury, or may affect the quality of my work. I further authorize the results of samples/testing to be released to my employer.</p>	
POLICY ON PATIENT'S PROGRESS NOTES	<p>It is the policy of This Home Health Agency that weekly Progress Notes shall be written on each of our patients, preferably each Friday. Such a Progress Note, to be written on our standard "Progress Notes" form, shall be written by a Skilled Nurse/Professional, who also should supervise the case in review, together with Supervisor RN/Staff. Completed progress notes, along with other pertinent patient records, shall be submitted to the Director of Nursing (at the office) once every one-three week. During that period a note faxed from employee may be use in place of the original, until the regular 1-3 weeks delivery time frame, progress note is received in the office. Home health care staff members will ensure complete concise documentation of services, issues and conditions occurring during the period of services rendered to the client. It is our Policy that we allow the use of automatic mechanism to help our staff to complete their Progress Notes report like typing by Typewriter, Word Processor, or Computer Software, in compliance with the following steps:</p> <ol style="list-style-type: none"> 1- Ensure the compliance of HIPAA regulations and guidelines, including the care of the Patient's Privacy Rights 2- Don't allow any other person access to any Patient Information needed to complete the work, if necessary finish the Notes at the staff's residence. 3- Destroy all Patient Information after completing the Progress Notes 4- Inform immediately to the Agency's Privacy Officer if any breach of HIPAA guidelines for Patient's Privacy Rights is suspected. 5- In the use of Computer Software don't save any Patient Information in the Staff Personal Computer, is the information is used, the Staff must delete that information, immediately after completing their work. 	

Nurses Staffing Services, Inc.

Employee/Contractor Signature: _____ Date: _____

**AFFIDAVIT OF GOOD MORAL CHARACTER
FOR PURPOSES RELEVANT TO SECTIONS 400.512, FLORIDA STATUTES**

(To be signed by alternate administrators and home health agency staff that do not have level 1 screening results yet. The original must be kept in the provider's personnel files.)

Authority: As stated in 400.512, Florida Statutes (F.S.), "The agency shall require employment or contractor screening as provided in chapter 435, using the level 1 standards for screening set forth in that chapter, for home health agency personnel;..." State rule 59A-8.0185, Florida Administrative Code, requires that any newly hired employee, working in a probationary status pending the results of the background screening, complete this form.

Effective October 1, 2009, additional criminal offenses have been added to those prohibited as listed in subsection 408.809(5), F.S.

STATE OF: _____

COUNTY OF: _____

**Before me this day personally appeared _____
who, being duly sworn, deposes and says:**

As an applicant for employment with _____,

I hereby attest to meeting the requirements for employment that I am of good moral character in that I have not been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute or ordinance of another jurisdiction:

Criminal offenses found in section 435.03, F.S.

- (a) Section 393.135, F.S., relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- (b) Section 394.4593, F.S., relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- (c) Section 415.111, F.S., relating to abuse, neglect, or exploitation of a vulnerable adult.
- (d) Section 782.04, F.S., relating to murder.
- (e) Section 782.07, F.S., relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
- (f) Section 782.071, F.S., relating to vehicular homicide.
- (g) Section 782.09, F.S., relating to killing of an unborn child by injury to the mother.
- (h) Section 784.011, F.S., relating to assault, if the victim of the offense was a minor.
- (i) Section 784.021, F.S., relating to aggravated assault.
- (j) Section 784.03, F.S., relating to battery, if the victim of the offense was a minor.
- (k) Section 784.045, F.S., relating to aggravated battery.
- (l) Section 787.01, F.S., relating to kidnapping.
- (m) Section 787.02, F.S., relating to false imprisonment.
- (n) Section 794.011, F.S., relating to sexual battery.
- (o) Former s. 794.041, F.S., relating to prohibited acts of persons in familial or custodial authority.
- (p) Chapter 796, F.S., relating to prostitution.
- (q) Section 798.02, F.S., relating to lewd and lascivious behavior.

