



TRAVELER HANDBOOK



Nursefinders Orientation Booklet Receipt and Acknowledgement

Please read, sign and date this acknowledgement form and return it, along with any other documents requested by QA, within 48 hours. Please keep a copy for your records.

I hereby acknowledge that I have received and read the Nursefinders Orientation Booklet and have addressed any questions regarding the information provided with my Recruiter.

By my signature below, I understand and agree to abide by the policies and procedures outlined in the booklet.

Name (please print): _____

Signature: _____

Date: _____

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The policies and rules contained in this handbook serve only as guidelines AND are subject to interpretation, review and change by Nursefinders at any time without notice.

Nursefinders complies with federal and state codes that regulate employment practices and protection of employees in the workplace, including, but not limited to, EEOC employment guidelines and OSHA safety regulations and guidelines for protecting employees against blood borne pathogens.

Statements in Nursefinders' Orientation Handbook apply only to Nursefinders' travel staff. Where statements in this handbook are in conflict with state law or regulations, state laws or regulations take precedence.

This edition of the Orientation Handbook for staffing personnel supersedes all other editions.

WELCOME**MISSION STATEMENT**

Nursefinders' mission is to provide quality, comprehensive personnel management solutions, rewarding career opportunities, and superior health care services to our clients in a respectful and efficient manner. The entire Nursefinders' team works hard to complete our mission.

We are proud to have you as a member of our team! Because Nursefinders' high standards are recognized by health care clients across the country, we are able to offer you a wide variety of contracts ranging from 8 to 13 weeks and occasionally longer.

This handbook includes information that will be helpful to you as you work for Nursefinders. Please read it carefully and keep it for future reference. If this material does not answer all of your questions, please call your Nursefinders recruiter for additional information.

Welcome to Nursefinders!

EMPLOYMENT PHILOSOPHY

Nursefinders places the highest value on our employees and their contributions to help achieve Nursefinders' overall mission.

Nursefinders offers you a work atmosphere conducive to helping you be the best you can be in your job. At the same time Nursefinders expects you to perform your job responsibly, effectively, efficiently and competently. All Nursefinders' staff, managers and employees must be committed to meeting or exceeding Nursefinders' performance expectations.

As a Nursefinders' employee, you have a right not to participate in aspects of care or treatment that are in direct conflict with your cultural values or religious beliefs. You should address any conflicts with your recruiter at time of hire. Your personal values and beliefs will be honored before assignments. This consideration, however, can reduce the number of contracts which you may be offered. Should you refuse to participate in certain aspects of client care not previously discussed with your Nursefinders' recruiter, a performance assessment will address whether or not your refusal was justified. An employee's refusal, while on assignment, must in no way affect or disrupt the patient's care or infringe upon the client's rights.

Nursefinders' Personnel Policies are also a guide to assist Nursefinders' staff in working effectively with employees who do not perform up to Nursefinders' standards. Leaders, at the Service Center, the Travel Operations Center and in Nursefinders' local offices, clearly understand Nursefinders' personnel policies and apply them uniformly to all employees.

Nursefinders is committed to helping employees who do not meet performance standards improve performance through guidance, additional training, coaching and counseling. As a Nursefinders' employee, you are expected to follow through on recommended steps for improving performance or face possible termination. Some performance problems or situations cannot be treated through Nursefinders' normal management interventions. Gross misconduct, for example, may lead to immediate termination.

Nursefinders encourages employees to take responsibility for their actions and be committed to do their jobs well. Nursefinders' leaders set an example for Nursefinders' employees by their firm commitment to achieving quality health care services.

EMPLOYMENT PRACTICES

GENERAL INFORMATION

Nursefinders, Inc. complies with all applicable federal, state, and local regulations. Nursefinders furnishes copies of notices and documents filed with the Securities and Exchange Commission as appropriate. Nursefinders does not accept payment for securing or soliciting clients or pay doctors, nurses, or others for client referrals.

Nursefinders' Service Center, the name of Nursefinders' corporate offices, maintains overall management and control of all aspects of the health care services delivered by Nursefinders' travel and staffing offices. The name "Service Center" emphasizes support, assistance, and direction to our company and franchise offices.

NURSEFINDERS' PHILOSOPHY

Nursefinders believes that the services we provide are essential components of a comprehensive health care system and that health care services should be available to all in a cost-effective and -efficient manner.

Nursefinders' personnel provide services with respect for the dignity of the person, regardless of nationality, race, creed, color, age, or disability.

NURSEFINDERS CODE OF ETHICS

Nursefinders' employees are expected to uphold the following Code of Ethics:

Maintain a dignity of manner and behavior in the presentation of services and in all other forms of professional conduct. We will serve our client's with integrity, competence and objectivity.

Observe the highest standards of honesty in all transactions. Avoid the use of false, confusing, inaccurate or misleading terms, description and claims. We will maintain the strictest confidentiality rules and treat all client and staff information as privileged.

Provide superior healthcare services by only undertaking those assignments for which we are qualified by experience and knowledge.

Avoid all areas that might present potential conflicts of interest.

Contribute to the advancement of the profession through support of industry standards, the education of self, fellow members and the public at large.

GENERAL HIRING INFORMATION

EXPERIENCE

Applicants must have a year of full time experience in the last three years in their classification and specialty.

REFERENCES

Nursefinders Staff use reference requests to check references over the telephone, by mail, and by fax. Nursefinders requires two positive professional references as part of the hiring criterion.

SKILLS TESTING

All applicants must complete online skills test with a passing score of 80%. Skills tests can be taken twice in an attempt to achieve a passing score. Applicants who do not achieve a passing score of 80% may retake the skills tests in 6 months.

DRUG TESTING

Nursefinders requires pre-employment drug screening.

SCHEDULING AND TIME OFF

Travelers will receive their weekly or bi-weekly work schedule from the staffing office in the facility for which they are assigned. Most travel assignments require travelers to work a minimum of every other weekend.

Unless pre-approved scheduling restrictions are documented in your travel agreement, travelers are expected to honor work schedules. Make up shifts in the event of illness or scheduled time off and any absence from scheduled work must be in conformance with the facility's policies.

Travel assignments are configured based upon a required number of hours to be completed as defined in your travel assignment agreement. Company provided accommodations, benefits and travel provisions are solely based on the Traveler's fulfillment of their full schedule each week according to the terms of the contract, e.g., 36 or 40 hours per week for the contract term. Failure to complete the required number of hours for the assignment period, may result in short hour's payroll deductions including deductions for Company-provided housing.

If you are ill, injured or otherwise unable to work for any reason and anticipate being unable to work for a period of seven or more days, please call your recruiter immediately.

CANCELLATIONS/EARLY TERMINATIONS

Nursefinders considers cancellations very serious matters. If an emergency arises and you cannot fulfill your obligation to clients and Nursefinders, you need to notify us immediately. You must talk directly to your recruiter rather than our answering service. If you call after normal business hours, please listen to the message for information on reaching an on-call staff member. Call the number provided and speak directly with the recruiter on call.

Cancellations or early assignment terminations are thoroughly investigated to determine not only a final recompense outcome, but also whether or not a Traveler remains qualified to work with Nursefinders. Cancellations or failure to arrive at a scheduled assignment without advanced notification to your recruiter ("no call/no show") could be grounds for immediate dismissal.

The rule of thumb is to cancel only in an emergency and to give Nursefinders as much notice as possible so that we can schedule someone else to assume your client care responsibilities.

PAYROLL

Nursefinders' goal is to provide you with an accurate payroll check. Nursefinders pays on a weekly cycle, based on the clients work week. You may have your payroll check or direct deposit advice mailed to your temporary address or sent to a local Nursefinders staffing office for pick up. Please let your recruiter know your preference. Below are some general guidelines for our payroll policies. Please contact your recruiter for any questions on the policies below.

WAGES

Refer to your Travel Agreement to verify your hourly wage, including applicable call back and on call rates.

