



**Adventure  
Nursing**

# Employee & Safety Handbook

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## **Welcome Aboard!**

We are so excited to have you joining our team and hope that you will enjoy a long and successful career with us. The information provided in this manual will help with the onboarding process as well as cover safety and training information following The Joint Commission standards.

You should begin by reviewing the "Summary of Required Documents" which details the documents you will need to either upload to your Bamboo portal or email directly to your recruiter in order to begin the onboarding process. Your recruiter will be working with you closely to help you with any questions you have and to ensure these documents are on file in a timely manner.

The information in this packet does not take the place of, or change, any agreements you may have with Adventure Nursing and/or the assigned healthcare facility. If you believe you have read something here that is inconsistent with the commitments you have with Adventure Nursing and/or the assigned healthcare facility, please be sure to bring your questions or concerns to your recruiter.

Our top priority is ensuring that you have everything you need to succeed personally and professionally. We are committed to caring for you and supporting you through the onboarding process and throughout your assignment with Adventure Nursing. Please, do not hesitate to contact your recruiter if there is anything you need, we are here for you.

Best of luck on your upcoming Adventure and beyond,

The Adventure Nursing Team



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## 1.1 Overview of Required Documents

The following documents are required for employment at Adventure Nursing though not all documents may pertain to your specific employment. We will notify you if additional documents are needed. If you have any questions please contact your Adventure Nursing recruiter. Your recruiter will notify you as documents are needed during the onboarding process.

## 1.2 Summary of Required Documents

### **I-9**

The Department of Immigration requires all employers to verify that all employees are eligible to work in the United States. We accomplish this by using the I-9 form.

### **I-9 Supporting Documentation**

The Department of Immigration requires us to have a copy of the I-9 Supporting Documentation you provided for your I-9 form.

### **W-4 & State Withholding Form**

The W-4 form is the document that tells us how much of your federal taxes you wish to have withheld from your paycheck. There are instructions on how to complete the form on the form itself. There are also several states that also require employees to complete a withholding form for those respective states/districts.

### **Direct Deposit Form with Voided Check**

If you would like to be paid by direct deposit, please complete the direct deposit form. Please also include a copy of a voided check so we can route the funds to the appropriate account.

### **Signed Contract for Assignment**

In order to secure your position as an Adventure Nursing travel nurse, please sign your contract and return it to your recruiter. The position you have been offered is not secured until your recruiter has received your contract and confirmed the travel assignment with our client. This does not pertain to PRN work.

### **Valid License**

Before the start of your travel assignment, you'll need to obtain a license to practice in the assigned state. Processing the licensure application will vary from state to state. Some states can take up to 8-12+ weeks, so it's important to plan accordingly. Contact the appropriate state board as soon as you have an idea of where you would like to be assigned. When reporting to the hospital for work, you must have the original nursing license document with you. The



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nursing license must be current and appropriate for the state where the healthcare facility is located. A copy of your license will be kept on file by Adventure Nursing.

## **CPR/BLS/BCLS Certification**

This card is required for all healthcare professionals. In most cases, the card must be issued by the American Heart Association or the American Red Cross. If your card is not issued by the American Red Cross or the American Heart Association, contact your recruiter immediately to determine if the facility you plan to work at accepts your card. For American Heart Association, please provide us with a copy of the front and the back of your card and ensure that it's signed. The certification must be basic life support for healthcare providers or equivalent. Some healthcare facilities do not accept adult CPR cards intended for the general public.

## **Medical Release Form**

Please sign and date this form indicating that you'll allow Adventure Nursing to have access to your health records in order to qualify you to work at one of our clients' facilities. This release also allows us to share your records with the clients for whom you are assigned to work.

## **Physical/Physician's Statement**

You must have a physical on file from within 12 months of the assignment start date. Some facilities may require the physical be performed within 30 days of the start date. Physical must state that you can work without restrictions and are free of communicable diseases. Physicals that say that you are able to work without limitations are usually acceptable, however some clients insist upon seeing the verbiage "free of clinical diseases." Please make sure the contact information for the healthcare provider who conducted the physical is displayed somewhere on the document.