- (r) Chapter 800, relating to lewdness and indecent exposure.
 - (s) Section 806.01, F.S., relating to arson.
 - (t) Chapter 812, F.S., relating to theft, robbery, and related crimes, if the offense was a felony.
 - (u) Section 817.563, F.S., relating to fraudulent sale of controlled substances, only if the offense was a felony.
 - (v) Section 825.102, F.S., relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
 - (w) Section 825.1025, F.S., relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
 - (x) Section 825.103, F.S., relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
 - (y) Section 826.04, F.S., relating to incest.
 - (z) Section 827.03, F.S., relating to child abuse, aggravated child abuse, or neglect of a child.
 - (aa) Section 827.04, F.S., relating to contributing to the delinquency or dependency of a child.
 - (bb) Former s. 827.05, F.S., relating to negligent treatment of children.
 - (cc) Section 827.071, F.S., relating to sexual performance by a child.
 - (dd) Chapter 847, F.S., relating to obscene literature.
 - (ee) Chapter 893, F.S., relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
 - (ff) Section 916.0175, F.S., relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- 435.03 (3), F.S., Standards must also ensure that the person:
- (a) For employees or employers licensed or registered pursuant to chapter 400 or chapter 429, and for employees and employers of developmental disabilities institutions as defined in s. 393.063, intermediate care facilities for the developmentally disabled as defined in s. 400.960, and mental health treatment facilities as defined in s. 394.455, meets the requirements of this chapter.
 - (b) Has not committed an act that constitutes domestic violence as defined in s. 741.28, F.S.

Criminal offenses found in section 408.809(5), F.S

- (a) Any authorizing statutes, if the offense was a felony.
- (b) This chapter, if the offense was a felony.
- (c) Section 409.920, relating to Medicaid provider fraud, if the offense was a felony.
- (d) Section 409.9201, relating to Medicaid fraud, if the offense was a felony.
- (e) Section 741.28, relating to domestic violence.
- (f) Chapter 784, relating to assault, battery, and culpable negligence, if the offense was a felony.
- (g) Section 810.02, relating to burglary.
- (h) Section 817.034, relating to fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems.
- (i) Section 817.234, relating to false and fraudulent insurance claims.
- (j) Section 817.505, relating to patient brokering.
- (k) Section 817.568, relating to criminal use of personal identification information.
- (l) Section 817.60, relating to obtaining a credit card through fraudulent means.
- (m) Section 817.61, relating to fraudulent use of credit cards, if the offense was a felony.
- (n) Section 831.01, relating to forgery.
- (o) Section 831.02, relating to uttering forged instruments.
- (p) Section 831.07, relating to forging bank bills, checks, drafts, or promissory notes.
- (q) Section 831.09, relating to uttering forged bank bills, checks, drafts, or promissory notes.
- (r) Section 831.30, relating to fraud in obtaining medicinal drugs.

(s) Section 831.31, relating to the sale, manufacture, delivery, or possession with the intent to sell, manufacture, or deliver any counterfeit controlled substance, if the offense was a felony.

SIGN EITHER (1) OR (2) BELOW:

(1) Under the penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

AFFIANT

(2) To the best of my knowledge and belief, my record may contain one of the foregoing disqualifying acts of offenses.

AFFIANT

This person is personally known to me or produced the following identification _____.

Sworn to and subscribed before me this _____ day of _____
Month/Year

Notary State Seal:

Notary Public (Type or Print Name)

Notary Public (Signature)

My Commission Expires

DATE: _____

TO: _____

Dear Sir or Madam,

_____ SS#: _____ is applying to our office as _____. Until we have thoroughly checked her/his references and tested her/his ability we cannot permit her/him to work. Please lend us your cooperation in completing the information requested.

I authorize This Home Health Agency, to gather any information concerning my qualification and past performances. Please reply to their questions. I hereby release you from any and all liability

APPLICANT SIGNATURE

To be completed by Previous Employer:

Position _____ Date from _____ to _____

Reason for leaving: _____

Would you rehire? Yes ___ No ___ If no please advise why: _____

PLEASE ADVISE IF: ABOVE AVERAGE, SATISFACTORY. BELOW AVERAGE, OR COMMENTS.

