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|  ABUSE PROGRAM: EMPLOYEE SCREENING | NO.  |
| PURPOSE:The facility will not hire applicants who may pose a risk to resident safety.STATEMENT OF POLICY:The purpose of the screening process is to identify and confirm the acceptability of potential candidates based on information obtained through the application and interview process. Therefore, before making an offer of employment, a screening process of external candidates and employees transferring into internal positions will be conducted, Candidates may be denied employment based on the results.PROCEDURE:1. When a potential new employee is considered for hire, each of the following steps should be taken to assure that the applicant is suitable for hire before an offer of employment is extended:
2. Candidates for employment are required to complete an Application for Employment. Material omissions or inaccuracies will exclude the candidate from further consideration. This includes a section requiring applicants to indicate whether they have been convicted of a crime, and to detail the conviction.
3. Employment candidates are required to authorize the facility to conduct a background check for conviction of crimes. A signed consent form must be completed and attached to the Employment Application. Refusal to grant authorization will eliminate the candidate from employment considerations. The facility shall take steps necessary to assure it does not hire individuals found guilty of abusing, neglecting or mistreating residents by the court of law or those having similar findings entered into the state nurse aide registry or appropriate licensing body. If the criminal background check discloses misrepresentations or omissions on the application or a condition unsuitable for hire, the applicant will not be employed.
4. Reference Checks of the candidates’ prior employment must be conducted by the department director, or designee, hiring the candidate. Minimally, two reference checks must be obtained and must document dates of employment and positions held. If no previous employment, personal references must be checked.
5. Verification of licensure or certification and identification of previous disciplinary actions or restrictions on licensure/certification will be obtained for applicable positions.
6. Evidence of education and training may be required by the facility.
7. An employee may not begin orientation or work within the facility until the criminal background check has been initiated, the registry search is concluded, references have been checked, and certification/licensure is verified. The employee then has, per regulation, 10 days from start date to complete fingerprinting.
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| Approved: | Effective Date: 9/2010 | Revision Date:3/17 | Change No.: | Page: 1 of 1 |