OVERTIME

Nursefinders follows federal and state wage and hour laws for overtime worked and adopts the policy of the facility regarding the authorization of overtime. Some facilities do not authorize overtime work for travelers. Therefore, it is important for you to obtain approval from your on-site manager prior to working any overtime. If you work overtime, your manager must also approve the overtime on your timesheet.

HOLIDAYS

Dates and shifts for holiday pay are stipulated by Nursefinders' contract with the facility and may or may not be identical to those recognized by the facility for their non-traveler staff. Most assignments provide for time-and-one-half of your regular wage for eligible holiday hours worked. You recruiter will answer any questions you have regarding holiday policies at a particular assignment.

TIMECARDS

Nursefinders will provide timecards in your Welcome Packet for each new assignment. Please be sure to take them with you as they are specific to the pay cycle at the facility for which you are working.

If you work at a facility where travelers utilize the facility's timecards, be sure you receive them on your first day of employment. You will be using these in lieu of your Nursefinders timecards.

Nursefinders is unable to pay travelers for hours submitted on unsigned timecards as facilities require that all timecards be signed for billing purposes. It is important that you account for all hours that you are scheduled to work and that you include explanations for any time off. The timecard must be fully completed including your meal period, before it can be processed. You must also note schedule changes, such as sick time, requested time off exchanging hours or low census. In addition, if you miss a shift due to facility scheduling, illness or any other reason, please contact your recruiter immediately.

Timecards are due to Nursefinders payroll no later than 12:00 noon on Monday and should be faxed to **(866)665-2339**. Pay for timecards received after the cut off period will be paid the following week.

DIRECT DEPOSIT

We offer the opportunity to have your paycheck deposited directly into the bank account(s) of your choice and strongly encourage travelers to use this option. Please see your Welcome Packet for Direct Deposit forms and instructions. If you have additional questions not addressed in your packet, please ask your recruiter.

PROVIDED HOUSING

Nursefinders provides our travelers with their choice of pre-arranged provided housing or a weekly housing subsidy. Nursefinders provision of housing is based on the traveler working a full-time schedule as defined in your Traveler Agreement.

PROPERTY SELECTION

To fulfill our commitment to provide housing to travelers, we use the following means to identify accommodations:

Assignments 12 weeks or Less and/or First-time Nursefinders Travelers

We offer private fully furnished studio suite accommodations in an extended stay environment, where your full kitchen, house wares, linens, utilities, cable TV, local phone and parking is paid by Nursefinders. In some cases, high-speed internet access is also included.

Assignments of 13 weeks or longer

Nursefinders offers company-provided private, furnished, 1 bedroom/1 bath corporate apartments. To qualify the traveler must maintain a qualifying tax home no less than 50 miles from the facility assignment. See the Permanent Tax Home Qualifications section for additional information on tax-free housing qualification.

HOUSING CO-PAYMENT

Nursefinders strives to offer our travelers with housing accommodations that meet your individual needs, while maintaining a defined monthly housing budget. We provide clean, safe apartments that include furniture, utilities, cable TV, and in some locations free local phone and internet connectivity.

Requests for housing other than our standards defined above, may require a traveler co-payment equal to the additional costs incurred to satisfy the request. This co-payment is dictated by the costs of housing for each assignment area and therefore varies from location to location.

In addition, where housing is extremely expensive (e.g. New York City, Boston, San Diego, etc.) or where there is limited housing options, we may ask that the traveler contribute monthly co-payments if the cost of the housing exceeds the budgeted amount for the assignment area. Your recruiter will inform you of any housing co-payment required when applicable and it will also be included in your Travel Agreement.

PETS

If you plan to travel with a pet, please let your recruiter know when you confirm your assignment. Many, but not all housing complexes, permit animals and the Housing Department needs sufficient advanced notice to secure housing which will accommodate your pet. You are responsible for any pet fees, deposits required by the hotel or apartment. Depending on your assignment location, housing availability may be limited or unavailable for traveler with large or multiple pets.

CLEANING DEPOSITS

Travelers who elect corporate housing are responsible for paying a \$300 cleaning deposit. This deposit is collected through payroll deductions in \$50 increments, for the first 6 weeks. Cleaning deposits are refundable if we do not incur any cleaning charges when you move out. You will receive an itemized cleaning statement and deposit refund (if applicable) within 45 day of your move out.

MOVE-IN

Availability of Travelers' apartments for move-in is determined by the assignment start date and any orientation requirements being fulfilled at one of the Nursefinders' branch locations. Typically, housing is available for move-in within 48 hours of the start of the assignment. You will be notified by your recruiter if you need to report to a Nursefinders office for additional orientation, thus allowing for earlier move-in.

Please call the hotel or complex to determine normal business hours and schedule your arrival to coincide with the business hours of operation so that you may obtain your keys and perform a move-in inspection with the property manager. A joint “Move In/ Move Out Inspection Form” will reduce or eliminate conflicts over pre-existing damages, level of cleanliness, etc.

If you cannot arrive during normal business hours, please make and confirm other arrangements to pick up your keys and schedule a move-in inspection. Nursefinders is not responsible for any hotel or other costs you may incur if you arrive during off-hours and cannot access your apartment.

FURNITURE

Nursefinders rents furniture for your corporate apartment and has it delivered the afternoon of your scheduled move in date. If you have special furniture requests, please let your recruiter know at the time of your assignment confirmation to avoid any additional delivery charges. Additional delivery charges, and any additional costs incurred for special requests, will be deducted from the Traveler’s payroll.

PHONE

In most locations, you may arrange telephone hook up in advance by contacting the local telephone company. You may want to take your own phone with you to avoid incurring the cost of telephone leasing charges. Many travelers choose one major long-distance carrier, such as AT&T or Sprint, and keep one account for their long-distance charges throughout their travel career.

UTILITIES

In most cases Nursefinders pays for gas, water, and electricity service provided to travelers in company housing. Travelers are responsible for their telephone and cable TV installation and related charges. In certain high-utility cost locations, Nursefinders may charge travelers a utility co-payment. Your recruiter will discuss with you any utility co-payment requirement when discussing your assignment housing.

MAINTENANCE

Our experience has shown that maintenance issues are quickly and most effectively resolved when handled directly between you and the property manager, as you would do if you had the lease yourself. However, please let your recruiter know if you have any maintenance issue you are unable to resolve, so we can follow through on the resolution.

MOVE-OUT

Please make arrangements to move out of your housing within 48 hours after the completion of your last shift or the end of your assignment agreement. Schedule and participate in a final walk-through inspection with the apartment manager before you leave. Please turn in your keys or other property-provided items before you leave and obtain a receipt. Most properties charge a fee for non-returned items.

CLEANING AND DAMAGE FEES

Travelers are liable for expenses Nursefinders may incur related to damages or any need for excessive or non-standard cleaning. Nursefinders will deduct from any compensation owed to you, any fees assessed for cleaning, repairs, or missing items. Therefore, it is important that you inspect the apartment and notify the manager as soon as you move in of any pre-existing damages or cleaning needed.

ASSIGNMENT EXTENSIONS

Our Housing Department continually works with rental properties to keep original housing for travelers extending their assignments. Because properties often re-rent out units as soon as Nursefinders gives 30 days notice, please obtain approval of any desired extension as early as possible. Occasionally, because of re-renting or other constraints outside of Nursefinders’ control, it is necessary for a traveler to move to a new apartment if you extend your assignment.

TRAVELER HOUSING RESPONSIBILITIES

Travelers who live in Nursefinders' provided housing are expected to adhere to the following:

- Maintain their living quarters in a clean, safe and orderly fashion bringing no harmful or illegal materials into the units.
- If in a no-smoking unit, travelers are to refrain from smoking in the unit at all times.
- Comply with all state and local laws regarding use of rental property, as well as all rules established by the management or owners of the housing.
- Respect the privacy and solitude of other building residents/tenants.
- Comply with property pet policies, including disclosure of pets residing in the unit. Failure to disclose in advance, may result in the need to move out, mid-assignment, which will be at the expense of the traveler.
- Accept responsibility for payment of any expense above and beyond what is included and defined in your travel agreement (i.e. telephone and cable TV bills).
- Remit any required co-payments due as agreed upon in their travel agreement.