## **Negative PPD or Negative Chest X-ray**

Please submit your most recent negative PPD. Some facilities may require a two-step PPD. A two-step PPD means having two PPDs done within a short period of time. The second step of a two-step PPD is usually required within 30 days of assignment start date. If you have a history of a positive PPD, please provide a copy of your positive PPD report to Adventure Nursing, and a report for a recent chest x-ray looking for active signs of TB. Most clients require chest x-rays within 12 months of the assignment start date if you have a history of a positive PPD. Some facilities may require people with a history of a positive PPD to have a new chest x-ray within 30 days of the assignment.

## **TB Questionnaire**

If you have a history of a positive PPD, most healthcare facilities require you to complete an annual tuberculosis questionnaire. The purpose of the questionnaire is to determine if you have had any symptoms of tuberculosis. In the event that you answer yes to any of the questions on



the TB questionnaire, most healthcare facilities would like you to get a new chest x-ray and physical to determine if you have active tuberculosis.

### **Rubeola (Measles)**

Federal law requires that healthcare workers demonstrate immunity to Rubeola. The easiest way to determine immunity to Rubeola is to get a positive titer for the disease. Some healthcare facilities will accept vaccination records in lieu of a titer, and some other facilities may not require any documentation demonstrating immunity for persons born before 1957. If you do not have a positive titer record for this disease, please contact your recruiter to see if the documentation you have will be sufficient for your assignment. Please make sure the contact information for the clinic is displayed somewhere on the document.

### **Rubella**

Federal law requires that healthcare workers demonstrate immunity to Rubella. The easiest way to determine immunity to Rubella is to get a positive titer for the disease. Some healthcare facilities will accept vaccination records in lieu of a titer, and some other facilities may not require any documentation demonstrating immunity for persons born before 1957. If you do not have a positive titer record for this disease, please contact your recruiter to see if the documentation you have will be sufficient for your assignment.

### **Mumps**

The easiest way to determine immunity to the Mumps is to get a positive titer for the disease. Some healthcare facilities will accept vaccination records in lieu of a titer, and some other facilities may not require any documentation demonstrating immunity for persons born before 1957. If you do not have a positive titer record for this disease, please contact your recruiter to see if the documentation you have will be sufficient for your assignment. It is becoming more and more common for healthcare facilities to not require any documentation for the mumps at all. If you are missing your mumps documentation, please contact Adventure Nursing to see if the documentation is necessary for your assignment.

### **Varicella (Chicken Pox)**

Many facilities accept a history of having Varicella as proof of immunity to the disease. Many healthcare facilities now require a Varicella titer to prove immunity to the disease because several healthcare workers who were presumed to be immune because of past history have been found to not be immune once tested. Some states now require a Varicella titer showing immunity for all healthcare providers. There are some facilities that do still accept histories of the disease or vaccination records in lieu of a positive titer, but these facilities are becoming fewer and fewer every day.

### **Hepatitis B Vaccine or Declination**



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All healthcare professionals employed by Adventure Nursing are required to be vaccinated for Hepatitis B or complete our Hepatitis B declination form stating that they decline the vaccine. A positive titer for the disease may be provided as an alternative to the vaccine or declination. Some facilities require a titer for the disease prior to starting your assignment, but this is not a very common practice.

## **Drug Test**

All healthcare professionals employed by Adventure Nursing are required to be drug tested within one year of start date or sooner depending on client specific requirements and updated annually if the assignments are extended beyond a year.

## **Job Description Acknowledgement**

The Joint Commission requires all healthcare professionals to read their job description and acknowledge that they are capable of the job functions outlined in the job description. By signing the acknowledgement you are fulfilling this requirement.

