

Responsibilities of Wise Medical Staffing Nurses

A staff member and RN are available 7 days a week 24 hours per day to assist you with any difficult situations. You can reach them at the number provided you by your local staffing coordinator. Please report any problems to them immediately. Do not contact the client or facility directly under any circumstances.

Payroll:

The work week for payroll purposes begins on Monday at 7:00 AM and ends on the following Monday at 7:00 AM. (Some work weeks may vary according to client facility work week. If so your staffing coordinator will inform you.)

Payroll is generated from the time sheets that are turned in by the Nurse. All time sheets must be turned in to your local office by 12:00 PM on every Monday. These time sheets may be faxed to your local office at the number provided to you per your staffing coordinator. Failure to fax a completed time card by the deadline may result in late-payment.

All time cards must be signed by authorized facility personnel. Failure to have time card signed by facility authorized personnel may result in a delay in being paid for the shift until proper verification can be obtained. It is the responsibility of each nurse to turn in a properly completed time card in order for your pay check to be processed.

Please verify shift times with your staffing coordinator as these times vary at different facilities. There is a 30 minute break for each shift which is to be used for lunch or dinner. The total hours worked does not include this 30 minute.

Wise Medical Staffing offers direct deposit or pay card for your convenience. You will be able to view your pay stub at www.wisemedicalstaffing.com after the recruiter assigns you a password.

Your rate of pay is a personal matter and is not to be discussed with anyone other than your staffing coordinator at Wise Medical Staffing. Do NOT discuss your pay rate with staff at other facilities.

Incident Reports:

If you are injured on the job you must complete an incident report and notify the supervisor on duty. Wise Medical Staffing must be notified immediately and you must follow Wise Medical Staffing protocol for workers comp. injury. You must contact your local office within 24 hours to complete all necessary paperwork."

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Scheduling:

All scheduling must be done with your staffing coordinator. If you should be approached at a facility to work a shift you must contact your staffing coordinator to be confirmed. If you are approached to work overtime at a client/facility you must contact your staffing coordinator immediately for approval. **ALL** overtime must have prior authorization through your staffing coordinator.

We are constantly updating our availability list. Advanced notification of your availability will help secure the shifts you desire.

Cancellations and Tardiness:

Wise Medical Staffing considers accepting an assignment a commitment. Please do not accept an assignment you are not willing to fulfill; canceling an assignment is considered unprofessional behavior. Late cancellations are sometimes unavoidable however sufficient cancellation notice will keep your file in good standing.

Never accept a cancellation from the client facility without contacting your staffing coordinator before leaving the facility to which you have been assigned. All cancellations will be handled by your staffing coordinator.

You are expected to arrive on time to all of your assignments. If an emergency situation arises that would cause you to be greater then 10 minutes late for your assignment, you must notify your staffing coordinator at Wise Medical Staffing immediately.

Dress Code:

You may follow the facilities particular dress code as provided to you by your staffing coordinator. Scrubs are appropriate in the personal care setting. Your Wise Medical Staffing name badge must be worn at all times (unless otherwise instructed). You are representing Wise Medical Staffing, Inc. and we take great pride in our nurses and company. You will be expected to present yourself in a professional and neat manner. Please use good judgment.

Orientation:

All nurses must arrive a half (½) hour early (one is preferred) for their first assignment at a client or facility. If a formal orientation is offered by facility Wise Medical Staffing nurses are expected to attend. Formal orientation pay varies according to facility (check with your staffing coordinator for rate).

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Assignment Standards:

Report to charge nurse and introduce yourself immediately upon arrival at facility. All nurses must be able to produce their nursing license, CPR card and picture ID upon arrival at facility. You will receive information regarding your assignment and duties after reporting in to charge nurse at facility.

Wise Medical Staffing nurses are assigned to facilities where their skills match the needs of the patients. Let us know where you feel most comfortable and we will do our best to schedule you accordingly. If possible, the nurse will be assigned to the same unit as needed to provide continuity of care.

Wise Medical Staffing will attempt to place you where you are most qualified however some last minute changes may be made by facility. It is the facilities option to place you where you are most needed. If you are not qualified to float to an area designated by facility you must call the staffing office immediately.

Never leave an assignment without first calling and discussing the matter with your Wise Medical Staffing coordinator. Abandonment of assignment could result in suspension of professional license and/or termination from Wise Medical Staffing.

Accept only assignments you feel comfortable and qualified for.