HOUSING STIPEND

If you prefer to make you own housing arrangements, you may elect to receive a tax-free weekly housing stipend in lieu of provided housing. Like provided housing, to qualify, you must live at least 50 miles from the assignment facility. Stipend amounts vary from assignment to assignment and are paid out with each paycheck, based on the number of hours worked. The stipend allocation is limited to the required number of work hours as defined in your Travel Agreement and may be pro-rated based on any short-fall of hours. Additional information on the calculation and timing may be requested for your recruiter and is also included in your Travel Agreement.

TRAVEL REIMBURSEMENT

Many travelers use their own vehicles to travel to and from assignments and receive a mileage reimbursement. However, depending on your situation Nursefinders may alternatively be able to provide round-trip airfare and/or car rental reimbursements. Please discuss your preferences with your recruiter when discussing your contract.

MILEAGE REIMBURSEMENT

If your traveler agreement includes mileage reimbursement, Nursefinders will reimburse mileage at the prevailing IRS mileage rate per mile, up to the negotiated maximum for the assignment. To receive reimbursement, complete and remit to payroll any receipts and a mileage voucher form. A copy of the voucher form has been included in this packet.

ROUND TRIP AIR REIMBURSEMENT

If your travel agreement includes a provision for airfare reimbursement, Nursefinders will reimburse your pre-paid airline ticket (up to the pre-defined budgeted amount), with proof, at the conclusion of your assignment.

RENTAL CAR REIMBURSEMENT

If your travel agreement includes a rental car reimbursement, you will be paid a reimbursement with the submission of your pre-paid rental receipt. The reimbursement amount can be prorated and paid as a weekly amount with your check or as a lump-sum reimbursement at the conclusion of your assignment.

PERMANENT TAX RESIDENCE QUALIFICATIONS

One of the many components of the traveler benefit package is provided housing or housing stipend. In certain circumstances, the IRS will consider the cash value of the housing, furniture rental and utility payments that Nursefinders' pays on the traveler's behalf or the amount of their weekly housing stipend to be compensated under the Internal Revenue Code and subject to Federal and State withholding taxes. Nursefinders will withhold Federal and State taxes for the cash value of the housing, furniture rental, and utility payments paid by Nursefinders on behalf of the traveler or the housing stipend, unless a declaration is received from the traveler stating that the traveler qualifies for a Permanent Tax Residence.

The IRS has issued Publication 463 that explains the criteria for declaration of a Permanent Tax Residence. You may obtain the IRS Publication 463 and additional tax information by calling the IRS at (800)TAX-FORM or visiting the IRS website at www.irs.gov. Additionally many travelers consult with a tax advisor to be certain that their situation is thoroughly and correctly assessed. We strongly urge you to do the same.

If you believe you meet the criteria for a Permanent Tax Residence, complete the Permanent Tax Residence Declaration form, which is attached to your Traveler Agreement and return the completed and signed form to your recruiter, along with your contract. Your exemption from tax withholding on the tax value of your housing will not be effective until the date that the signed travelers declaration is received by Nursefinders. The exemption cannot be retroactively be implemented.

If you know that you do not meet the criteria for a Permanent Tax Residence, do not return the declaration. The cash value of the housing, furniture rental, and utilities provided to you, or that of any housing stipends paid to you, will be treated as taxable compensation.

EMPLOYEE BENEFITS

Nursefinders provides the following coverage for all personnel:

- Professional Liability Insurance.
- Comprehensive General Liability Insurance.
- Workers' Compensation.
- Unemployment Insurance.

LIABILITY INSURANCE

Professional Liability (Malpractice) Insurance covers claims arising from alleged malpractice, errors, or mistakes by Nursefinders' employees while on assignment. Claims of negligent supervision or improper delegation of nursing tasks by Nursefinders' nursing supervisors are also covered under the policy.

Comprehensive General Liability Insurance provides insurance coverage for injury to persons or property by a Nursefinders' employee when acting within the scope and duties of his or her job description. An example of such coverage might be reimbursement for inadvertent breakage of a client's property by a Nursefinders' employee while providing services. You are not protected if you perform intentional harmful acts of injury or if you operate outside the guidelines of your job description.

WORKERS' COMPENSATION

The Company maintains a policy of workers' compensation insurance that provides the employee with comprehensive coverage in the event of an on-the-job injury or work-related illness. If there is a work-related injury, an employee may be entitled to wage loss benefits, compensation for bodily injury, and payment for medical expenses attributable to the injury. Compensation payments are made in accordance with state law. There are specific rules regarding medical treatment and certain exclusions. Self-inflicted injury and injury received while under the influence of alcohol or controlled substance are some of the exclusions of which you should be aware.

IF INJURED ON THE JOB

- Notify our HR/Worker's Compensation Department at 888-367-4038 and your recruiter of your injury or illness immediately, regardless of how minor the injury.
- Complete and return the Employee Injury Kit which will be provided.
- In case of an emergency, go to the closest emergency facility.
- Stay in contact with your recruiter providing weekly updates on your progress and work status.

UNEMPLOYMENT INSURANCE

Nursefinders provides federal and state unemployment coverage for employees who are laid off and qualify for these benefits.

TAXES (FICA, Federal and State Income)

You will enjoy a relationship with Nursefinders as an employee rather than an independent contractor. Nursefinders handles all federal, state and local taxes for you through payroll deductions. Nursefinders contributes the maximum amount allowed by law to your Social Security account. Nursefinders also sends you a W-2 form at the end of each year.

EMPLOYEE CORNER / NURSEFINDERS TRAVEL WEBSITE

Upon hire you are assigned an employee ID number that you can use to access all your personal information. Simply log onto www.nursefinderstravel.com click on Employee Corner under Helpful Links of Resources section; log in as an employee and enter your employee ID number and password, (for first time users your password is the last 4 digits of your social security number). Then click your way to information from the CEO, and all of your personal information such as, health benefits, 401k, W2s, and most importantly you can print or view your payroll check advice each pay period.

OTHER BENEFITS

At Nursefinders we know that providing good jobs means more than providing a paycheck. That's why we offer employees a comprehensive benefits package including:

- Medical, Dental and Vision Insurance
- 401K Plan
- Rx Discount Plan
- Term Life Insurance
- Dependent Life Insurance
- Hospitalization
- Short-Term Disability
- Long Term Care
- Loyalty Rewards Programs, including bonuses and an Annual Traveler Trip
- Referral Bonuses
- Assignment Specific Incentives and Bonuses

Your recruiter can provide you with information including enrollment kits to answer any questions you may have about any of the benefits.

EMPLOYMENT POLICY

AT-WILL EMPLOYMENT

Nursefinders' employees are “AT-WILL” employees. In consideration of maintaining and continuing their employment with Nursefinders, all employees understand and agree that they are “employees at will.” At-will employment means an employee has a right to terminate employment at any time with or without cause and with or without written notice. Likewise, Nursefinders has the right to terminate employees at any time with or without cause and with or without notice.

Nursefinders observes the following “at-will” employment practices:

- Nursefinders' policies, practices, responsibilities, rules or regulations do not create contracts of employment.
- Communication by a Nursefinders' representative or information in the Orientation Handbook does not constitute a contract of employment.
- Nursefinders reserves the right to amend, change, alter, discontinue or add to any of its policies, procedures, practices responsibilities, rules or regulations without prior notice.
- Nursefinders may terminate its employment relationship with any employee for any reason, with or without just cause, wherever Nursefinders believes it to be in the company's best interest.
- There are to be no expressed, implied, written, oral or collateral agreements which in any way alter the “at-will” nature of employment.