## **Employee & Safety Handbook Acknowledgement**

Please review this manual in its entirety. Once you have read the entire document, please sign the Employee & Safety Handbook Acknowledgement that is sent to you at the beginning of the onboarding process.

## **Medication Test**

All Clinical Staff are required to complete a medication examination. Medication tests will be assigned to you by your recruiter. A passing score is generally 80%, however some clients require a higher score.

## **Workplace Safety Exam**

All healthcare professionals are required to take a workplace safety examination. Your recruiter will follow up with you about scheduling this examination.

## **Authorization Form**

This document authorizes Adventure Nursing to conduct a pre-employment background check, EDL check, Nurse License Check, and any other verification needed prior to employment at Adventure Nursing .

## **Facility Specific Documents**

Some healthcare facilities require you to complete additional documentation specific to their facility. For example, some clients may require you to sign a document acknowledging their specific HIPAA policies. Please contact your recruiter to determine if there are any facility-specific documents required for your assignment.



## **2.1 Workers Compensation**

You may be eligible for workers' compensation insurance benefits if you are injured or become ill on the job. Benefits may include medical care, compensation, and vocational rehabilitation. To receive workers' compensation benefits, it is important to notify your supervisor immediately. The supervisor will complete an injury report with input from the employee and will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room. Adventure Nursing abides by all applicable state workers' compensation laws and regulations.

## **2.2 Commitment to Safety**

Protecting the safety and health of our employees is extremely important to Adventure Nursing. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. It is the policy of this organization that employees report unsafe conditions. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty or other disincentive. Management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

## **2.3 First Aid Procedures & Instructions**

Healthcare professionals should ask your facility supervisor for the location of first aid kits. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than minor first aid:





- Inform your supervisor.
- Proceed to the authorized medical facility.
- Provide details for the completion of the accident investigation report.

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted on the first aid kit to request assistance and transportation to the nearest hospital emergency room.
- Provide details for the completion of the accident investigation report.

## 2.4 HIPAA Rules & Regulations

The Health Insurance Portability and Accountability Act (HIPAA) was established to protect and secure patient health information and to improve efficiency and effectiveness of healthcare through standardization of all electronic information. The act was enacted August 21, 1996, to improve portability of insurance coverage, control waste, fraud and abuse and to simplify administration of healthcare.

You'll be responsible for complying with the federal law and will need to be familiar with HIPAA in order to complete your nursing care. You'll also need to review each facility's policies and procedures regarding protecting patient health information.

Protected Health Information (PHI) is information that is communicated orally, written (patient chart, lab slips) or electronically stored on the computer; Information that relates to an individual's condition, treatment or payment while being treated as a patient in the facility; Information that has been collected by your organization or maintained by your organization; Information that identifies or could identify an individual.

As a healthcare provider, you'll routinely be exposed to confidential information. You are required to ask the patient before making any disclosures. Follow the facility's policies and procedures on how to document information. There are special circumstances that allow you to use PHI without patient authorization which you need to review with the individual facility. Each patient has rights regarding their health information, including access to their medical record.



If HIPAA is not followed, civil and criminal penalties have been established to reinforce compliance with the act by the U.S. Department of Health and Human Services Office for Civil Rights. Therefore it is imperative that the act be understood and complied with. Confidentiality of patient healthcare information is important to the patient, the facility and the Agency Healthcare Provider.

### **2.5 The Joint Commission 2020 National Patient Safety Goals**

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

#### **Identify patients correctly**

NPSG.01.01.01 Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

NPSG.01.03.01 Make sure that the correct patient gets the correct blood when they get a blood transfusion.

#### **Improve staff communication**

NPSG.02.03.01 Get important test results to the right staff person on time. Use medicines safely  
NPSG.03.04.01 Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.

NPSG.03.05.01 Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.01 Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

#### **Use alarms safely**

NPSG.06.01.01 Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

#### **Prevent infection**



NPSG.07.01.01 Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

NPSG.07.03.01 Use proven guidelines to prevent infections that are difficult to treat.

