

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES**

AGENCY PERSONNEL

=====

Effective Date: 5/1996
Cross Referenced:
Reviewed Date: 9/2013
Revised Date: 9/2013

Policy No: HR001
Origin: Human Resources
Authority: HR Director
Page: 1of 2

=====

SCOPE

All individuals hired by Hackettstown Regional Medical Center through an agency

PURPOSE

To establish uniform requirements and procedures for all agency personnel who provide services at Hackettstown Regional Medical Center.

DEFINITIONS

N/A

POLICY

- I. In accordance with The Joint Commission standards, personnel providing services to patients within the hospital must meet the same standards as those individuals employed by the hospital. Records for agency personnel are maintained in Employee Health, Human Resources and home department.
- II. Agency must provide proof of licensure or certification.
- III. Agency must maintain professional liability, general liability and worker's compensation coverage and provide documentation of same.
- IV. Agency must provide a letter certifying that the following HRMC requirements have been satisfied:
 - A. TDAP & Flu shots were administered within 12 months prior to starting the work assignment, and documentation of the results.
 - B. A physical examination was completed within 12 months prior to starting the work assignment and certification that the individual is free of communicable disease and able to perform the essential functions of the job.
 - C. Blood test that includes: CBC, Rubella titer, Rubecilla titer, Varicella titer, Hepatitis B vaccine (depending upon position), surface antibody titer.
 - D. Criminal background screening has been completed and that there are no findings that would preclude the individual from employment at HRMC.
 - E. Individual was screened for the illegal use of drugs within one week prior to starting assignment, and that the results of the screening were negative.
 - F. Agency must provide education of OSHA requirements and standards and provide documentation of same.
- V. Hospital department must provide orientation to the agency staff member as stated in the respective department's Standards Manual. Documentation of same to be maintained in the department.

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES**

AGENCY PERSONNEL

=====

Effective Date: 5/1996
Cross Referenced:
Reviewed Date: 9/2013
Revised Date: 9/2013

Policy No: HR001
Origin: Human Resources
Authority: HR Director
Page: 2of 2

=====

- VI. Hospital department must review agency personnel for competency and maintain record of same.
- VII. Hospital department will supply the agency personnel with a copy of the “Rules and Regulations for Temporary Employees and Agency Personnel Students.”
- VIII. Agency personnel are required to wear appropriate identification badges while on duty.
- IX. Agency personnel are required to sign the following hospital documents:
- A. Confidentiality Statement that is to be maintained by the department in agency personnel files.
 - B. Electronic System Policy Agreement
 - C. Computer Security Agreement
 - D. Software Code of Ethics Acknowledgement
 - E. Right to Know Acknowledgement
 - F. Standards of Behavior
 - G. Non-Employee Orientation Packet Acknowledgement
- X. Agency personnel must agree to abide by Hospital policies and procedures.