Punctuality & Attendance _____

Appearance (Grooming) _____

Judgement _____

Performance _____

Ability to Perform _____

Organization of Time _____

Compatibility _____

Accepts Direction _____

Signed _____ Title _____ Ph _____

Print Name: _____ Thank you for your courtesy

Nurses Staffing Services, Inc.

DATE: _____

TO: _____

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Signed _____ Title _____ Ph _____

Print Name: _____ Thank you for your courtesy

Nurses Staffing Services, Inc.

Employee Name:

HOME CARE AND ALZHEIMER'S

Alzheimer's disease is a progressive, degenerative disorder that attacks the brain's nerve cells, or neurons, resulting in loss of memory, thinking and language skills, and behavioral changes. Alzheimer's disease is the most common cause of dementia, or loss of intellectual function, among people aged 65 and older.

Home care is a very helpful choice for both the person with Alzheimer's disease and their families because it provides the very kind of care that is most important – service in the comfort and familiarity of the patient's own place of residence. Criteria for home care admission, for persons with end stage dementia, may not always be well known - the issues of mobility, nutrition and weight, verbal communication, problems with infection and overall decline are evaluated. The psychological and physical support provided by home care teaching and supportive equipment can greatly relieve the family caregiver. Caring for a person with Alzheimer's Disease (AD) is a challenge that calls upon the patience, creativity, knowledge, and skills of each caregiver.

Our home health agency treats patients with every kind of terminal condition and many different forms of dementia, including persons with ADRDs. A proper assessment of a patient addresses the needs of the person and his or her caregivers and family in a comprehensive fashion. This is especially important to the family of a person suffering from ADRDs, since this person may have difficulty communicating his or her needs to family members. More than those with other diseases, these patients spend a long period at the end of their lives bed bound, mostly unresponsive, and in need of total care. As with all of our patients, it is the goal of our home care program to care for the ADRD patient while supporting and comforting family and loved ones regardless of the setting or the patient's daily abilities. These communication challenges become part of the task of you, the caregiver.

It's common for people with Alzheimer's disease to have trouble with language. Perhaps the individual may try describing an object rather than using its name because of difficulty thinking of the correct word. For example, the person might refer to the telephone as "the ringer", or "that thing I call people with". It takes much patience to communicate with individuals who forget names, struggle for the words they want to use, never finish a sentence, or repeat the same phrase over and over--all problems that may be experienced by people with Alzheimer's disease. To facilitate communication, try these strategies:

- * Relax. People with Alzheimer's communicate better when they do not feel pressured.
- * Keep distractions to a minimum. Turn off the radio and television. If others are in the room, find a quiet spot.
- * When the person has trouble expressing a thought, guess what may be meant by asking questions they can answer with a yes or no. For example, " Do you mean...?" or "Do you want to go...."?
- * Sometimes people forget what they are saying and stop in the middle of a sentence. To help them start again, calmly repeat the last few words they said. If they can't continue, ask a question that relates to what they had been saying.
- * Make sure you understand what they have said. Questions like, " You want to leave now, is that right?" or " You want some milk, don't you"? will verify what's been said.
- * You may have to decipher a meaning from a few words. The person's tone of voice and body language may also help you figure out what they mean. For example, a shaky voice and fidgeting behavior may convey fear more than their words can. Many people have limited access to the words they want to use. "Walk now" may mean a person is uncomfortable and wants to leave the room.

Employee

Date



Prepared by the Florida Health Care Association with the assistance of the Alzheimer Resource Center of Tallahassee, Florida to meet the statutory requirement of 400.4785(1) (a) F.S.

ALZHEIMER'S DISEASE (AD) AND RELATED DEMENTIAS

History

Alzheimer's disease (AD) was first discovered in 1906 by a German doctor named Alois Alzheimer. It is a disorder of the brain, causing damage to brain tissue over a period of time. The disease can linger from 2 to 25 years before death results. AD is a progressive, debilitating and eventually fatal neurological illness affecting an estimated 4-5 million Americans. It is the most common form of dementing illness.