NPSG.07.04.01 Use proven guidelines to prevent infection of the blood from central lines.

NPSG.07.05.01 Use proven guidelines to prevent infection after surgery.

NPSG.07.06.01 Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.

#### **Identify patient safety risks**

NPSG.15.01.01 Reduce the risk for suicide.

#### **Prevent mistakes in surgery**

UP.01.01.01 Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.

UP.01.02.01 Mark the correct place on the patient's body where the surgery is to be done.

UP.01.03.01 Pause before the surgery to make sure that a mistake is not being made.

This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at [www.jointcommission.org](http://www.jointcommission.org).

### **3.1 Dress Code**

The dress code varies at each facility. Adventure Nursing asks every healthcare professional to adhere to the dress code of the assigned facility. The following is a list of some dress code requirements that some facilities may have. Please keep these in mind until you know for certain what is/isn't acceptable at your facility.

Some facilities may not allow:

- Visible tattoos
- Facial piercings
- Excessive piercings
- Ripped/tattered scrubs
- Excessive makeup
- Cartoon scrubs



- Floral scrubs
- Artificial Fingernails

### 3.2 Pay Structure

Payments are made weekly on Friday, the pay period is Sunday through the following Saturday. If a pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Adventure Nursing uses direct deposit to your checking and/or savings account. If you choose to opt out of direct deposit, we will mail you a check. The check should arrive on the pay date, however, Adventure Nursing cannot guarantee that there will be no delays with paper checks.

Adventure Nursing does not make improper deductions from the salaries of employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). The FLSA limits the types of deductions that may be made from the pay of an employee, permitted deductions include: Deductions that are required by law (e.g., income taxes); Deductions for employee benefits when authorized by the employee; Absence from work for one or more full days for personal reasons other than sickness or disability; Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; Offset for amounts received as witness or jury fees, or for military pay; or unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. During the week an employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA). If an employee believes that an improper deduction has been taken from their pay, the employee should immediately report the deduction to their direct recruiter. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

### 3.3 Overtime Pay

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Non-exempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement



time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager. PRN employees are only permitted to work 40 hours a week with regular pay unless otherwise agreed upon and signed off on by yourself and Adventure Nursing.

### 3.4 Timesheets

All PRN employees are required to complete accurate weekly timesheets showing all hours worked per week, per facility. These records are required by governmental regulations and are used to calculate pay. At the end of each shift, the employee must acquire the signature of the shift supervisor on site on the timesheet. Failure to acquire the signature of the supervisor will result in a delay in pay or no pay for the shift worked. You are required to submit all timesheets no later than Sunday at 12PM CST to your Adventure Nursing recruiter via email or Bamboo portal. If Adventure Nursing does not receive a timesheet by Sunday it may result in a pay delay. You are required to submit all hours that you have worked no later than 20 days after the shift was worked.

### 3.5 Drug-Free and Alcohol-Free Workplace

It is the policy of Adventure Nursing to maintain a drug- and alcohol-free work environment that is safe and productive for employees. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Adventure Nursing also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Adventure Nursing prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**Pre-employment:** As required by the company for all prospective employees who receive a conditional offer of employment



**For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

**Random:** As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination.

### **3.6 Employment at Will**

Employment at Adventure Nursing is on an at-will basis unless otherwise stated in a written individual employment agreement signed by yourself and the company. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice. Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time. Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Adventure Nursing employees have the right to engage in or refrain from such activities.

### **3.7 Equal Opportunity**

Adventure Nursing provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence,



compensation, and training. Adventure Nursing expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their recruiter. Adventure Nursing will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

### **3.8 Harassment and Complaint Procedure**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited. It is Adventure Nursing's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Adventure Nursing's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Adventure Nursing will take all steps necessary to prevent and eliminate unlawful harassment.

#### **Definitions**

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class. Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature



where: Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or* Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, Adventure Nursing will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.