- Nursefinders' CEO and President are the only persons who may modify Nursefinders' "at-will" employment agreement.

EVALUATIONS

All employees will be evaluated on a bi-annual basis, as needed for performance challenges, and by client contract requirements. Nursefinders requests performance input from clients to complete the performance evaluation.

DISCIPLINARY ACTION

Certain behavior or acts are considered unacceptable and detrimental to Nursefinders and Nursefinders' clients and may require counseling or dismissal. Nursefinders, in its sole discretion, may proceed to any form of discipline directly if such discipline is considered warranted. There is no express or implied obligation to impose discipline in any particular order or progression. Nothing in this guideline regarding employee discipline or in Nursefinders' implementation of disciplinary procedures is to be construed to alter, amend or modify the at-will employment relationship between Nursefinders and its employees.

Nursefinders considers the following behaviors or actions to be unacceptable and grounds for discipline up to and including dismissal. They are illustrative only and not comprehensive.

- Any act of negligence or malpractice which could cause physical harm to a client.
- Insubordination, such as refusal to carry out legitimate work requests of a supervisor.
- Leaving a private duty assignment before a relief caregiver arrives.
- Falsifying application for employment.
- Leaving an assignment before it is completed or without notifying Nursefinders' supervisor.
- Working under the influence of intoxicating beverages or non-prescribed drugs or working in an impaired state.
- Excessive tardiness.
- One "no call/no show."
- Falsifying records, including but not limited to, time slips or medical records.
- Striking or manhandling another person or fighting while on duty.
- Theft.
- Disclosing confidential information without authorization.
- Sleeping on the job.
- Cancellations without sufficient notice and reason.
- Unlawful harassment.
- Improper performance of job.
- Discourtesy to clients or their employees.
- Smoking in prohibited areas.
- Disregard of personal appearance, dress, or hygiene.
- Use of abusive or profane language.
- Discussing wages or charges with clients or employees of facilities where you are assigned.

UNLAWFUL HARASSMENT

Nursefinders is committed to providing a work place free of unlawful harassment. Nursefinders maintains a strict policy prohibiting sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical disability, medical condition, marital status, age or any other basis protected by federal, state or local law or ordinance or regulation. **ALL SUCH HARASSMENT IS UNLAWFUL.** Nursefinders' anti-harassment policy applies to all persons involved in Nursefinders' operations and prohibits unlawful harassment by any Nursefinders employee including supervisors and co-workers. Unlawful harassment in any form, including verbal, physical and visual contact, threats, demands, and retaliation is prohibited. Unlawful harassment because of sex, race, ancestry, physical disability, mental condition, marital status, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at you because of your sex or race or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

You may have a claim of harassment even if you have not lost a job or some other economic benefit. The law prohibits any form of protected-basis harassment that impairs your working ability or emotional well-being at work.

If you think you are being harassed on the job because of your sex, race, ancestry or other protected basis, you should use the procedure outlined in this handbook to file a complaint and have it investigated.

You have a right to redress for unlawful harassment. In order to secure this right, provide a written complaint to your supervisor and your Human Resources Department as soon as possible after any incident you feel is prohibited harassment. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Your supervisor will immediately undertake an effective, thorough and objective investigation of the harassment allegations. This investigation will be completed and a determination regarding the harassment alleged will be made and communicated to you as soon as possible.

If the HR Department your supervisor determines that unlawful harassment has occurred, Nursefinders will take effective remedial action commensurate with the severity of the offense.

Appropriate action will also be taken to deter any future harassment. Whatever action is taken against the harasser will be made known to you, and Nursefinders will take appropriate action to remedy any loss to you resulting from harassment. Nursefinders will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees, or your co-workers.

Nursefinders encourages all employees to report any incident of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

STATE AND FEDERAL REGULATIONS COMPLIANCE

NURSEFINDERS' COMPLIANCE WITH EEOC POLICES AND PROCEDURES

In delivering health care services to clients, and when working with our clients and employees, Nursefinders meets the policies and procedures set forth by the Equal Employment Opportunity Commission (EEOC) for care delivery, grievance procedures, and for communicating with persons with limited English proficiency or sensory impairments.

Nursefinders complies with all applicable federal, state, and local labor laws. Each Nursefinders office designates a person to coordinate EEOC compliance and make arrangements to have copies of appropriate laws and regulations on hand.

NON-DISCRIMINATION POLICY AND PROCEDURES

In accordance with Title VII of the Civil Right Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, and their implementing regulations, Nursefinders will not, directly or through contractual arrangements:

- Discriminate on the basis of race, color, or national origin in its admissions or its provision of services and benefits, including assignments, transfers or referrals to or from Nursefinders or a facility.
- Discriminate on the basis of disability in admissions, access, treatment or employment. Nursefinders has designated a coordinator for the implementation of this policy for company offices.
- Discriminate on the basis of age in the provision of services unless age is a factor necessary to the normal operation or the achievement of any statutory objective.

FAMILY AND MEDICAL LEAVE (FMLA) POLICY

Nursefinders complies with the Family and Medical Leave (FMLA) provisions set forth in the Family and Medical Leave Act of 1993.

Nursefinders' employees are eligible to take up to 12 weeks of unpaid family or medical leave within any 12 month period and be restored to the same or an equivalent position upon their return from leave provided they:

- Have worked for Nursefinders for at least 12 months, and for at least 1,250 hours in the last 12 months.
- Are employed at an office that has 50 or more employees within a 75 mile radius.

MILITARY LEAVE

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws.

At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits as long as the following requirements are met:

- Employee must ensure that Nursefinders receives advance written or verbal notice of service;

- Employee must have five years or less of cumulative service in the uniformed services while employed by Nursefinders;
- Employee must return to work or apply for reemployment in a timely manner after conclusion of service; and
- Employee was not separated from service with a disqualifying discharge or under other than honorable conditions.

If an employee leaves his/her job to perform military service, the employee has the right to elect to continue his/her existing employer-based health plan coverage by paying 102% of the cost through COBRA for the employee and dependents for up to 24 months while in the military.

An employee who doesn't elect to continue health (medical, dental and vision) insurance coverage while on military leave may be reinstated upon reemployment, without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

All other insurance benefits through Nursefinders including term life, and Short Term Disability, supplemental and dependent life will terminate on the date the employee becomes active military.

Many issues may arise concerning employees rights during military leave. This policy does not, and cannot, address all such issues. If issues arise that are not addressed in this policy, Nursefinders will abide by USERRA and any controlling state laws.

MILITARY FAMILY LEAVE

Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

The military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 of all types of FMLA leave.

Additional information is available in the Employee Corner at www.nursefinderstravel.com.

AMERICANS WITH DISABILITIES ACT

Nursefinders complies with the ADA, including its reasonable accommodation mandate. Employees who wish to take leave for medical treatment as a reasonable accommodation of a disability must request leave as soon as possible, so Nursefinders and the employee can engage in an interactive process for identifying a reasonable accommodation.

If Nursefinders has a legitimate business need to verify that the employee has a disability covered by the ADA, the employee must submit to a medical examination permitted by the ADA to verify the existence of a covered disability.

To qualify as a reasonable accommodation under the ADA, the medical leave must be likely to result in the employee returning to work within a reasonable time with or without an accommodation. Indefinite leave is not a required accommodation by the ADA and will not be granted.

Leave will not be granted or extended if it results in an undue hardship to Nursefinders. If a reasonable accommodation other than leave is available, Nursefinders may choose that accommodation instead of leave, in accordance with the ADA.

A request for ADA leave beyond the 12 weeks of FMLA leave will be considered, not granted only if the leave does not result in an undue hardship to Nursefinders. Employees returning to work from ADA leave must submit to a fitness-for-duty exam, if requested. An employee returning from ADA leave will be returned to his or her original position only if he or she is qualified to perform the job's essential functions with or without reasonable accommodation.

