

Selection & Hiring

Policy # HR - 101
Date Effective: 09/20/2007
Date Revised:
Approved by: Michael Burns

Purpose: *To maintain uniform standards for applicant assessment and hiring.*

Policy: *All prospective employees are screened and evaluated according to the following criteria:*

Procedure:

1. All job applications and/or resumes are directed to and reviewed by the Supervisor or designee responsible for the position available.
2. Personal interviews are then conducted with qualified candidates who are being considered for the open position.
3. Clinically trained employees are classified as either:
 - (a) Clinician - A professionally licensed and or certified employee who is assigned clinical duties (i.e. RN Home Care Nurse). A current copy of each appropriate license and verification is to be kept with the individual's personnel file.
 - (b) Non-Clinician - Individual employees who are trained, certified or registered, although they are not actively engaged in clinical work. (i.e. technician).
4. All field positions must have the following:
 - Valid Driver's License and satisfactory driving record
 - Signed job description or contractor's agreement
5. The organization prohibits employment of individuals who have been convicted of a criminal offense related to health care or who are charged with criminal offenses related to health care. This is accessed through the OIG website using the Exclusions Database. (www.oig.hhs.gov)

Employee Orientation

Policy # HR - 102
Date Effective: 09/20/2007
Date Revised:
Approved by: Michael Burns

Purpose: *To provide a guideline that will ensure All employees are trained in accordance with their respective job descriptions as well as company policy.*

Policy: *New employee instruction is given by the immediate supervisor.*

Procedure:

1. Starting the Day of Hire, new employees are acquainted with their position's particular responsibilities.
2. Each position has a separate orientation checklist. The new hire satisfactorily demonstrates each job requirement.

Employee Training

Policy # HR - 103
Date Effective: 09/20/07
Date Revised:
Approved by: Michael Burns

Purpose: *To instruct the organization's employees on all Policies and Procedures.*

Policy: *Employee Training begins on the Day of Hire. Instruction is repeated on an annual basis or as indicated by new services, products or when individual performance signifies a need for additional training.*

Procedure:

1. A Training Checklist, which details each new hire's duties, is completed and placed in the employee's personnel file.
2. Orientation to new services, procedures or products will take place as these developments occur or a minimum of once a year.
3. Training is given according to the employee's job description. The employee's immediate supervisor then makes an evaluation.