

PRICELIST

State Term Schedule Number 800167 Index No. STS155 – Temporary Medical Staffing

Effective July 01, 2011 through June 30, 2014



Holiday Observation: Hours worked on the following holidays will be paid at a rate of time and one-half.

New Years The first day of January
Memorial Day The last Monday of May
Independence Day The 4th day of July
Labor Day The first Monday of September
Thanksgiving Day The fourth Thursday of November
Christmas Day The 25th of December

Holiday Shift:

Third Shift – 11:00 PM to 7:00 AM or 10:00 PM to 6:00 AM
First Shift – 7:00 AM to 3:00 PM or 6:00 AM to 2:00 PM
Second Shift – 3:00 PM to 11:00 PM or 2:00 PM to 10:00 PM

Overtime Pay

Applies to hours worked over 40 hours per week at time and one-half

Background Checks, Fingerprints and Drug Testing

Prior to placement of an employee, contractor will provide the institution with evidence of a background check performed through a national database, in addition to finger printing and drug test results performed no more than thirty (30) Days Prior to placement of employee.

Minimum order: 8 hours contiguous

Maximum Order Limit (MOL) Discount Schedule:

5% after \$125,000.00 of total services are provided on an agency by agency basis
7% after \$150,000.00 of total services are provided on an agency by agency basis
12% after \$200,000.00 of total services are provided on an agency by agency basis
15% after \$250,000.00 of total services are provided on an agency by agency basis

The above progressive discount rate applies to all medical positions listed on this pricelist. Whenever an MOL amount is reached, the Contractor shall invoice the respective agency at the applicable discount rate until the next MOL amount is reached. When the next MOL amount is reached, the Contractor shall invoice at the rate applicable to that MOL. Overtime shall be calculated at one and one-half times the applicable discounted rate. The Contractor shall continue to invoice the respective agency at the applicable discounted rate until termination of this contract.

Geographic coverage (service area): All 88 Ohio Counties

Payment Terms: 1.0% 15 days, Net 30 days

See contract for ordering and contact information.

Temporary Medical Staffing

Type of Position	Hourly Rate
Behavioral & Social Sciences	
Licensed Clinical Social Worker (LCSW)	\$25.76
Social Worker (BSW)	\$29.79
Social Worker (MSW)	\$33.36
Dietary	
Dietician	\$33.36
Diet Technician	\$19.00
Laboratory	
Medical Laboratory Technician	\$22.00
Nursing Related	
Certified Nursing Aide/Assistant	\$17.00
Medical Assistant	\$17.85
Licensed Practical Nurse (LPN Vocational)	\$28.54
Nurse Practitioner (General)	\$56.50
Registered Nurse (RN General)	\$37.00
Registered Nurse (RN Mental Health)	\$37.00
Pharmacy	
Pharmacy Technician (Certified)	\$19.74
Phlebotomist	
Phlebotomist	\$18.04

Position Titles, Minimum Qualifications & Description of Medical Professionals Duties (in alphabetical order):

Clinical Laboratory / Medical Laboratory Technician

Job Description

Revised: 03/2011 ©2011 Supplemental Health Care Med Tech Job Description

Reports to:

Work Site Supervisor

Revised:

03/2011

General Purpose:

The Med Tech / Med Lab Tech is responsible for performance of various medical laboratory tests to obtain data for use by physician in the diagnosis and treatment of disease. Is also responsible for prioritizing testing procedures and completing those procedures in an accurate and timely manner and maintaining proper accurate records of all tests done in accordance with established policies, procedures and regulations.

Essential Functions:

- Obtain specimens from patients as required using established techniques.
- Prepare culture media, chemicals, reagents and solutions.
- Perform bacteriologic, microscopic and chemical laboratory tests and examinations to obtain data for use in the diagnosis and treatment of disease.
- Use automated equipment and instruments capable of performing simultaneous testing including microscopes, cell counters and other lab equipment.
- Perform simple and complex mathematical calculations as needed, analyze results and communicate findings to the appropriate health care provider.
- Record findings in accordance with established policies, procedures and regulations.
- Establish and monitor quality control programs.
- Maintain inventory of supplies, material and equipment.
- Maintain and clean equipment and instruments as per established procedures and manufacturer's instructions.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Medical Laboratory Technologists have a Bachelor of Science degree in Medical Technology or related science field. Medical Laboratory Technicians have a 2-year academic and clinical degree (Associate of Science).
- Licensing: Certification as a Medical Technologist with accreditation.
- Training and experience: Twelve months of accumulated experience within the last two years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

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Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

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Certified Pharmacy Technician

Job Description

Revised: 01/2010 ©2010 Supplemental Health Care Pharm Tech Job Description

Reports to:

Work Site Supervisor

Revised:

01/2010

General Purpose:

Under supervision of pharmacist/supervisor supports pharmacy services to patients and medical practitioners. Services including but not limited to assisting with oversight, monitoring, preparation, dispensing and proper documentation of patient medication therapy as well as providing drug information, patient information and oversight of information and dispensing systems. Assist with compliance with Federal, State and local laws and regulations as well as proper storage and documentation.

Essential Functions:

- Knowledge of medications and their indications, contraindications, dosing, side effects, and proper administration and knowledge of accepted medication resources and informational databases.
- Assist with reviewing medication orders for appropriateness and contacting the prescriber, as directed by pharmacist, for any medication related problems or order clarification.
- Assist with preparation, labeling and dispensing of medications and supplies in accordance with physicians' prescriptions to patients.
- Assist with providing other drug and pharmaceutical information, as appropriate, to patients and/or medical practitioners on drug indications, contraindications, dosage, medications, interactions, and side effects.
- Assist with overseeing the acquisition and disbursement of drugs and medications to clinical sites and offices.
- Assist with establishing and maintaining methods and manner of storage and recordkeeping systems to provide for safekeeping of pharmaceuticals with particular attention to controlled substances.
- Assist with duties related to inventory control of medication and supplies.
- Assist with providing support, education and oversight for investigational medications for patients; provide information regarding their preparation, labeling and availability within the medication system; maintain appropriate and required records and documentation for investigational drugs.
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental and/or infection control standards.
- Performs miscellaneous job-related duties as assigned.

Minimum Requirements:

- Education: Education in arithmetic that includes addition & subtraction; typically high school diploma or equivalent is required. Certificate and/or training from Pharmacy Technician program may be required or preferred.
- Licensing / Certification: A current unrestricted license or certificate to practice as a Pharmacy Technician in the state of assignment if required. Certification from Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians (ICPT) may be required or preferred.
- Training and experience: A minimum of twelve months of accumulated experience within the last five years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Certified / Registered Nursing Assistant/Nursing Assistant Job Description

Revised: 4/2009 ©2009 Supplemental Health Care CNA Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

Responsible for the continuous improvement of total quality care as it relates to providing nursing assistant services to hospitals, nursing homes and other facilities requiring the services of a nursing assistant.

Essential Functions:

- Responsible for providing services to patients as directed by the nursing plan of care and/or nursing supervisor.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff member
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Responsible for having a broad understanding of the services provided by Supplemental Health Care.

Minimum Requirements:

- Education: Graduate of a state approved training class for nursing assistants.
- Licensing: Registered to practice in the state in which employed.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification; or, 600 verified hours in a comparable job classification within the 12 months; or a state approved training program plus six calendar months of experience; or, a student RN in the last year of school; or an unlicensed RN, LPN/LVN graduate.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, Revised: 04/09 ©2009 Supplemental Health Care CNA Job Description

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or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

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franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

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Dietitian

Job Description

Revised: 4/2009 ©2009 Supplemental Health Care Dietitian Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

Provides and directs dietary/nutritional consultation to the clinical staff and patients in a variety of healthcare settings, including but not limited to: hospitals, skilled nursing facilities, outpatient treatment centers and schools. Functions interdependently to perform assessment, screening, program planning and implementation, monitoring, communication and evaluation according to standards of care with appropriate documentation.

Essential Functions:

- Clinical knowledge and skill, or ability to develop knowledge and skills required for evaluation and treatment of disease specific, pediatric, adolescent and geriatric patient populations.
- Provides nutrition education and consulting to patients and makes appropriate modifications with consideration to religious, cultural, and other barriers which may effect patient's ability to follow dietary guidelines.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members. Coordinate and assist with care as directed.
- Interprets and communicates evaluation findings and treatment program to patients, family, and other team members.
- Develops and updates nutrition education materials and menus to reflect current level of nutrition practice.
- Registered Dietitian supervises Dietary Technicians, Dietary Aides and students as appropriate and related to implementation and evaluation of dietary treatment plan.
- Oversees the preparation and serving of food and monitors and instructs in special feeding techniques and specialized diet preparation.
- Maintains patient records that reflect patient treatment and are in compliance with state, federal and regulatory requirements: (Evaluation, daily treatment record, physician update, patient care plans, discharge summaries, telephone orders, billing).
- Ability to travel between facilities or other treatment locations as necessary.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Participate in multidisciplinary rounds/meetings and inservices as needed

Minimum Requirements:

- Education: Registered Dietitian - Bachelor's Degree from an accredited college or university with course work and supervised practice experience approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). Dietetic technicians, registered (DTRs) complete at least a two-year associate's degree at an accredited college or university and complete a dietetic technician program accredited/approved by the CADE of the ADA. Both disciplines must pass their respective national examination administered by the Commission on Dietetic Registration (CDR).
- Licensing: Licensure varies by state and jurisdiction. Licensure, certification or registration in state of practice as required by law. Maintenance of status through approved continuing education requirements.
- Training and experience: Minimum of one year of experience as a Dietitian/Registered Dietitian within the last three (3) years preferred.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health

Revised: 04/09 ©2009 Supplemental Health Care Dietitian Job Description

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Statement.

- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately

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Dietary Tech

Job Description

Revised: 03/2011 ©2011 Supplemental Health Care Dietary Tech Job Description

Reports to:

Work Site Supervisor

Revised:

03/2011

General Purpose:

The purpose of the dietitian occupation is to monitor & adjust diets of clients to assure that they are provided adequate food & meals to meet their nutritional needs.

At the first level, incumbents collect data to assist the dietitians. At the second level, incumbents plan diets for clients. At the third level, incumbents act as consultant. At the highest level, incumbents manage the entire dietary department.

Note: This series may be used in agency/institution &/or community setting.

Essential Functions:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects data & information concerning patients' food acceptance & plate waste studies, performs routine quality assurance activities related to monitoring of patient services (e.g., temperature test trays, visits with patients for food acceptance surveys, performs plate waste studies), prepares production sheets according to daily ward census, receives written physician diet orders & makes changes on menu cards & special diet list, prepares & maintains files & information (e.g., patient cardex file, special diet list, daily census report, daily tray count, quarterly diet census, doctor's tray critique, liquid diet & fat free diet counts), assures nutritional supplements & special feedings are prepared when ordered & coordinates information between nutrition & food service department.

Checks quality & quantity of food & reports problems & discrepancies to food service manager; assists dietitians in communication of patient dietary needs; advises food service supervisors in proper interpretation of menus; distributes diet trays in main dining room; assists in serving diets; implements & coordinates clientele transfers, diet modifications & activities within dietary department.

Participates in planning & implementation of educational in-service training for dietary department staff; operates audio-visual equipment; procures materials in educational programs; assists dietitian in instructing patients in proper eating habits, basic nutrition &/or reduction programs; provides in-service training to ward personnel in proper food handling.

Minimum Requirements:

- Graduate of associate degree program approved by American Dietetic Association or Ohio Board of Dietetics per Section 4759.10(B) of Revised Code.
Or completed program meeting academic standards set by American Dietetic Association for dietitians, received baccalaureate or higher degree from school, college or university approved by regional accreditation agency recognized by council on postsecondary accreditation per Section 4759.10(E) of Revised Code.
- Training and experience: Twelve months of accumulated experience within the last two years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
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duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

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Licensed Vocational / Practical Nurse (LVN/LPN)

Job Description

Revised: 5/2009 ©2009 Supplemental Health Care LPN or LVN Job Description

Reports to:

Work Site Supervisor

Revised:

05/2009

General Purpose:

The Licensed Vocational Nurse or Licensed Practical Nurse provides care to patients of all ages, within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings. Administers nursing care using good judgment, methods and skills under the direction of a Registered Nurse or Physician. The Licensed Vocational/Practical Nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. They are responsible for performing tasks and procedures that are: within the scope of his/her educational preparation and knowledge; permitted by the policies and procedures of Supplemental Health Care and the facility requesting the services; and permitted by other local, state, and federal guidelines.

Essential Functions:

- Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
- Activities may include:
 - Assessing, planning, implementing and evaluating patients and patient care.
 - Identifying and providing for physical, emotional, and developmental patient needs.
 - Counseling and providing health teaching to patients and their families; explaining the procedures planned for the patient.
 - Maintaining a clean and safe environment.
 - Following Universal Precautions and Infection Control Procedures.
 - Ability to establish communication with appropriate sources in response to emergency situations.
 - Providing for and respecting the patient's privacy and confidentiality.
 - Assisting with admission and discharge of patients.
 - Notifying appropriate persons promptly of unusual reactions and changes in conditions.
 - Documenting all pertinent information appropriately.
 - Receiving and giving report.
 - Safeguarding and inventorying equipment and supplies.
 - Demonstrating courteous, cooperative, and respectful behavior.
 - With the education and/or documented skills, may perform certain treatments/procedures, provided that the institution's policies and the state/provincial regulatory acts allow their performance such as venipuncture and initiation and/or administration of IV therapy.
 - Certain assignments require special experience and proven competency and only Licensed Vocational/Practical Nurses with documented experience are assigned to such roles as Charge Nurse and Team Leader.
 - Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the Licensed Vocational/Practical Nurse. Only Licensed Vocational/Practical Nurses with documentation of the appropriate skills are assigned to these areas.

Responsibilities:

- The Supplemental Health Care Licensed Vocational/Practical Nurse accepts responsibility for his/her own actions and:
 - Assists Supplemental Health Care in determining skills and specialties.
 - Accepts only assignments for which qualified.
 - Verbalizes knowledge and purpose of patient rights and responsibilities.
 - Practices safely and competently within the job description.
 - Complies with an institution's policies and procedures.
 - Communication with Supplemental Health Care about problems and other concerns.
 - Informs supervisor of patient changes or needs.
 - Complies with state/provincial regulatory acts.
 - Follows the physician's and multidisciplinary plan of care.

Minimum Requirements:

- Education: Graduate of an accredited School of Nursing.
- Licensing: Licensed to practice as a Vocational or Practical Nurse with an active license in the state(s) in which employed.
- Training and experience: One year of current experience as a Licensed Vocational/Practical Nurse within the last three years is preferred, and may be required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.

- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Medical Assistant

Job Description

Revised: 4/2009 ©2009 Supplemental Health Care Medical Assistant Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

Responsible for the continuous improvement of total quality care as it relates to providing medical assistant services to hospitals, outpatient clinics and other facilities requiring the services of a Medical Assistant.

Essential Functions:

- Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members. Coordinate and assist with care as directed.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Responsible for requesting and coordinating radiographic and/or laboratory studies per treatment protocols or as directed by the health care provider.
- Order, prepare and generate appropriate medical records.
- Greet, screen and process patients for appointments.
- Receive, screen and coordinate telephone calls from patients and healthcare providers.
- Responsible for having a broad understanding of the services provided by Supplemental Health Care.
- Communicate information clearly to patients, family and staff.

Minimum Requirements:

- Education: Graduate of an approved training class for Medical Assistants.
- Licensing: Certified/registered to practice in the state in which employed.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Nurse Practitioner Job Description

Revised: 4/2009 ©2009 Supplemental Health Care Nurse Practitioner Job Description

Reports to:

Physician / Work Site Supervisor

Revised:

04/2009

General Purpose:

Assumes responsibility and accountability for the nursing assessment and/or primary care for a selected population of patients within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings as allowable under state law and practice acts. The Nurse Practitioner performs acts, which require substantial specialized knowledge, judgment, and nursing skills based upon principles of psychological, biological, physical, and social sciences. The professional nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. Functions under the collaborative practice agreement for delegated medical aspects of care with collaborating physician(s). Maintains currency of licensure and certification.

Essential Functions:

