

## LOURDES HEALTH SYSTEM

### Checklist For Departmental Temporary Help/Contract Staff File Supplied by Temporary Agencies

Name of temporary worker \_\_\_\_\_

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

A Leader must document the following before an agency supplied temporary worker can begin work:

1. Health documentation (*from agency*)
  - Pre-employment physical exam (Include color blind test)
  - Two-step TST (Tuberculin Skin Test – formerly known as PPD) or chest x-ray if positive TST  
(Current TST in last 12 months, then annual or current annual chest x-ray)
  - Varicella IGG antibody (blood titer) if no proof of disease history
  - Rubella and Rubeola– IGG antibody (blood titer)  
(Staff working in EMS, ED, ICN, L/D, M/B if have negative titers must take vaccine)
  - Hepatitis B Surface Antibody or signed waiver
  - Drug screening
  - Influenza vaccine (Annual)
  - Tdap vaccine offered to (EMS, ED, ICN, L/D, M/B) – not mandatory
  
2. License/Education and Sanction Checks (*from agency*)
  - Job Description
  
  - Source verification of clinical or other license if required by job description, as well as a copy.
  
  - Verify temporary worker/contract staff is NOT included on any of the following databases sanctioned list
    - Office of Inspector General (OIG)
    - System for Award Management (SAM)
    - U.S.Treasury Foreign Sanctions Evaders (FSE) List
    - U.S. Treasury SDN & Blocked Person (OFAC)
    - FDA List for Clinical Investigators
    - New Jersey Consolidated Debarment List
  
  - Comprehensive review of education and experience that includes all certifications, continuing education and special preparation as required by job description.
  
  - Skills inventory (if required) – Complete job application  
– Two (2) current references

3. **Orientation and Competencies (*completed by Leader or designee; forms available on Sharepoint sites*)**

- LHS New Associate Checklist
- Orientation Competency Checklist
- Orientation Population Served (formerly age-specific)
- Competency Checklist if applicable
- HIPPA confidentiality statement
- Sign Corporate Compliance Code of Conduct
- Certification of Conflict of Interest
- Annual Mandatories (if applicable)
- Completion of Annual Safety Fair material (available on-line)

*Per Policy AS0501PER, Leaders must maintain a department file that contains this information. This file, like those for regular associates, will be audited on a periodic basis by Human Resources.*