When an employee with a disability is unable, even with a reasonable accommodation, to achieve regular or predictable attendance, the employee may not be considered a qualified individual with a disability under the ADA

DEFICIT REDUCTION ACT OF 2005 FALSE CLAIMS ACT POLICIES

On February 8, 2006, the Deficit Reduction Act of 2005 was signed into law. The Deficit Reduction Act contains many provisions reforming Medicare and Medicaid that are designed to reduce program spending.

Nursefinders is a participant in federal health care programs and receives reimbursement from Medicaid agencies for services provided to Medicaid beneficiaries. As an entity that receives payments from Medicaid which meet the requirements under section 6032 of the Deficit Reduction Act of 2005, Nursefinders is required to comply with certain provisions of the Deficit Reduction Act.

Under the Deficit Reduction Act, Nursefinders is required by law to establish certain policies and provide all employees with information regarding: (1) the federal False Claims Act and similar state laws, (2) an employee's right to be protected as a whistleblower, and (3) Nursefinders policies and procedures for detecting and preventing fraud, waste, and abuse in state and federal health care programs. Further, contractors, subcontractors, agents, and other persons which or who, on behalf of Nursefinders, furnish or otherwise authorize the furnishings of Medicaid health care services, perform billing or coding functions, or are involved in monitoring of health care services provided by Nursefinders are required to adopt these policies and procedures to continue to do business with Nursefinders.

This document sets forth our policies and contains information required by law under the Deficit Reduction Act.

FALSE CLAIMS ACTS

One of the primary purposes of false claims laws is to combat fraud and abuse in government health care programs. False claims laws do this by making it possible for the government to bring civil actions to recover damages and penalties when healthcare providers submit false claims. These laws often permit "qui tam suits", which are lawsuits brought by lay people, typically employees or former employees of healthcare providers that submit false claims. There is a federal False Claims Act and many states also have a state version of the False Claims Act.

FEDERAL FALSE CLAIMS ACTS

The federal False Claims Act (FCA) forbids knowing and willful false statements of representations made in connection with a claim submitted for reimbursement to a federal health care program, including Medicare or Medicaid. The FCA extends to those who have actual knowledge of the falsity of the information as well as those who act in deliberate ignorance or in reckless disregard.

Examples of a false claim include submitting a claim for a service that was not rendered or billing multiple payers for the same service. Penalties include fines from \$5,500 to \$11,000 per false claim, payment of treble damages, and exclusion from participation in federal healthcare programs.

The federal FCA includes a whistleblower provision, which allows someone with actual knowledge of alleged FCA violations to file suit on the federal government's behalf. After the whistleblower files suit, the case is kept confidential while the government conducts an investigation to determine whether it has merit. The government may decide to take over the case, but, if it declines to do so, the whistleblower still may pursue the suit. A whistleblower who prevails may qualify for 15 to 30 percent of the amount recovered on the government's behalf as well as attorney's fees and costs.

The FCA prohibits employers from retaliating against employees who file or participate in the prosecution of a whistleblower suit. An employee who suffers retaliation may, for example, qualify for back pay or reinstatement.

FEDERAL PROGRAM FRAUD CIVIL REMEDIES ACT OF 1986

The Program Fraud Civil Remedies Act of 1986 ("Administrative Remedies for False Claims and Statements" at 38 U.S.C. §3801 et seq.) is a statute that establishes an administrative remedy against any person who presents or causes to be presented a claim or written statement that the person knows or has reason to know is false, fictitious, or fraudulent due to an assertion or omission to certain federal agencies (including the Department of Health and Human Services). The term "knows or has reason to know" is defined in the Act as a person who has actual knowledge of the information, acts in deliberate ignorance of the truth or falsity of the information, or acts in reckless disregard of the truth or falsity of the information. No proof of specific intent to defraud is required. The term "claim" includes any request or demand for property or money, e.g., grants, loans, insurance or benefits, when the United States Government provides or will reimburse any portion of the money. The federal department may investigate and with the Attorney General's approval commence proceedings if the claim is less than one hundred and fifty thousand dollars. A hearing must begin within six years from the submission of the claim. The Act allows for civil monetary sanctions to be imposed in administrative hearings, including penalties of five thousand five hundred dollars per claim and an assessment, in lieu of damages, of not more than twice the amount of the original claim.

Certain states have enacted laws similar to the federal False Claims Act designed to combat fraud and recover losses stemming from fraud. Some of these state laws contain broad provisions that apply to any fraudulent dealings with the state. Others are limited to claims made in connection with Medicaid or other state sponsored health plans. Many contain "qui tam" provisions allowing private individuals with unique knowledge of wrong doing to bring lawsuits on behalf of the state and share in any recovery. These state laws also typically prohibit retaliation against a person who files a "whistleblower" suit. Other state laws simply prohibit the submission of false claims to the government without "qui tam" or whistleblower provisions like those found in the federal False Claims Act.

Below are references to the state laws currently enacted. This list will be updated from time to time as new state laws are adopted. Please refer back to this list periodically.

Arkansas	Ark Stat §§ 20-77-901 et seq.
California	Cal. Gov't Code §§12650 et.seq.
Colorado	Colo. Rev. Stat §§ 25.5-4-304 & 305 (previously codified at Colo. Rev. Stat §§ 26-4-1101 et. Seq.) S-06-219 65 th Leg., 2d Spec. Sess. (Colo.2006)
Delaware	Del.Code Ann. Title.6 §§1201 et seq.
District of Columbia	D.C Code Ann. §§2-308.13 et seq.
Florida	Fla.Stat. §§68.081 et seq. (2000)
	Fla.Stat. § 112.3187
	Fla.Stat. § 409.920
	Fla.Stat. § 409.9201
	Fla.Stat. § 409.913
	Fla.Stat. § 414-39
	Fla.Stat. § 775.082
	Fla.Stat. § 812.035
	Fla.Stat. § 817.155
	Fla.Stat. § 837.06
	Fla.Admin.Code Ann. R. 59G-9.070
Hawaii	Haw. Rev Stat. § 661-21 et seq.
Illinois	740 Ill.Comp. Stat. Ann. §§175/1 et seq.
Indiana	Ind. Code §§5-11-5.5 et seq.
Louisiana	La. Rev. Stat. Ann. §§46:439.1 et seq.
Massachusetts	Mass. Ann. Laws Ch.,12 §5 (A)-(O)
Michigan	Mich. Comp. Laws Ann. §§400.601 et seq.
Montana	Mont. Code Ann. §§17-8-401 et seq.
Nevada	Nev. Rev. Stat. §§357.010 et seq.
New Hampshire	N.H. Rev. Stat. §§167:58 et seq.
New Mexico	N.M. Stat. Ann. §§27-14-1 et seq.
New York	New York Consolidated Laws, State Finance, Article XIII
Tennessee	Tenn. Code Ann. §§27-14-1 et seq. Tenn. Code Ann. §§71-5-181 et seq.
Texas	Tex. Hum. Res. Code §32.039 Tex. Hum. Rev. Code. §§36-001et seq.
Virginia	Va.Code Ann. §§8.01-216.1 et seq

Specific state's laws may be found at <http://www.taf.org/statefca.htm>.

REPORTING CONCERNS REGARDING FRAUD, ABUSE AND FALSE CLAIMS

Nursefinders takes issues regarding false claims and fraud and abuse seriously. Nursefinders encourages all employees, management, and contractors or agents affiliated with Nursefinders to be aware of the laws regarding fraud and abuse and false claims and to identify and resolve any issues immediately. Nursefinders encourages its employees, managers, and contractors to report concerns to their immediate supervisor or recruiter when appropriate. If the supervisor or recruiter is not deemed to be the appropriate contact or if the supervisor or recruiter fails to respond quickly and appropriately to the concern, then the individual with the concern should be encouraged to discuss the situation with the Human Resources Department or another member of management, by calling Nursefinders 888-367-4038

EMPLOYEES RIGHT TO BE PROTECTED AS A WHISTLEBLOWER

“Whistleblowing” is generally defined as the disclosure by a person, usually an employee in a government agency or private enterprise to the public or to those in authority of mismanagement, corruption, illegality, or some other wrongdoing. The person making the disclosure is often referred to as the “Whistleblower”.

