

RexVital Care Staffing Solutions

Onboarding Checklist

Personal & Employment Documents

- Government-issued ID
- Social Security Card / Work Authorization
- Completed W-4 & I-9 forms
- Direct Deposit Authorization

Licensure & Certifications

- Active CNA / LPN / RN License
- BLS (Required)
- ACLS / PALS (if applicable)
- CPR Certification

Health & Compliance

- TB Test (current)
- Immunization Records
- Drug Screening
- Background Check

Training Requirements

- HIPAA Certification
- OSHA / Safety Training
- Facility-specific orientation (if required)

Employment Status

- Per Diem / PRN: Flexible, as-needed scheduling
- Temporary / Contract: Fixed assignment duration
- Temp-to-Hire: Opportunity for permanent placement
- Full-Time (if applicable): Consistent scheduled hours

Pay Schedule

- Weekly payroll (every Friday)
- Direct deposit only
- Timesheets due Monday by 10:00 AM
- Overtime paid after 40 hours/week

Code of Conduct

- Arrive on time and ready to work
- Maintain a professional appearance
- Treat patients and staff with respect
- Follow all facility policies
- Protect patient confidentiality at all times

Attendance & Reliability

- Call-outs must be reported at least 4 hours before shift
- No-call/no-show may result in termination
- Consistent reliability is required for continued assignments

Dress Code

- Clean scrubs (facility-appropriate color)
- Closed-toe, non-slip shoes
- Minimal jewelry
- Visible ID badge at all times

Safety & Compliance

- Follow OSHA safety standards
- Report incidents immediately
- Adhere to infection control protocols
- Maintain active certifications at all times

Acknowledgment

I acknowledge that I have received and understand the RexVital onboarding requirements and expectations.

Employee Name: _____

Signature: _____

Date: _____