Alzheimer's disease is characterized clinically by early memory impairment followed by language and perceptual problems. This disease can affect anyone - it has no economic, social, racial or national barriers.

Causes

There is no one cause for Alzheimer's disease. AD may be sporadic or passed through the genetic make-up. The disease causes gradual death of brain tissue due to biochemical problems inside individual brain cells. The symptoms are progressive, but there is great variation in the rate of change from one person to another. Although in the early stages of Alzheimer's the victim may appear completely healthy, the damage is slowly destroying the brain cells. The hidden process damages the brain in several ways:

- Patches of brain cells degenerate (neuritic plaques)
- Nerve endings that transmit messages become tangled (neurofibrillary tangles)
- There is a reduction in acetylcholine, an important brain chemical (neurotransmitter)
- Spaces in the brain (ventricles become larger and filled with granular fluid)
- The size and shape of the brain alters - the cortex appears to shrink and decay

Understandably, as the brain continues to degenerate, there is a comparable loss in mental functioning. Since the brain controls all of our bodily functions, an Alzheimer victim in the later stages will have difficulty walking, talking, swallowing and controlling bladder and bowel functions. They become quite frail and prone to infections such as pneumonia.

Dementia vs. Normal Aging

As a person grows older, he/she worries that forgetting the phone number of a best friend must mean he/she is becoming demented or getting Alzheimer's disease. Forgetfulness due to aging or increased stress is *not* normal aging and is *not* dementia.

"Dementia" is an encompassing term for numerous forms of memory loss. There are many types of dementia such as Alzheimer's disease, Multi-Infarct dementia or Parkinson's disease. When a person has dementia, he/she will lose the ability to think, reason and remember and will inevitably need assistance with everyday activities such as dressing and bathing. Changes in personality, mood are also symptoms of dementia. Many dementias are treatable and reversible. Alzheimer's disease is the most common form of untreatable, irreversible dementia.

Alzheimer's Disease - Stages of Progression

Alzheimer's Disease can be characterized as having early, middle, and late stages through which the patient gradually progresses, but not at a predictable rate. The range of the course of the disease is 2-25 years. NOTE: Stages very often overlap. Everyone progresses through these stages differently.

First Stage: This is a very subtle stage usually not identified by either the impaired person or the family as the beginning signs of the disease. Subtle changes in memory and language along with some confusion occur at this time. The family usually denies or excuses the performance deficiencies at this stage.

- Forgetfulness/memory loss
- Impaired judgment
- Trouble with routines
- Lessening of initiative
- Disorientation of time and places

- Depression
- Fearfulness
- Personality change
- Apraxia (forgetting how to use tools and equipment)
- Anomia (forgetting the right word or name of a person)

Second Stage: As Stage 1 moves onto Stage 2, there is usually a particular significant event which forces the family (and impaired person) to consider that something is really wrong. At this time, they usually go to a doctor to diagnose the problem.

- Poor short-term memory
- Wandering (searching for home)
- Language difficulties
- Increased disorientation
- Social withdrawal
- More spontaneity, fewer inhibitions
- Agitation and restlessness, fidgeting, pacing
- Developing inability to attach meaning to sensory perceptions: (taste, touch, smell, sight, hearing)
- Inability to think abstractly
- Severe sleep disturbances and/or sleepiness
- Convulsive seizures may develop
- Repetitive actions and speech
- Hallucinations
- Delusions

Third (Final Stage): This stage is the terminal stage and may last for months or years. The individual will eventually need total personal care. They may no longer be able to speak or recognize their closest relatives.