All employees, management, contractors, subcontractors, and agents of Nursefinders should be aware of the laws regarding fraud and abuse and false claims and to report any issues immediately in accordance with Nursefinders Standards of Business Conduct. The federal False Claims Act protects employees from retaliation if they, in good faith, report fraud. Employees are protected against retaliation such as being fired, demoted, threatened or harassed as a result of filing a False Claims Act lawsuit. An employee who suffers retaliation can sue, and may receive up to twice his or her back pay, plus interest, reinstatement at the seniority level he or she would have had if not for the retaliation, and compensation for his or her costs or damages. This does not insulate the reporter from disciplinary action if it turns out that he or she is involved in the reported wrongdoing.

NURSEFINDERS POLICIES AND PROCEDURES

Nursefinders is committed to full compliance with all laws and regulations. In addition to its corporate compliance program and reporting hotline, Nursefinders has various policies and procedures for detecting and preventing fraud, waste, and abuse in its relationships with government programs and private third-party payers. These policies and procedures are included in Nursefinders Standards of Business Conduct, and Employee Orientation.

Copies of these documents may be found on Nursefinders Corporate website at www.nursefinders.com or you may request a copy by calling 877-377-0770.

JURY DUTY

Nursefinders honors the time off if you are called for jury duty or are subpoenaed to appear in judicial process. Employees are compensated according to state law.

No termination of employment will result from a requirement to appear for jury duty.

SUSPECTED CLIENT ABUSE, NEGLIGENCE AND EXPLOITATION

Nursefinders Registered Nurses and other assessing clinicians screen for potential abuse, neglect or exploitation situations involving vulnerable adults and children throughout the course of care and services. Nursefinders educates all clinical staff on abuse, neglect and exploitation policies during orientation, and as needed or requested by employees. Nursefinders' employees report any potential abuse, neglect or exploitation situations to their supervisors.

Definition of Abuse, Neglect and Exploitation

Nursefinders defines abuse as any act considered to be improper that usually causes harm or pain to another.

Nursefinders recognizes the following types of child or adult abuse or domestic violence situations, including, but not limited to:

- Physical – physical injury.
- Emotional – scared, neglected, screamed at or feels unsafe; impairment of psychological functioning.
- Sexual – forced to submit to sexual acts, conduct harmful to mental, emotional or physical injury.
- Chemical – using medications or drugs to control.

Nursefinders defines neglect as absence of the caretaker or the failure or unlikelihood of a caretaker to provide the necessary food, clothing, shelter, health care or supervision for a vulnerable adult or child.

Nursefinders defines exploitation as the illegal or improper act or process of a caretaker, family member or other individual who has an ongoing relationship with a person and uses the resources of such person for monetary or personal benefits, profits or gain without the informed consent of such person.

Nursefinders' professional staff members who suspect adult or child abuse, neglect or exploitation immediately report it directly to the appropriate state agency and inform their supervisor or designated alternate. When contract workers and non-professional staff report abuse, neglect or exploitation to the supervisor or designated alternate, the supervisor or designated alternate reports it to the state agency.

EMPLOYMENT GRIEVANCE POLICY AND PROCEDURES

.If an employee believes that he/she has been treated unfairly, he/she is encouraged to resolve the grievance informally, if appropriate. When formal grievance action is required, the following steps should be followed:

1. The employee should meet with his/her supervisor immediately to review the matter and request a resolution. If the matter cannot be resolved through the employee's direct supervisor, the employee may present the grievance to the next level of management.
2. If the grievance is connected with the employee's direct supervisor, the employee may direct the concern to the supervisor's manager.
3. If the employee is unable to resolve the matter at this level or if the issue involves the Supervisor/Manager, the employee should contact Human Resources to request facilitation of the process. Ultimately, Human Resources will work with you to bring resolution to the grievance.
4. A grievance against the President/CEO must be filed in writing with the Board of Directors. Members of the Board will review the matter immediately and make best efforts to resolve the grievance as quickly as possible.

An employee may withdraw a grievance at any time during the process by notifying the appropriate parties in writing. At all times, the Company will make best efforts to resolve a complaint as expeditiously as possible. At the time of the complaint a mutually agreeable reasonable timeframe will be discussed based on the complaint and any investigation necessary.

CREDENTIALLING REQUIREMENTS

The following are conditions of employment with which you must comply on each assignment. Only through your compliance can Nursefinders ensure that every traveler is practicing within the regulations and guidelines issued by JCAHO, state and licensing authorities, OSHA and the facility in which the traveler is working. A credentialing specialist and your recruiter will work with you to complete your credentialing file.

In general it is advisable to obtain and keep with you copies of all your health records and evidence of formal education received from a healthcare facility or past employer. This information is required at certain assignments.

Send copies of the health screening and other documents mentioned in this section of the guide to Nursefinders. By keeping these items current in your file. You improve the likelihood of finding and being selected for the next assignment you desire.

STATE LICENSURE FOR LICENSED TRAVELERS

If you will need a license for the individual state in which you will be on assignment, plan in advance. Each state has its own requirements for licensure. Contact the appropriate state board as soon as you decide you are interested in working in a specific state to obtain an application and determine the requirements. Your recruiter can provide you with the phone number and address of each state board and estimated turn around time on license processing. Many state boards have a website with detailed information to assist with licensing.

If you are planning on doing a “walk-through” application, you must contact the board to determine what you will need to bring with you. Only a few states allow a walk through for licensure.

You will need to return a notarized copied of your license to the credentialing specialist, in advance of your start date. This, along with copies any other required credentialing documents, will be sent to the facility and kept in your file.

Please have your original nursing license document with you on your first day to present to the healthcare facility.

ACLS/BLS

You must renew American Heart Association (AHA) healthcare provider cardiopulmonary resuscitation (CPR) training bi-annually. A notarized copy of the current certification must be sent to the credentialing specialist in advance of your start date and the original taken with you on assignment. Each healthcare facility and unit has its own requirement for ACLS and BLS certification which you must meet as a condition of employment.

PHYSICIAN’S HEALTH STATEMENT

Before you start your first assignment, we must have on file a statement by a physician stating that you are able to work without any restrictions. We will need an updated statement annually, which must not expire during the term of your assignment contract. You may also be required to provide a physician’s release if you miss more than 3 day’s of work as a result of illness or injury.

TUBERCULOSIS (TB) SCREENING

Updated TB testing is required a minimum of every 12months and sometimes more frequently. The credentialing specialist will let you know the specific requirements for each assignment.

MMR and VARICELLA IMMUNITY

Nursefinders and most healthcare facilities require proof of immunization for measles (rubeola), mumps, German measles (rubella), and chicken pox (varicella). Immunizations or titers are typically used to assess immunization a facility and must be provided to Nursefinders before starting an assignment.

HEPATITIS B IMMUNITY

In adherence to OSHA regulations, you will need to provide Nursefinders with documentation of your past or present hepatitis B vaccination series, a titer demonstrating immunity to the virus or a waiver of vaccination (Hepatitis B Declination Form) before you start your first assignment and annually thereafter. An OSHA/ Hepatitis B Vaccination Status form has been included in your Welcome packet for your convenience and use.

Waiver of Hepatitis B Vaccination

You may decline to be vaccinated and waive your right to be reimbursed for this vaccination by submitting one of the following documents:

- Hepatitis B Declination, acknowledging that you do not wish to be vaccinated at this time.
- An appropriately authorized document substantiating that you have previously completed the HBV vaccination series.
- An appropriately authorized document substantiating that antibody testing has revealed that you are immune to HBV
- A physician's statement indicating that the vaccine is temporarily or permanently contraindicated for medical reasons.

