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 ASU591PER, 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.*