General Standards:

When calling Wise Medical Staffing in the evenings (after 5:00 PM) or on the weekends (5:00 PM Friday through 8:30 AM Monday), please limit your calls to emergencies, schedule changes and availability. Any questions regarding payroll or any other general subjects are better answered during regular business hours (8:30 AM Monday through 5:00 PM Friday). Most of our offices are closed from 12:00 PM to 1:00 PM daily for lunch (check with you local office).

POLICY AND PROCEDURES CHECKLIST

1. I have access to a telephone and reliable transportation.
2. I understand that I am expected to complete any assignment that I accepted.
3. If I am at a client's and leave without permission (this is considered abandonment) I will only be paid minimum wage for time worked.
4. I understand that I am an employee of Wise Medical Staffing and only myself and Wise Medical Staffing can terminate my employment.
5. When an assignment ends I will report to Wise Medical Staffing for my next assignment.
6. Failure to report to a scheduled shift will indicate that I have voluntarily quit and may not be eligible for unemployment.
7. If I am unable to report to a scheduled shift I will call Wise Medical Staffing two (2) hours before scheduled shift if possible.
8. If I sustain an injury on the job, I will inform the client and Wise Medical Staffing immediately. I will need to fill out an incident report at the facility and then after I see a doctor I need to come in the office and fill out an incident report for Wise Medical Staffing the next business day.
9. Wise Medical Staffing has a very strict drug policy. I have signed consent to submit to drug testing. Failure to comply with this agreement will be grounds for termination. If I test positive for a drug test I will pay for the testing and can no longer work for Wise Medical Staffing.
10. I will dress and act in a professional manner and in accordance with WMS policy and procedure.
11. I will have my time slips signed daily by WMS client and turned in by 12:00 p. m. on Monday. I will not get paid for time worked without a signed time slip.

I have read and understand the policies and procedures and agree to the same. I also understand that I must comply with all policies and procedures of facility

UNIVERSAL PRECAUTIONS

Employees must protect themselves from direct exposure to blood or body fluids that are visibly contaminated with blood to prevent exposure to HIV. However many potentially communicable diseases, such as hepatitis, are transmitted by body fluids such as saliva, urine or feces, regardless of contamination with blood. For this reason it is strongly recommended that precautions be taken to prevent direct contact with all bodily fluids, of all persons whether or not body fluids are visibly contaminated with blood.

Examination gloves should be worn at least in situations where direct contact with blood or body fluids that are visibly contaminated with blood is likely. Examples of such situations include but are not limited to: invasive or surgical situations, performing oral hygiene, providing wound or decubitus care, cleaning up blood products, vomits or blood or body fluids contaminated with blood

Examination gloves are not necessary for contact with intact skin or handling unsoiled objects previously in contact or handled by others.

Examination gloves shall be removed and discarded after contact with each patient, fluid items or surface. Hands should be washed immediately after gloves are removed. A new set of gloves should be used with each patient. Gloves should never be washed or wiped with any substance as these damages their integrity and increases permeability.

Gloves must be readily available at all times. Hands shall be washed between each resident whether gloves are worn or not.

Use general purpose gloves (i.e., rubber household gloves) for house keeping chores involving potential blood contact and for instrument cleaning and decontamination procedures. Rubber gloves may be decontaminated and reused, but should be discarded if they are peeling, cracked, or discolored, have a tear or puncture or other evidence of deterioration.

Eye protectors (goggles, glasses, or shield) and face masks shall be worn for all tasks or procedures that are likely to generate splash of blood or body fluids.

Impervious gowns or aprons shall be worn during all tasks that are likely to generate sprays, splashes of blood or body fluids.

Needles and other sharp objects shall be placed in a puncture resistant container immediately after use. Needles shall not be recapped, bent or broken prior to disposal.

Healthcare workers with weeping or excretive lesions or dermatitis which cannot be securely covered shall refrain both from patient care and from handling clean or soiled patient equipment.

Persons whose tasks include participation in CPR should use a one way mask when performing mouth to mouth.

Linen, clothing or other materials that are visibly contaminated with blood or body fluids shall be placed in bags or containers that are impermeable to moisture before transport for cleaning. Gloves should be worn while bagging these materials.

WHAT TO DO IF EXPOSURE OCCURS

The employee should wash the affected area immediately and thoroughly. If an eye or mucous membrane (mouth) is contaminated rinse with water for 15 minutes.

The incident should be reported to the supervisor, charge nurse, or designated person. While saliva, urine, tears, and feces have not been implicated in the transmitting of HIV infection, other communicable diseases may be transmitted by these fluids, and reporting of the incident to the supervisor, charge nurse or designated person is recommended.