IDENTIFICATION/WORK ELIGIBILITY

Upon your employment with Nursefinders and before the start of your first assignment, you must provide to Nursefinders a completed and notarized Employment Eligibility Verification form (I-9). In addition, at each assignment, you must present to the facility's human resource representative the original documents that establish both your identity and employment eligibility. In many cases a Social Security card and Driver's License or current passport are used to complete the I-9.

GENERAL INFORMATION

DRESS

1. Your attire should always be neat, clean and pressed.
2. Uniforms/scrubs are to be worn in accordance with the facility you are working at.
3. Always wear Nursefinders' or facility provided ID badge.

At all times Nursefinders expects you to be well groomed; clean and neat. Fingernails should be kept short and clean. Shoes should be shined and in good condition. Tattoos should not be visible, Outrageous hairstyles and unnatural colors, excessive makeup and cologne should be avoided. Wear work appropriate shoes. Flip-flops are unacceptable footwear.

HANDGUNS AND WEAPONS PROHIBITED

You may under certain lawful guidelines in your state be allowed to carry a concealed handgun. Nursefinders, however, disallows guns or weapons of any description on Nursefinders' property. Our policy prohibits our employees from carrying a weapon on facility property. Violations of this policy are very serious and could result in the employee's immediate dismissal.

ADVANCE DIRECTIVES

When state law permits, Nursefinders complies with physician's orders and the client's treatment wishes outlined in the client's advance directive or durable power of attorney for healthcare.

DOCUMENTATION GUIDELINES FOR NURSEFINDERS' STAFFING PERSONNEL

Documentation (Charting) is defined as the accurate reporting and recording of a client's signs, symptoms, reactions, and progress upon which the course of further care depends.

Documentation of care and interventions provides a daily assessment of client progress and constitutes legal documentation of what clients do and how they feel. Legible, accurate, and objective documentation is your best legal protection should you need legal protection. Document with the idea that what you write may someday be evidence in a court of law.

EMPLOYEE SAFETY

At Nursefinders, our employees and caregivers are our most valuable asset. Your health and safety are top priorities. It is our collective responsibility to provide a safe, uncluttered and hazard-free work environment.

EMPLOYEE RESPONSIBILITY

It is your personal responsibility to ensure your well being. You should be knowledgeable about safety procedures affecting you, follow established safety rules, and take precautions to protect yourself from work-related injuries. Report problems with property and equipment immediately to your supervisor. Compliance with safety rules is a condition of your employment.

SUPERVISOR'S RESPONSIBILITY

All levels of management have a primary responsibility for safety. Supervisors should promote safe working practices by maintaining property and equipment in safe operating condition and keeping employees aware of applicable safety procedures. Supervisors should report all work-related injuries to Risk Management, immediately and complete the proper reports.

DESIGNATED DOCTOR OR CLINIC FOR TREATMENT

Nursefinders Human Resources Department, your recruiter or staff in a Nursefinders location can recommend a doctor or clinic where injured employees may be treated.

DISCIPLINARY PROCEDURE

Repeated violations of these safety standards that jeopardize yours or others' personal health could be cause for disciplinary action.

MODIFIED DUTY

Employees who return to work after being injured on the job or having sustained an occupational disease as a result of work are sometimes assigned "Modified Duty." Modified duty is a temporary work situation whereby the employer provides restricted work to employees who were injured on the job or sustained an occupational disease on the job when these employees return to work but are unable to perform their normal job duties.

INFECTION CONTROL AND SAFETY STANDARDS

Safety standards designed as a guideline for Risk Management will be strictly enforced:

- Infection Control.
- Universal Precautions.
- Fire Safety (in Health Care Facilities).

Please refer to the Joint Commission website www.jointcommission.org for the latest information in National Patient Safety Goals. A link to the Joint Commission website can also be found on our website, www.nursefinderstravel.com under the Helpful Links section of the Resource page.

INFECTION CONTROL

When ill persons are found close together, the number of infectious organisms in the area is multiplied, especially since the nursing staff and medical staff care for persons with different types of illness and degrees of resistance to illness. Since highly stressful experience reduces the body's ability to resist infection, organisms that normally do not cause illness may do so.

Hand washing is the most important means to control infections. Hand washing removes soil, debris, and transient pathogens by friction, soap or detergent, and running water. Careful hand washing reduces the spread of infection to other individuals, objects, and self. For detailed information in the CDC's Hand Hygiene Guidelines, please visit their website at www.cdc.gov. A link to the CDC website can also be found on our website, www.nursefinderstravel.com under the Helpful Links section of the Resource page.

UNIVERSAL PRECAUTIONS

Since all blood and body fluids are considered potentially infectious, Nursefinders' staff **must** protect themselves from direct exposure to blood or body fluids that are visibly contaminated with blood to prevent exposure to HIV. However, many potentially serious communicable diseases, such as hepatitis, are transmitted by body fluids such as saliva, urine or feces, regardless of contamination with blood. For this reason, it is strongly recommended that precautions be taken to prevent direct contact with **all** body fluids of all persons, whether or not the body fluids are visibly contaminated with blood.

1. Nursefinders' employees are permitted to wear gloves at their discretion. Nursefinders' clients cannot deny any Nursefinders employee the right to protective equipment. All categories of staff should wear gloves when they handle or have potential for contact with blood or body fluids. Nursefinders will provide non-latex gloves to employees who report latex allergies.
2. Wear disposable protective gloves for procedures involving contact with mucous membranes, unless otherwise indicated, and for the other client care or diagnostic procedures that do not require the use of sterile gloves.

Wear protective gloves in situations where direct contact with blood or body fluids that are visibly contaminated with blood is likely. Examples of such situations include but are not limited to: wound or decubitus care; cleaning up blood contaminated vomitus, urine, or feces; and handling items or surfaces soiled with blood or blood contaminated body fluids.

3. Wear protective gloves any time you may touch a dressing or any refuse containing blood or body fluids.

Place all wound dressings in plastic bags.

Close bag; place in second red plastic bag; dispose of medical waste according to local regulations for medical waste disposal. Some communities allow disposal of double-bagged medical waste in trash receptacles. Others require that medical waste be burned or carried directly to a landfill.

4. Wear protective gloves anytime you are drawing specimens of body fluids or excrement.

Label all specimen containers with the client's name, social security number, date, time, and required laboratory before you collect the specimen.

Place all specimens containers in a sealed plastic bag to prevent loss or leakage.
5. Remove and discard gloves after contact with each client, fluid, item, or surface. Wash hands immediately after gloves are removed. **Wear a new set of gloves for contact with each person.** Never wash or wipe gloves with any substance as this causes the material to break down and compromise your protection.
6. Wear gloves if your hands are chapped, scratched, or have broken skin. If infection control measures requiring gloves and other protective equipment are in effect for a specific client, follow these infection control measures. If a physician has ordered a client to be in "strict isolation," for example, all staff members are expected to wear the appropriate isolation clothing and equipment.

Keep protective gloves readily available at all times. Wash hands between clients whether or not you wear gloves.
7. Wear general-purpose utility gloves (e.g., rubber household gloves) for clean up of blood or body fluids.
8. Wear eye protectors (goggles, glasses or shields), face masks and gowns for all tasks or procedures that are likely to generate sprays or splashes of blood or body fluids.
9. Provide the client with container for disposal of sharps. All contaminated sharps should be discarded immediately into a rigid, leak-proof, puncture-resistant, closable container prior to disposal.

Do not recap needles. Drop entire syringe into the sharps collecting receptacle. Use "needleless systems" when possible or as called for by regulation

When client's collecting receptacle is full, follow this procedure:
 - Close top.
 - Secure with tape.
 - Label "Medical Waste".
 - Place in thick, red plastic bag.
 - Close bag.
 - Place in appropriate marked container for disposal.
10. Clean any spills of blood and body fluids with a freshly prepared solution of household bleach and water. Solution strength should be 1 part bleach to 9 parts water. This 10% bleach solution serves to decontaminate surfaces.
11. Wash hands before and after touching a urinary catheter bag and wear gloves when emptying the bag.
12. If you have weeping sores or dermatitis, which cannot be securely covered, do not work directly with clients until your skin heals.

