

Broward Health Onboarding Requirements

Name of Contracted Personnel: _____ Skill Type _____ Name of Agency _____

Items Required	Received Yes	Renewal/Expiration Date	Comments
Licensure/Certification (See Job Description)- for Credential Requirements <ul style="list-style-type: none"> • Primary Source License and Verification • CPR if applicable 			
<ul style="list-style-type: none"> • Supportive Government issued ID 			<input type="checkbox"/> Passport, <input type="checkbox"/> DL <input type="checkbox"/> State ID
<ul style="list-style-type: none"> • Reviewed list of excluded individuals/entities (LEIE) via the online database. http://www.oig.hhs.gov • <u>Completed National Sexual Predator/Offender Search Verification</u> http://Offender.fdle.state.fl.us • SAM 			
<ul style="list-style-type: none"> • Contracting Company Verification of Background check with a minimum of 7-year criminal history – Level I, Level II background screen for behavioral health and pediatric areas. 			
<ul style="list-style-type: none"> • Contracting Company Verification of negative ten (10) panel Drug Testing (in accordance with Drug Free Workplace Standards) 			
<ul style="list-style-type: none"> • Signed Acknowledgement of Job Description 			N/A for contracted vendors
<ul style="list-style-type: none"> • Verification of Initial Health screening (free of any communicable diseases. • Rubella, Measles, Mumps Immunization/or positive titer and any other vaccinations). 			
<ul style="list-style-type: none"> • Provide proof of completed Mantoux (Also known as Purified Protein Derivative "PPD) test within the past six months and annually thereafter. QuantiFERON Gold Acceptable • Chest X-ray within 2 years if PPD positive and annual health updates 			
<ul style="list-style-type: none"> • Signed Confidentiality & Data Security Form 			

ORIENTATION REQUIREMENTS - ALL			
<ul style="list-style-type: none"> • BH Clinical Orientation • BH Risk Management • General Compliance Training Bundle: <ul style="list-style-type: none"> ○ General Compliance & Ethics Training ○ General Compliance & Ethics Training Attestation ○ Code of Conduct Training • Comprehensive Emergency Mgt Education • Preventing & Reporting Workplace Harassment 			
ORIENTATION REQUIREMENTS CLINICAL NURSING (IN ADDITION TO ALL REQUIREMENTS)			
ONE TIME ONLY REQUIREMENTS			
<ul style="list-style-type: none"> • Data Security Form • IV Pumps-Plum A Plus • Hill Rom Centrella/Progressa Beds • Handling Hazardous Drugs 			
ANNUAL REQUIREMENTS			
<ul style="list-style-type: none"> • Unit-based Skills Competency (Initial and annual per specialty) • Restraint Competency • STROKE EDUCATION: <ul style="list-style-type: none"> ○ APEX Innovations-NIH Stroke Scale Training & Certificate (or equivalent from AHA or Blue Cloud) ○ Stroke Education-Stroke Alert ○ Dysphagia & Aspiration Precautions 			
INITIALLY AND THEN EVERY 3 YEARS			
<ul style="list-style-type: none"> • Clinical Reference Guide (Challenging Pts, Pain Mgt, Restraints & Seclusion, Blood Admin/Anticoagulation, & Antimicrobial Stewardship) • MEDLINE Instructions For Erase BSI CLABSI Course • Nurse's Guide to Safely Administering IV medication • Recognizing Impairment in the Workplace • End of Life 			

Other Training by Specialty area assigned			
<ul style="list-style-type: none"> • Cardiac Monitored/Critical Care Areas: <ul style="list-style-type: none"> ○ Procedural Sedation Adults & Peds Course-Every 2 years • Perioperative Staff: <ul style="list-style-type: none"> ○ Compressed Gas Cylinder Safety Course (Perioperative Areas)-Annual ○ Formaldehyde Course (Perioperative Areas)-Annual ○ Laser Safety (OR Nurses Only)-Annual • Dialysis Nurses: <ul style="list-style-type: none"> ○ Pharmaceutical Waste Training ○ Safe Injection Practices ○ Sepsis Core Measure-Nurses ○ Biohazard Waste Safety • ED, L&D, MB, and OB Recovery Staff: <ul style="list-style-type: none"> ○ Caring for Patients with Obstetrical Emergencies (Initially and every 2 yrs.) 			
<ul style="list-style-type: none"> • ORIENTATION REQUIREMENTS CLINICAL NON-NURSING (IN ADDITION TO ALL REQUIREMENTS) 			
<ul style="list-style-type: none"> • Current Licensure Required Education-Per State Licensing Board • Current AHA BLS card (every 2 years)-Check Expiration Date • Current AHA ACLS, PALS, and/or NRP (based on BH equivalent Job Description and population)-every 2 years 			
<ul style="list-style-type: none"> • Initial Shift Assessment of Competency/ Evaluation 			
<ul style="list-style-type: none"> • Annual Performance Evaluation 			