



New Hire CHECKLIST

Please email your documents to or upload to

Packet A Required Documents

- CA. Professional License (Active Nursing/Healthcare License)
- CPR/BLS Certification (Front and Back)
- TB Test or Chest X-Ray
- MMR Proof
- Varicella Proof
- Rubella, Mumps Proof/Titre
- Vaccine Zoster Titre, immunity by history of Disease as verified by MD and/or Vaccine.
- Flue Vaccine for current season or Declination form
- Hepatitis B (Proof of series, or titre showing immunity)
- Tdap (within 10 Years)

Physical Exam within 1 year. (*Submit Physician Form*)

COVID-19 Vaccine/Booster or Declination Form

Drug Screening Authorization Form

Driver's License or Photo ID

Professional Liability Insurance
Do you have proof of liability insurance
Yes (if yes, please email/upload) No

ACLS,PALS, MAB, EKG/Arrhythmia
(Certification as needed. Not needed to have immediately on hand to get hired, but should have it available, because it may be required by the assignment.)

Background Check Consent form

OIG/SAM Exclusion Check clearance

Abuse Registry Check (elder abuse registry)

HIPAA Confidentiality Agreement

New Hire Information

Application

References Form

Resume

Emergency Contact Form