

GRACE STAFFING INC

GIVING, RESPECT, ADVOCATE, COMPASSION, EXCELLENCE

HANDBOOK

Mission Statement

Our mission at GRACE Staffing Inc. is to provide care in a Giving, Respectful way, Advocating patient's needs with Compassion and Excellence. We take pride in providing hospitals and clinics with professional, experienced staff. Our company is determined to be a good steward of the resources, talent, and time that our Lord has given us.

Top Pay Rates

If you have ever done contract work with another agency, you may have been put in the uncomfortable position of having to haggle with a recruiter to get what you deserve. Simply stated, GRACE Staffing Inc. is an RN owned and operated company. We hire only professionals, and we treat them as such. Our rates are among the highest you will find anywhere. Pay is weekly via direct deposit with all taxes withheld. Insurance is available upon request. Grace Staffing Pays up to 50% for employee's medical benefits and Matches 3% of Edward Jones IRA plans

Family

We value our employees as members of our family and our family matters most. Our employees are our most prized asset. Their dedication, integrity and compassion are what set us apart from our competitors. For contracted workers we allow for 1-12-hour shift in a four-week block for all sick calls. We need a 4 hour call off for all PRN Staff

Grace Staffing Code of Ethics

Our Code of Ethics guides employees of Grace Staffing Inc, and sets the standard for our employee's professional conduct, commitment, performance, and integrity. Grace Staffing Inc. Employees Are Dedicated to:

- Working in a professional manner being accountable – to their profession, job, and employer.
- Always displaying honesty and reliability and situations.
- Modeling superior guest relation skills with a caring attitude, and be responsive to the needs of patients, families, and co-workers.
- Promoting an atmosphere free of harassment and discrimination and protecting patients' rights and confidentiality.
- Utilizing proper safety precautions and adhering to legal and risk management policies.
- Improving professional skills and mandatory requirements, being accountable for professional practice.
- Respecting all contracts, agreements, and assigned responsibilities.

GRACE STAFFING INC

Confidentiality and Investigation of Reports

Call the office promptly or when the surroundings are safe and clear.

When to make a report,

We will address them promptly and discretely.

We will verify your report for accuracy and completeness.

We may ask you for more information.

We will follow up.

No Retaliation. (Retaliation is adverse action against someone for raising a concern)

HIPAA Confidentiality Statement are attached.

Privacy and Safeguard Employees Personal Information

We will respect everyone's privacy, only send the information to the hospitals that agreed to send/ or required by hospitals. We will keep all other information private regarding FMLA.

Workplace Safety and Healthy work environment

We promote workplace safety and promote healthy work environment.

Substance abuse will not be tolerated by any staff member including alcohol and illegal substances.

Weapons or violence are never allowed on hospitals premises. If you ever feel threatened or see an act of violence at work, report it at once to security and the person in charge. Call the office and let us know after your shift has ended and in all clear.

Employee NAME _____

Employee Signature _____

DATE _____

GRACE Staffing Inc.

HIPAA Confidentiality Statement

As an employee of _____ on assignment at various health care facilities, I acknowledge that I may receive or have access to confidential patient information in the course of providing patient care services. I understand that it is my responsibility to protect the confidentiality of each client organization's patient records and information including protecting the confidentiality of any electronic or computer passwords that may be assigned to me. I understand that all information pertaining to the diagnosis, treatment and progress of all patients is confidential. I may not review, discuss, copy or transmit such information except where necessary in the normal and proper course of my job. I shall maintain the confidentiality of Confidential Patient Information, and in doing so, shall comply with all applicable state and federal laws and regulations, including, without limitation, the privacy provisions under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the policies and procedures of the health care facility to which I am assigned. My agreement to maintain the confidentiality of Confidential Patient Information shall survive the termination of my employment with _____ and the conclusion of any assignment(s) at healthcare facilities to which I have been assigned.

Additionally, I acknowledge my responsibility to report to the facility HIPAA officer and _____ any potential breach of HIPAA which may include any unauthorized, unintended or inappropriate use or disclosure of confidential patient information either due to my actions or the actions of others.

This policy applies to all patient records and confidential information.

I understand that any violation of this confidentiality policy or breach of HIPAA law shall constitute grounds for disciplinary action up to and including termination of my employment.

I have read and understand the significance of this policy and agree to abide by its provisions.

Name _____

Date _____

Signature _____

GRACE Staffing Inc.

Job Description: Registered Nurse/LPN

Job Summary

The Registered Nurse/LPN is a professional member of the healthcare staff who provides skilled nursing care to patients in compliance with the Nurse Practice Act and policies and procedures of GRACE Staffing Inc. The Registered Nurse/LPN is responsible for complete nursing care of all assigned patients.

Qualifications

- Graduate of an accredited school of nursing and currently licensed in good standing in the state of practice.
- Minimum of one year of recent nursing experience.
- Active BLS and ACLS certification.
- Shows evidence of fulfilling health requirements

Responsibilities

- Participate in the planning and coordination of total patient care with the guidance of the RN Supervisor and physician.
- Function under the direct supervision of the RN Supervisor.
- Follow the nursing care plan and physician orders for each assigned patient.
- Observes, evaluates and applies knowledge of nursing skills to the patients assigned.
- Work cooperatively with the other health disciplines providing care.
- Notify the nursing supervisor immediately of any adverse change in the patient's mental or physical condition.
- Assist the patient with the activities of daily living while teaching appropriate self-care techniques. Perform within limits of preparation and experience.
- Provide nursing care within the guidelines of the Nurse Practice Act.

Understood and Accepted by: Date:

Confirmation: Date: