

Company: EmPower Nursing & Allied Solutions

Written Agreement Policy Statement

Policy Category: Administration

Original Effective Date: 11/26/2018

Review Date:

Purpose: To provide an outline of services to customers according to a written agreement

Policy Statement:

- 1) **Written Agreement:** A written agreement always exists between EmPower Nursing and our customers.
- 2) **Use of Subcontractors:** EmPower does not utilize subcontractors.
- 3) **Competency:** The customer determines competency requirements for assignment at their locations. As the employer, EmPower will supply customer with Personnel who meet the required competency criteria for that assignment.
- 4) **Floating:** Customer may reassign Personnel to a different facility department, unit, facility or to a different staff classification ("Float"), only if Personnel satisfy the requisite specialty qualifications. Customer will provide the Personnel with additional orientation regarding the Float as necessary.
- 5) **Employee or Independent Contractor:** Personnel provided to our customers are employees of EmPower and are subject to the company's standard screening process. If EmPower deems it necessary to obtain the services of a subcontractor/independent contractor to fulfill its requirement, EmPower will notify customers in writing of its intent to use subcontractors and will obtain prior written approval from customer.
- 6) **Communication of unexpected incidents:** Customer shall report to EmPower any unexpected incident known to involve any Personnel (such as Personnel errors, unanticipated deaths or other unanticipated patient-related events or injuries known to be attributable to Personnel if the incident may have an adverse impact on the customer and/or EmPower in order to comply with EmPower's incident tracking program.
- 7) **Communication of occupational safety hazards:** Customer shall report to EmPower any safety hazards known to be related to the Services provided by Personnel if the incident may have an adverse impact on the customer and/or EmPower in order to comply with EmPower's incident tracking program.
- 8) **Orientation to facility/unit:** Customer will provide EmPower Personnel with an adequate and timely orientation to facility/unit. Facility should review instructions regarding confidentiality and orient EmPower personnel to the specific Exposure Control

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Plan of the facility as it pertains to OSHA requirements for bloodborne pathogens as well as facility's specific policies and procedures provided to EmPower for such purpose.

- 9) **Accessibility of Agreement:** The staffing agreement is accessible to all parties who are involved in its implementation.
- 10) **Providing Services as defined in the agreement:** Upon entering into agreement with customer, EmPower reviews all agreements to ensure the requirements of the agreement can be met and that all parties involved in its implementation have access to the agreement for ongoing review.