

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
NURSING POLICIES  
HUMAN RESOURCES RELATED PRACTICE**

Effective Date: 3/90

Policy No: 8620.HRRelatedPractices

Cross Referenced: Formerly in Nursing  
Department Structure Manual

Origin: Nursing

Reviewed Date: 3/05

Authority: Chief Nursing Officer

Revised Date: December 23, 2015

Page: 1 of 4

**SCOPE**

Department of Nursing staff members

**PURPOSE**

To provide guidelines in addition to Human Resource Policy and Procedures for RN qualifications, on boarding of contracted staff and additional general guidelines for the hiring, retention, and termination of nursing staff members.

**PROCEDURE**

**A. Hiring**

1. Reference HR policies 03 and 17. The HRMC Nursing Department also follows the “Introductory Period” guidelines in the employee handbook.
2. Newly licensed nurses may be hired if available resources at the time of hire support an extended orientation for the new nurse. See Education Department Orientation policy.
3. Email is primary source of communication for the nursing department. Therefore at time of hire, the manager must request electronic access for the employee according to job responsibilities. All employees are to receive an email account.
4. **REQUIREMENTS FOR HIRING For Professional Registered Nurses (Appendix A)**  
In addition to a Current New Jersey RN License and a Current BLS certification through The American Heart Association that is required for all units the following are unit specific requirements:

Note: If staff is interviewed and hired with manager approval into units/areas without the below unit specific requirements, then the staff will obtain the requirements within 12 months of initial assignment and continuously maintain them thereafter. Failure to obtain requirements within 12 months will result in termination.

- IV certification from the CNJNE is preferred or willing to challenge or obtain when course available. ( all units except the OR)
- Current ACLS through the American Heart Association for the following units PACU, SDS, Minor Procedure, Radiology Nurse, ED, PCU and ICU.
- Current PALS through the American Heart Association for the following units (PACU, ED, SDS)
- ENPC certification for the Medsurg Pediatric unit.

Approved at \_\_\_\_\_ Meeting  
month / year Committee Name

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
NURSING POLICIES  
HUMAN RESOURCES RELATED PRACTICE**

=====

**Effective Date: 3/90**

**Policy No: 8620.HRRelatedPractices**

**Cross Referenced: Formerly in Nursing**

**Origin: Nursing**

**Department Structure Manual**

**Reviewed Date: 3/05**

**Authority: Chief Nursing Officer**

**Revised Date: December 23, 2015**

**Page: 2 of 4**

=====

- TNCC or 8 hours ED Trauma Education within the last 2 years (ED only)
- Oncology certification preferred for Medsurg oncology area or Infusion Center
- Chemotherapy certification for Infusion Center
- Critical Care Course or critical care experience (ICU, PCU, PACU, ED)
- Basic Arrhythmia Course (successful completion of course or exam challenge) for all units except OR, WC, IC, CC
- NRP certification (OB)
- Basic Electronic Fetal Monitoring Course (OB)

**B. Orientation /Competency**

1. Reference Education Department's Orientation policy
2. Reference AHC Competency Policy 2.25

**D. Disciplinary Action**

1. The nursing department follows the HR employee conduct policy/AHC Employee Conduct Policy AHC 2.20

**E. Termination**

1. The Manager in collaboration with the CNO/Designee has the authority to terminate employees. Human Resources should be consulted when decisions to terminate are made.
2. See HRMC Human Resource policy for details in addition to the employee handbook, "Separation from Employment Requirements" section.

**F. Resignation**

1. All licensed nursing personnel are expected to give at least three (3) weeks' notice based on the HRMC Employee Handbook. Non licensed staff is expected to give at least two (2) weeks' notice.
2. All nursing management personnel are expected to give four (4) week notice.
3. An exit interview may be completed by the Human Resources Department if the employees request it.
4. The employee must be removed from all electronic systems at the termination of their employment (Computer login, email access, Pyxis login and CE Direct access)

**G. Contracted Staff Nurses (See Addendum)**

1. HRMC utilizes the NJ Hospital Association Registry approved agencies to procure

Approved at \_\_\_\_\_ Meeting  
month / year Committee Name

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
NURSING POLICIES  
HUMAN RESOURCES RELATED PRACTICE**

=====

**Effective Date: 3/90**

**Policy No: 8620.HRRelatedPractices**

**Cross Referenced: Formerly in Nursing  
Department Structure Manual**

**Origin: Nursing**

**Reviewed Date: 3/05**

**Authority: Chief Nursing Officer**

**Revised Date: December 23, 2015**

**Page: 3 of 4**

=====

contracted nurses.

2. HRMC Nursing Department works collaboratively with Human Resources and follows HR policy 001
3. All contracted are bound by the rules and regulations of Hackettstown Regional Medical Center.
4. A contracted person new to the hospital must show proof of an original New Jersey license to Human Resources, the Nursing Department Administrative Assistant or the Administrative Supervisor.
5. On the first day of assignment the traveler reports to HR for Employee Health and HR clearances, including an ID badge.
6. Contracted nurses punch in and out on the time clock located in the nursing Office.
7. An orientation packet developed by HRMC is given to the new contracted nurse and an individualized orientation is provided according to their needs and unit requirements.
8. Each contracted nurse will be assigned a resource nurse/ preceptor on the first Hackettstown Regional Medical Center assignment and subsequent assignment, if necessary. The resource nurse/preceptor is responsible for providing a brief orientation to the unit, and the initial evaluation of the contracted nurse at shift end. If a Hackettstown Regional Medical Center staff nurse is not available to complete this, the Manager or their designee will complete the orientation.
9. A Pyxis temporary number is assigned to contracted nurse by Administrative Supervisor/Manager/Designee.
10. The evaluation is completed by the Manager/in collaboration with the resource nurse/preceptor and discussed with the contracted personnel and then is signed by the contracted nurse after review. If this evaluation is unacceptable, the nurse will be reevaluated on the next assigned shift and if still unacceptable the agency will be notified.

Approved at \_\_\_\_\_ Meeting  
month / year Committee Name

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
NURSING POLICIES  
HUMAN RESOURCES RELATED PRACTICE**

**Effective Date: 3/90**  
**Cross Referenced: Formerly in Nursing**  
**Department Structure Manual**  
**Reviewed Date: 3/05**  
**Revised Date: December 23, 2015**

**Policy No: 8620.HRRelatedPractices**  
**Origin: Nursing**  
**Authority: Chief Nursing Officer**  
**Page: 4 of 4**

11. All evaluations and recommendations must be forwarded to the Nursing Office via the Manager/Administrative Supervisor and placed in the agency contracted person's folder.
12. A Unit Specific competency check list will be completed by the Resource Nurse/Manager.
13. The Administrative Supervisor/Manager is responsible for signing the agency nurse's pay slip for regular hours worked or overtime.

**H.Private Duty Nurses**

1. Private duty caregivers will be arranged by the family and will function in the same capacity as family/significant others.

Appendix A:

NEW HIRE REQUIREMENTS FOR NURSING									
	MS	ICU	PCU	MP	SDS	PACU	OR	ED	OB
IV Certification	x	x	x	x	x	x		x	x
ACLS		x	x	x	x	x		x	
PALS or ENPC	* ENPC				x	x		x	
TNCC								x	
Oncology Certification/ Chemotherapy	Oncology Unit Only								
Critical Care Course		x	x			x		x	
BA Course	x	x	x	x	x	x		x	x
NRP									x
Fetal Monitoring									x

Approved at \_\_\_\_\_ Meeting  
 month / year Committee Name