

HealthPro Staffing Solutions

EMPLOYMENT AGREEMENT

The following Agreement outlines terms and conditions of employment between _____ (a NYS licensed Nurse) and HealthPro Staffing Solutions, LLC. (also known herein as "the Agency").

Job Description: New York State Licensed Nurse (RN or LPN); an "at will" employee of the Agency for per diem service.

Reports to: HealthPro Staffing Solutions, LLC.

Supervised by: Client Facility and Agency supervisory nursing staff.

Purpose: To provide supplemental staffing on a per diem basis to client Facilities and ensure patients are afforded comfort, treatment, care, dignity and respect.

Job Summary:

- A Nurse providing services through HealthPro Staffing Solutions will render treatment, dispense medications, offer patient and family education and interventions as is appropriate to each case.
- A Nurse will provide ongoing assessments and continuity with each plan of care.
- A Nurse will communicate (verbally, written or both) with appropriate treatment team members regarding changes in patient's status and issues pertaining to the needs of the unit.
- A Nurse is responsible for all necessary documentation, and if a Registered Nurse, transcribe physician's telephone orders.
- A Nurse will immediately notify supervisory staff and HealthPro Staffing Solutions in the event of an at-risk situation, either on the unit or as it relates to rendering appropriate care.

Nurse Contact:

- Patients, families, treatment team members, and appropriate non-clinical Agency and client Facility staff.

Duties and Responsibilities:

- Assess and reassess patient status, render prescribed and POC treatments.
- Provide personal care as needed.
- Provide nursing and staff team support and assist where needed
- Administer medications as per physicians' orders.
- Provide timely and accurate documentation as required by Facility, state, and federal regulations.
- Take vital signs, and provides any other diagnostics within the scope of this profession and required for appropriate patient care.
- Patient and family education, intervention, and emotional support.
- Supervise subordinate staff and provide direction. Immediately notifies supervisor of concerns.
- Maintain a professional demeanor at all times; in the event of conflict refer or seek assistance from a Facility and/or Agency supervisor. (The Agency's after hour's emergency pager system may be utilized in this situation.)
- Accepts constructive criticism from supervisors and will demonstrate that approach as needed.
- Recognizes and accepts limitations of site and/ or situations that may arise and seek appropriate assistance from supervisory staff and Agency as needed.
- Will notify the proper authorities in the event of suspected patient abuse.
- Perform all functions and diagnostics as in conformity to the NYS DOH Approved Code of Practice.

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Equipment Operation:

Walker, cane, crutches, wheelchair, commode, hospital bed, Hoyer lift, ADL equipment, prosthetics, and any other medical equipment necessary to provide treatment within the scope of the Nursing profession.

Assignments:

Agency Staffing Coordinators will communicate with a Nurse to offer assignments, take appropriate information to dispense a verbal/ written confirmation, and confirm a rate of pay for each job. In the event a Nurse has verbally accepted an assignment but has not yet received all pertinent confirmation information, whether through human or technical error, it is his/her responsibility to notify the Agency.

In the event that an emergency arises, either prior to or during a shift, it is the responsibility of the Nurse to notify the Facility's Nursing Supervisor and contact HealthPro Staffing Solutions. After usual business hours the Nurse will contact the Agency via emergency pager system.

Should the Facility wish to request the services of an Agency Nurse the Nurse may share his/her availability with the Facility, however, the Nurse should respectfully direct the Facility representative to contact the Agency to officially engage their services. Further, a Nurse may not share his/her personal contact numbers with Facility representatives for the purpose of engaging the Nurse at a future date, whether to provide those services independently or with the intention of later contacting the Agency.

Termination of Employment:

As an "at will" employee the Nurse may be terminated at any time for appropriate cause.

In the event that the employee wishes to terminate his/her employee/employer relationship he/she will submit a typewritten letter via US Mail to the Agency. In the case of visa sponsorship, the Agency has the obligation to notify the USCIS and sever the relationship.

In either case the Nurse will continue to honor the spirit of this Agreement, especially as it relates to the confidentiality and non-solicit statements as agreed to herein at the commencement of employment.

Confidentiality Statement:

Agency and client Facility records are maintained in a safe and secure area with specific access availability to ensure confidentiality. Agency and client records, files, documents and reports are the exclusive property of their respective domains. Only authorized personnel will have access to any clinical, financial, personnel and patient records.

All Agency and client records, files, documents, and access to confidential employee or patient information files will be limited to the respective rules and regulations of the entity, state and federal government.

Agency staff will hold all accessed information in the strictest of confidence during processing, storage, communication, whether written, verbal or in technical format. Any information concerning patients and their care will not be dispensed beyond professional communications with appropriate staff.

Non-discrimination Statement:

Employees of HealthPro Staffing Solutions shall (a) make services available to all persons without regard to race, color, sex, sexual orientation, age, creed, national origin or source of payment, and (b) neither will any employee discriminate against any other Agency or client Facility staff member due to race, color, sex, sexual orientation/ preference, creed, age or national origin.

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Non-solicitation Statement:

I agree not to accept employment, temporary or permanent, on behalf of any organization where I have previously provided services through HealthPro Staffing Solutions for a period of five hundred and twenty (520) hours after leaving the employment of HealthPro Staffing Solutions. Resignation must be type written, dated and signed by the Nurse and submitted and received via US Mail as evidenced by return-receipt request to the offices of HealthPro Staffing Solutions. In the event that I do accept employment from (or hired on a per diem basis) by an person or organization where I have previously provided services through HealthPro Staffing Solutions. I agree to pay liquidated damages equal to five hundred twenty (520) hours of my average annual per diem rate per occurrence.

Further, I understand that the aforementioned statement does not require me to work as an exclusive employee of HealthPro Staffing Solutions and only applies to sites that are/ were client Facilities of HealthPro Staffing Solutions where services were provided.

I have read, understand and agree to terms and conditions of employment as defined.

I also understand that any employee who does not honor these statements or policies is subject to termination and possible legal action.

Signature: _____

Print Name: _____

NYS License: NP RN LPN (Check One)

License Number: _____

Date: _____