13. If you participate in CPR (cardiopulmonary resuscitation), use a one-way mask or ambu bag when performing mouth-to-mouth resuscitation.
14. Place linen, clothing or other materials that are visibly contaminated with blood or body fluids in labeled or color-coded plastic bags to indicate contaminated contents before transport for cleaning. Wear protective gloves while bagging linens. Contaminated linen and clothing should be placed directly into the washing machine and washed with detergent and bleach. Do not mix contaminated linen and clothing with other laundry.
15. In the event of an accidental exposure or needle stick, wash the affected area immediately and thoroughly. Notify the charge person and complete the facility's Unusual Occurrence Report Form. Notify the Nursefinders office immediately, and bring a copy of the completed Unusual Occurrence Report to the office for follow-up.

PROTECTIVE EQUIPMENT GUIDELINES

Because of the danger of contracting infection from blood and other potentially infectious body fluids, Nursefinders considers all body fluids potentially infectious and puts in place engineering and work practice controls to eliminate or minimize employee exposure.

Where occupational exposure remains after instituting controls, Nursefinders makes protective equipment available at no cost to employees. Nursefinders also repairs or replaces protective equipment as needed. On home care cases that require protective equipment, Nursefinders makes the equipment readily accessible to all employees.

"Appropriate" protective equipment does not permit blood or other potentially infectious substances to pass through to the employee's work clothes, street clothes, undergarment, skin, eyes, mouth, or mucous membranes. Nursefinders also makes available, upon employee request, at no cost to direct care employees vaccinations for hepatitis-B.

Contaminated equipment is removed as soon as possible before the employee leaves the workplace and is placed in appropriate containers for storage, washing, decontamination or disposal.

TUBERCULOSIS PREVENTION AND TRANSMISSION CONTROL POLICY

Nursefinders bases its tuberculosis prevention and transmission control policy on the Centers for Disease Control (CDC) guidelines for tuberculosis exposure set forth by the OSHA Enforcement Policy and Procedures for Occupational Exposure to Tuberculosis, effective October 8, 1993. The policy protects employees and identifies sources of tuberculosis exposure, including high-hazard procedures, repeated or prolonged contact with high-risk groups, and any direct contact with infectious individuals in the work place. Tuberculosis prevention and transmission control policy are part of Nursefinders' exposure control plan.

HEALTH STATEMENT AND TUBERCULOSIS SCREENING

Employees are responsible for providing an annual tuberculosis screening and a statement of satisfactory health every two years. Upon applying, candidates must present evidence of a negative TB test within the last 12 months. If the employee has not had a negative TB test in the last 12 months, then a 2-step Mantoux is necessary. If an employee has had a previous positive PPD, evidence of a chest x-ray is required.

FIRE SAFETY IN HEALTH CARE FACILITIES

To insure an environment safe from fire hazard, Nursefinders' employees follow these procedures when working in a facility:

1. Observe smoking rules and remind others to do the same.
2. Inspect your work area and equipment frequently. Report unsafe conditions.
3. Avoid piling trash and flammable items.
4. Use extra caution around gas, flammables, and oxygen equipment.
5. Locate fire exits.
6. Locate fire alarms.
7. Locate fire extinguishers.
8. Learn evacuation plan for the unit in the event of a fire.
9. Participate in fire drill procedures.
10. Report unsafe conditions or fire hazards to the proper person.
11. Review classification of fires and appropriate extinguishers for each.

EMPLOYEE IDENTIFICATION AND SPECIAL EMPLOYMENT REQUIREMENTS

NURSEFINDERS' ID BADGE

If a Nursefinders badge is required by the facility to which you are assigned, you will be provided with a badge that must be worn when providing client care. The following outlines Nursefinders' employee ID badge process:

1. ID Badge issued prior to start date includes:
 - Photo, provided by traveler
 - Name
 - Classification
2. All Nursefinders' employees must wear ID badge on all assignments and should display the badge upon arrival.
3. Nursefinders issues new ID badges when employees change names or physical appearance.
4. ID badges are the property of Nursefinders and are returned to Nursefinders' office when employment terminates.
5. If an employee fails to return the ID badge, Nursefinders will attempt to retrieve the badge by phone or written request.
6. Nursefinders documents all efforts to retrieve badge.

CONFIDENTIALITY

As part of the orientation process, you sign a confidentiality agreement. This agreement addresses employee access, depending on job classification, to confidential information that may include:

1. Client medical and personal data:
 - clinical records.
 - faxed information.
 - computerized data.
2. Employee medical and personal data:
 - employee files.
 - faxed information.
 - computerized data.
3. Client and Customer lists.
4. Payroll and Billing information.
5. Nursefinders' policies and procedures; manuals, other manuals, forms, and documentation.
6. Confidential files and reports maintained by Nursefinders' Managers.

Should you violate your signed confidentiality agreement, Nursefinders reserves the right to initiate an action or injunction against you.

NEW EMPLOYEE INTRODUCTORY PERIOD

As a new Nursefinders' employee, you serve an introductory period during your first three months of employment. During this time you become acquainted with your new job and Nursefinders' policies and procedures. Supervisors have this time period to see how well you complete your duties and meet your responsibilities, and you have the opportunity to discover if Nursefinders meets your employment needs.

TRANSFERS

Employees who wish to work Per Diem with a Nursefinders branch office should notify their recruiter. If your work record with Nursefinders is satisfactory, your recruiter may send copies to the office which you would like to transfer. Your recruiter will also contact those offices on your behalf. You will need to contact the offices to determine any local requirements and the offices' hiring process.

TRAVELER TIPS

Some of our travelers have shared their tips and recommendations to help ensure your first travel assignment gets started smoothly.

BEFORE YOU GO

Before you depart for your assignment consider the following:

- Set up a post office box or arrange to have mail delivered to a family member or friend to avoid the loss of important correspondence during your assignments.
- Give your new assignment phone number, temporary home phone and temporary address to your recruiter, family members and friends so that you are immediately accessible at your new assignment location. Don't forget your cell phone.
- When traveling by car
 - Before packing your car, take it to a trusted mechanic to conduct a full maintenance inspection
 - Make sure you have your vehicle registration, proof of car insurance, auto club card, tool kit, jumper cables, an empty gas container and a road map or travel route plans.
- When traveling by plane
 - Make sure to arrive at the airport to allow ample time for check in, and security clearance

Please let your recruiter know as soon as possible should you experience any travel delays, whether traveling by car or plane.

ITEMS TO BRING

Clothing

- Scrubs (some facilities do not provide scrubs)
- Clothing that's appropriate to your lifestyle, the locale and current weather conditions
- Outerwear if necessary
- Hangers

Household

Prior to your departure, confirm with the apartment manager your move in arrangements. At that time you will also want to discuss in detail, the kitchen appliances and amenities available on the premises. If you plan to bring valuable personal items such as jewelry, photography equipment, TV's or stereo equipment, we recommend that you carry renter's insurance to protect your investment.

- Linens; including pillows, blankets, queen -sized sheets, pillow cases, towels wash cloths, dish towels and shower curtains.
- Cooking Utensils; dishes, pots, pans, toaster, coffee-maker, food storage containers and microwave oven, of not provided in unit.
- Miscellaneous; including alarm clock, telephone, TV, dust broom, small vacuum sweeper, flashlight and batteries, cleaning supplies, and paper goods.

Vital Documents

- Recruiter business card or contact information
- A copy of your Traveler Agreement
- Your Driver's License*
- Current/original Nursing License for the state in which you are working*
- Current CPR card*
- Current ACLS/NALS/NRP/PALS/TNCC/AFHM certification as applicable*
- Major credit card (rental companies will require a major credit card)
- Health Insurance cards

* You will be required to present these documents to the facility on your first day of your assignment.