

James Square Checklist – Contract LPN/RN/NP

NAME: _____ Date: _____

Job title: _____

of shifts per week available: _____ or Per Diem _____

Shift preference: ___ 6:45am-3pm; ___ 2:45p-11p; ___ 10:45p-7a

Initial Items due for consideration of candidate:

- Resume listing past work history
- 2 written references
- NYS Office of Professional check <http://www.op.nysed.gov/opsearches.htm> , and related discipline background check, and license verification, for disciplines for ANY OTHER state professionally licensed in.
- Signed Professional NYS Registration/License
- BLS/CPR card (for LPNs & RNs only)
- Pre-Hire Prometric Check <https://registry.prometric.com/registry/public>
- Proof of OMIG check <http://www.omig.ny.gov/search-exclusions> and/or STREAMLINE
- Federal Compliance check <http://exclusions.oig.hhs.gov/> and/or Streamline report
- Health Assessment/Physical *signed by* MD, NP, PA, or RN (JS can provide).
- Negative PPD, not older than 1 yr old, or if Positive; Chest X-ray, within 1 yr old, read by MD, NP, PA or RN (JS can provide).
- Two MMR's or Two Rubeola & one Rubella or Titers (those born after 1/1/1957); (born before 1/1/1957) – Rubella titer or proof of immunizations or one MMR.
- Pneumococcal (Pneumonia) Vaccination, OR signed declination (one or the other, not both)
- Proof of Hepatitis B vaccination, OR signed declination. (one or the other, not both)
- Annual Influenza Vaccination (with lot and serial # of vaccine given), OR signed declination (if declines the flu shot, must wear a mask when working at James Square)

After Acceptance by James Square for staff placement, please provide prior to starting:

- James Square Mandatories and Policy Manual review/sign off received.
- Temporary Agency Competencies signed off on listing.

After approvals, all documents received, orientation date set by James Square:

Day 1 Orientation: _____ Day 2 Orientation: _____ Day 3 Orientation: _____