- Little or no memory
- Inability to recognize themselves in a mirror
- No recognition of family or friends
- Great difficulty communicating
- Difficulty with coordinated movements
- Becoming emaciated in spite of adequate diet
- Complete loss of control of all body functions
- Increased frailty
- Complete dependence

COMMON PROBLEMS WITH DEMENTIA

Delusions

Suspiciousness: accusing others of stealing their belongings
 People are “out to get them”
 Fear that caregiver is going to abandon (results in AD person never leaving caregiver’s side)
 Current living space is not “home”

Hallucinations

Seeing or hearing people who are not present

Repetitive actions or questions

They forget they asked the question
 Repetitive action such as wringing a towel

Wandering

Pacing
 Sundowning: trying to get “home”
 Generally feeling uncomfortable or restless
 Increased agitation at night

Losing thing/Hiding things

Simply do not remember where items are
 Might hide things so that people don’t “steal” them

Inappropriate sexual behavior

Person with AD loses social graces and is only doing what feels good

Agnosia: inability to recognize common people or objects

A wife of forty years will become a stranger to the person with AD, he might even think she is the hired help

Might not recognize a spatula or the purpose of the spatula and/or cannot verbalize the name or purpose of the object

Apraxia: loss of ability to perform purposeful motor movements

Cannot tie a shoe or manipulate buttons on a shirt

Catastrophic reactions

(Causes) AD person often becomes excessively upset and can experience rapidly changing moods. The person becomes overwhelmed due to factors such as too much noise, too many people around, unfamiliar environment, routine change, being asked to many questions, being approached from behind.

(Reactions) AD person may become angry, agitated, weepy, stubborn or physically violent. It is best to attempt to avoid catastrophic reactions rather than dwell on how to handle them.

HANDLING DISTURBING BEHAVIORS

One of the most difficult challenges for caregivers is how to handle some of the disturbing behaviors that Alzheimer's can cause. Symptoms such as delusion, hallucinations, angry outbursts, suspiciousness, failure to recognize familiar people and places are often the most upsetting behaviors for families. The following points may help in responding to disturbing symptoms.

First, try to understand if there is a precipitating factor causing the behavior. Were there household changes, too much noise or activity, was the daily routine upset? Time of day can also affect behavior (Sundowning). Being aware of these factors can help to better plan activities or anticipate problems.

1. Keep tasks, directions and routine simple without being condescending
2. Always give the person plenty of time to respond
3. Attempt to remain calm and remind yourself that the behavior is due to the disease
4. Avoid arguing
5. Write down the answers to frequently asked questions, then remind them to look at the message
6. Reduce environmental noise: television, radio, too many people talking
7. Use distraction when unacceptable behavior starts: bring them into a different room, start talking about childhood or another favorite topic, show them magazines, ask them to help you do something like dusting or sweeping
8. Do not overreact or scold for problem behavior: redirect or distract
9. Be reassuring with touch, eye contact and tone of voice
10. Find the familiar: old pipe, favorite chair, family pictures
11. Avoid denying hallucinations: try non-committal comments like, "You spoke with your mother, I miss my mother too"
12. Be sure to inform physician of hallucinations, no matter how tame
13. Restless behavior or pacing is usually unavoidable, however you can make the environment safe by installing locks that are above reach, remove unnecessary obstacles, make sure the person is wearing some kind of identification

Alzheimer Resource Center of Tallahassee: (850) 561-6869 Website: www.arc-tallahassee.org

Alzheimer's Foundation of America Website: <http://www.alzfdn.org>

**Form 1-9, Employment
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

	List A	OR	List B	AND	List C
Document title:	_____		_____		_____
Issuing authority:	_____		_____		_____
Document #-	_____		_____		_____
Expiration Date (if any):	_____		_____		_____
Document #	_____		_____		_____
Expiration Date (if any):	_____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.		
Document Title: _____	Document # _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

Nurses Staffing Services, Inc.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form 1-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form 1-94 or Form 1-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with an restrictions or limitations identified on the form	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form 1-197)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form 1-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Nurses Staffing Services, Inc.

Employee Name:

STAFF CODE OF CONDUCT/ETHIC

To outline a standard of conduct for all employees, contractors and members of the Board of Directors. To establish and retain the highest possible level of public confidence.

