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**Hiring of Nurses**

**POLICY**:

Amicus Nursing Services, Inc will check references, verify identity, and verify eligibility to work in the United States. Nurses shall complete all screening requirements prior to first assignment.

**PURPOSE**:

To hire and retain qualified personnel in compliance with regulatory standards.

**PROCEDURE**:

1. All applicants will be informed of Amicus hiring, onboarding, and placement requirements during the screening process.
2. Qualified applicants for employment with Amicus as a RN may be extended a contingent offer of employment, pending confirmation of successful completion of the Amicus screening requirements.
3. The screening process shall include, at a minimum:
   1. Resume / Application
   2. Criminal background check
   3. Drug testing
   4. Verification of current licensure
   5. Verification of BLS certification and any other applicable certifications
   6. Physician health statement including proof of recent negative PPD (within 12 months of date of hire) or recent chest x-ray
   7. Proof of Hepatitis B vaccine or signed declination
   8. Reference checks (at least 2)
   9. Other qualifying documentation as required by state law
4. Formal employment offer shall be extended after applicant has successfully completed the employment credentialing process.
5. Each RN personnel file shall contain:
   1. Application / Resume
   2. References
   3. Criminal background check
   4. I-9
   5. Skills / Competency checklist
   6. Current professional license
   7. BLS certification
   8. Health Statement and Immunizations
   9. Drug testing
   10. Independent contractor agreement
   11. Proof of malpractice insurance (in amount of $1,000,000 / 6,000,000)
   12. Direct deposit form
   13. Onboarding checklist
   14. Annual Performance Evaluation