



Essentials for processing and placing healthcare professionals

NATHO members are leaders in the healthcare staffing industry and are dedicated to providing supplemental staffing to healthcare facilities throughout the United States by efficiently and effectively recruiting and screening qualified healthcare professionals. NATHO member firms adhere to practice standards that comply with applicable laws and regulations, helping firms provide high quality service, in addition to placing the quality healthcare professionals that our clients need and expect. Ultimately, NATHO staffing firms contribute to quality patient care through delivery of needed staffing resources. Quality standards are met by screening all prospective candidates in the following manner:

1. **Employment Application** – Potential candidates are required to complete a comprehensive employment application which requests detailed information, including education, training, licensure, and work experience, as well as other pertinent qualifications and information. The candidates disclose certain issues pertaining to licensure, malpractice actions and convictions and attest that all information provided is true and correct.
2. **Clinical Skills Checklists** – Potential candidates are required to complete annual self-assessment skills checklists that are based on the candidate's clinical specialty. The candidate attests that the self-assessment information provided is true and correct.
3. **Professional References** – Two clinical references verifying the candidate's clinical and interpersonal skills, and work experience, are required for employment. These references when not obtained directly from the primary source are contacted and validated by a representative of the staffing firm.
4. **Criminal Background screening** – Criminal background screening is performed on all potential candidates and is conducted prior to placement.
5. **Medicare/Medicaid Sanctions** – The staffing firm checks for federal sanctions from a query of the List of Excluded Individuals/Entities maintained by the Office of Inspector General.
6. **Verification of State License** – Licenses are primary source verified. Disciplinary actions (limits or sanctions) are also part of the verification obtained from the state licensing board. Actions or complaints against a candidate's license may be a cause for exclusion from placement.
7. **Verification of Education** – Education and/or training associated with the candidate's primary specialty is primary source verified with the applicable educational/training institution for those professionals that do not hold a state license or registration.

8. Health Screening and Immunization Requirements –

- a. Candidates are required to undergo a physical exam on an annual basis.
- b. Candidates are required to provide proof of immunity to Rubeola, Rubella, Varicella, and Mumps. Additionally, the candidate must submit a Hepatitis B declination, Hepatitis B titer (proof of antibodies), or proof of Hepatitis B series, and must have a Tuberculosis test performed within the past year.

9. **Drug Screen**–Candidates are required to submit to a drug test upon request. (clients may require an additional pre-employment drug screen as a condition to work at the facility)-

10. **Competency Screening** – Competency screening exams may be utilized to assess the candidate’s knowledge, skills, ability, and qualification in his/her specialty depending on, and appropriate to, the discipline of the healthcare professional.

11. **Annual Training** - The candidates must demonstrate knowledge annually in Joint Commission and OSHA required topics such as National Patient Safety Goals, infection control, cultural diversity, patient rights, ethics, sentinel event reporting protocols, HIPAA, fire and electrical safety, etc.

Adopted by
NATHO Board of Directors
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