CODE OF ETHICS:

- The Code of Ethics contains standards of ethical behavior and practices that impact all dealings with colleagues, patients, the community and society as a whole.
- The Code of Ethics also incorporates standards governing personal behavior particularly when that conduct directly relates to the role and identity of the organization.
- The Code of Ethics outlines principles focused on maintaining and enhancing excellence within OUR AGENCY
- The Code of Ethics serves as notice to government officials that OUR AGENCY expects its personnel to abide by all applicable laws and regulations.
- OUR AGENCY has an ethical responsibility to the patients and the community it serves, and fulfills this responsibility through ethical care, treatment, services and business practices.
- Whenever possible, patients/families/legal guardians are included in decisions about the patients' care, treatment and services, including ethical issues.
- Should the patient require or request care, treatment or services not available or inconsistent with the organization's mission, an offer to refer/transfer the patient to an organization that can fulfill this need will be made and if in agreement, the patient will be referred/transferred appropriately.
- The patient/family will be notified of any financial benefit, if any, to OUR AGENCY as a result of the referral/transfer process.
- Contracted providers/staff of healthcare services must meet and adhere to the quality and ethical standards of this organization.
- Billing practices of OUR AGENCY shall adhere to and be compliant with usual and acceptable standard ethical and legal business billing practices.
- The effectiveness and safety of care, treatment and services provided by OUR AGENCY is consistent for all patients and is not dependent on the patient's ability to pay.

STAFF MEMBERS' AND BOARD OF DIRECTORS' RESPONSIBILITY TO THE ORGANIZATION:

- Uphold the values, ethics and mission of the organization.
- Conduct all personal and professional activities with honesty, integrity, respect, fairness and good faith in a manner that will reflect positively upon the organization and in the best interest of the patient population and community served.
- Comply with all applicable local, state and federal laws and regulations in the conduct of organizational or personal activities.
- Respect confidences including confidential business information.
- Assure that no conflict of interest exists in any dealings involving the organization.
- Provide healthcare services consistent with available resources and assure the existence of a resource allocation process that considers ethical ramifications.
- Respect of the customs and practices of those served, consistent with the organization's philosophy.
- Be truthful in all forms of communication, including receivables and avoid information that would create unreasonable expectations.
- Assure the existence of a process to evaluate the quality of care or services rendered.
- Avoid practicing or facilitating discrimination and institute safeguards to prevent discriminatory organizational practices.
- Advise patient of rights, responsibilities and risks regarding care and services provided.

VIOLATIONS: Employees, Administrators and volunteers who violate this code shall be subject to disciplinary action, up to and including termination of employment.

Employee/Contractor Signature: _____

Date: _____

Employee Name:

STAFF CONFLICT OF INTEREST

PURPOSE:

To ensure employees avoid any personal interest that may conflict with the interests of the agency.

POLICY:

The Agency expects all of its employees to understand and be aware of potential situations where their personal interests may conflict with the business interests of the Agency.

PROCEDURE:

1. All employees will report to their immediate supervisor any interests in or employment with an entity that interacts with the Agency including, but not limited to:
 - A. employee participation in any business transactions where there might appear to be a conflict between the employee's personal interest and that of the Agency.
 - B. employee participation in any entity which buys services from or provides services/products to the Agency.
 - C. outside employment that interferes with satisfactory performance of an employees duties and responsibilities for the Agency.
 - D. any outside relationship, financial interest, or participation in a business transaction which might appear to influence the performance of an employee's duties and responsibilities for the Agency.
 - E. acceptance/giving of gifts, including cash payments, fees, services, discounts, valuables, privileges or other favors which would or might appear to improperly influence an employee in the performance of the employee's duties and responsibilities for the Agency.
2. If a conflict of interest is discovered or suspected the supervisor/manager and employee will discuss its impact with the Administrator.
3. After the above discussion, a recommendation may be made for the employee to end his/her association with the entity or the Agency within a specified period of time.
4. The failure of an employee to cease activity that management determines to be a conflict interest will subject the employee to disciplinary action up to and including termination.
5. Upon hire, agency staff will sign a Conflict of Interest Statement.

Staff Signature

Date