- Provides anticipatory guidance, screening and health education to patients to promote and maintain health.
- Initiates treatment for patients with commonly occurring health problems, which lie within the nurse specialist's scope of practice, by using a systematic approach to history and physical appraisal of patients and/or families through clinical judgment of evaluated data.
- Perform comprehensive health assessment including obtaining a complete and accurate health history from the patient or significant other; performing a complete and accurate physical examination; and administering selected measures of physical, cognitive and psychosocial development in accordance with standardized guidelines.
- Order/perform selected diagnostic tests and procedures as indicated by the patient's condition.
- Using the data obtained in the health assessment and diagnostic studies, interprets clinical findings and develops a complete, accurate differential diagnoses/health care problems list.
- Identifies and appropriately uses available resources in meeting the health care and health education needs of patients and families, including but not limited to consultation with other physicians and allied health professionals.
- Plans appropriate care utilizing community resources and acts as a liaison by relaying information necessary for continuity of care to other health professionals and agencies.
- Prescribes, coordinates, delegates and evaluates care.
- Prescribes medications listed in the approved institutional formulary as a function delegated by the physician consultant(s) to the practice and in accordance with state regulatory acts.
- Monitors patients with stabilized long term or chronic illness and aids and supports individuals and their families during the dying process.
- Develops and implements health promotion, illness/injury prevention and therapeutic plans congruent with the client's diagnosis, health care problem or need.
- Instructs individual and/or families or groups about health or defined health problems.
- Prepare all documentation to meet or exceed established standards to include but not limited to timeliness, legibility, accuracy, content and signature.
- Participates in Quality Assurance activities.
- Participates in research projects.
- Participates in education of graduate nursing students and/or other health care providers, as assigned.
- Promotes guest relations; anticipates and responds to the needs of others; provides assistance in a courteous, quick manner; treats others with care and respect maintaining privacy, confidentiality and dignity, in accordance with current HIPAA guidelines.
- Maintains a professional appearance and a clean, safe environment.

Minimum Requirements:

- Education: Master's degree in nursing with advanced skills in physical assessment.
- Licensing: Registered Nurse with current unrestricted license to practice and use the title of Nurse Practitioner/Advanced Practice Nurse in the state(s) in which employed and practicing.
- Training and experience: One year of current experience as a Nurse Practitioner within the last two years is required.
- American Nurses Association (ANA) Certification desirable.
- Possess current advanced certifications as required by clinical practice area/client: (i.e. Advanced Cardiac Life Support (ACLS); Pediatric Advanced Cardiac Life Support (PALS); Neonatal Resuscitation Program (NRP); Certification by National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties (NCC)
- Able to provide proof of valid driver's license, if applicable.
- Able to provide proof of valid auto liability insurance if responsibilities include driving own vehicle.

- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Phlebotomist

Job Description

Revised: 4/2009 ©2009 Supplemental Health Care Phlebotomist Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

The Phlebotomist performs a variety of blood drawing procedures, including venipuncture, in the collection of blood specimens from patients for laboratory procedures used in the diagnosis and treatment of disease. Is also responsible for prioritizing testing procedures and completing those procedures in an accurate and timely manner and maintaining proper accurate records of all tests done in accordance with established policies, procedures and regulations.

Essential Functions:

- Adhere to strict procedures and practice of safety precautions to prevent the transmission of infectious diseases.
- Explain procedures to patient and family members and provide emotional support to obtain needed specimens.
- Utilize standard procedures to determine positive patient identification and record appropriate collection information on requisition.
- Obtain blood specimens from patients as required using established blood-drawing techniques using standard equipment such as tourniquets, vacutainer tubes, capillary tubes, syringes, and butterfly needles.
- Following standardized policies and procedures, perform bedside clinical testing including but not limited to: urinalysis, glucose and hematocrit.
- Assist with collection, labeling and transportation of other laboratory specimens such as body fluids.
- Assist with preparation of culture media, chemicals, reagents and solutions.
- Assist with performance of bacteriologic, microscopic and chemical laboratory tests and examinations to obtain data for use in the diagnosis and treatment of disease.
- Record findings in accordance with established policies, procedures and regulations.
- Perform various quality control procedures to maintain compliance with internal and external regulations.
- Maintain inventory of supplies, materials and equipment.
- Maintain and clean equipment and instruments as per established procedures and manufacturer's instructions.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Generally requires equivalent to high school education.
- Licensing: Certification as a Phlebotomist by an acceptable facility or training course. Certification by a nationally recognized board or agency preferred.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification.
- Must be at least 18 years of age.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Registered Nurse (General / Psychiatric)

Job Description

Revised: 4/2009 ©2009 Supplemental Health Care RN Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

The Registered Nurse provides primary care to patients of all ages, within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings. The Registered Nurse performs acts, which require substantial specialized knowledge, judgment, and nursing skills based upon principles of psychological, biological, physical, and social sciences. The professional nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. They are responsible for performing tasks and procedures that are: within the scope of his/her educational preparation and knowledge; permitted by the policies and procedures of Supplemental Health Care and the facility requesting the services; and permitted by other local, state, and federal guidelines.

