

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 Sunday at 7:00 AM and ends on the following Sunday 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.

Home Care Employees' must clock in when you arrive at your client's home and clock out when you are leaving. The number for this is **740-649-4734**. The message will prompt you to leave your name, your client's last name, and the time you are clocking in or out. There may be times the phone number is busy do to others clocking in and out: be sure to continue to call until you can leave a message. **Do not use this number for call offs or any other business.** Please call your local office Home Care Coordinator for any call offs or other business. Texting or leaving a voicemail for call offs is not appropriate measures for call offs.

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 ”

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 than 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).

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 your local office).