Essential Functions:

- Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
- Activities may include:
 - Application of the nursing process in assessment, planning, implementing and evaluating patients and patient care.
 - Identifying and providing for physical, emotional, and developmental patient needs.
 - Counseling and providing health teaching to patients and their families; explaining the procedures planned for the patient.
 - Maintaining a clean and safe environment.
 - Following Universal Precautions and Infection Control Procedures.
 - Ability to establish communication with appropriate sources in response to emergency situations.
 - Providing for and respecting the patient's privacy and confidentiality.
 - Admitting and discharging patients.
 - Receiving and transcribing doctor's order.
 - Notifying appropriate persons promptly of unusual reactions and changes in conditions.
 - Documenting all pertinent information appropriately.
 - Receiving and giving report.
 - Safeguarding and inventorying equipment and supplies.
 - Demonstrating courteous, cooperative, and respectful behavior.
 - With the education and/or documented skills, may perform certain treatments/procedures, provided that the institution's policies and the state/provincial regulatory acts allow their performance such as venipuncture and initiation and/or administration of IV therapy.
 - Certain assignments require special experience and proven competency and only Registered Nurses with documented experience are assigned to such roles as Charge Nurse and Team Leader.
 - Certain units require special training, skills and proven competency, in addition to the usual skills of the Registered Nurse. Only Registered Nurses with documentation of the appropriate skills are assigned to these areas.

Responsibilities:

- The Supplemental Health Care Registered Nurse accepts responsibility for his/her own actions and:
 - Assists Supplemental Health Care in determining skills and specialties.
 - Accepts only assignments for which qualified.
 - Verbalizes knowledge and purpose of patient rights and responsibilities.
 - Practices safely and competently within the job description.
 - Complies with an institution's policies and procedures.
 - Communication with Supplemental Health Care about problems and other concerns.
 - Informs supervisor of patient changes or needs.
 - Complies with state/provincial regulatory acts.
 - Follows the physician's and multidisciplinary plan of care.

Minimum Requirements:

- Education: Graduate of an accredited School of Nursing.
- Licensing: Licensed to practice as a Registered Nurse with active license in the state(s) in which employed and practices.
- Training and experience: One year of current experience as an RN within the last three years is preferred, and may be required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life

Support (BCLS) certification.

- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Social Worker (BSW / MSW) / Licensed Clinical Social Worker (LCSW) Job Description

Revised: 1/2010 ©2010 Supplemental Health Care Social Worker Job Description

Reports to:

Work Site Supervisor

Revised:

01/2010

General Purpose:

Assess the client and family/support system psychosocial needs and establish appropriate care plans including counseling, advocacy, education, problem solving, continuity of care services, financial counseling and information and referral for clients.

Essential Functions:

- Conduct individual assessment of social and emotional factors related to client and the related living, financial and support resources available to the client.
- Develop care plan and coordinate / collaborate with physician and interdisciplinary team.
- Recognize cultural and language variations/sensitivity in the selection and use of appropriate assessment tools, interventions and use of resources.
- Provide information, counseling and support to clients and their family/support systems. Assist with development of goal-oriented interventions.
- Provide/assist with family member or caregiver/significant others to promote effectiveness of client's treatment and plan.
- Assess needs for long-term care and evaluation of home care and family support systems.
- Evaluate effectiveness of interventions and modify interventions/plan as needed.
- Confer and collaborate with the interdisciplinary team, families and community agencies; assist with the coordination and provision of services.
- Maintain appropriate documentation including written reports with detailed information to guide interdisciplinary plan while complying with documentation regulations (Medicare, Medicaid, Joint Commission and other State and Federal regulations).
- Communicates with supervisor regarding caseload, schedule, coverage and continuity of care for clients.
- Participates in training, supervision, team meetings and is involved with Quality Assurance activities as appropriate.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care (SHC), and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Master's degree from accredited school of Social Work. (MSW)
- Education: Bachelor's degree from accredited school of social Work. (BSW)
- Education: Bachelors degree from accredited school and specialized licence of Social Work. (LCSW)
- Licensing: Valid license, certificate or registration to practice as a Social Worker in the state in which employed. Credentials such as Academy of Certified Social Workers (ACSW), Qualified Clinical Social Worker (QCSW) or Diplomat in Clinical Social Work (DCSW) may be required for certain positions.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work professionally and effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
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