

ONBOARDING FORM Agency RN'S and MHW's

Agency Name: _____

AGENCY: PLEASE CONFIRM THE FOLLOWING WITH YOUR EMPLOYEES BEFORE SUBMITTING THEIR APPLICATION TO NEW HAMPSHIRE HOSPITAL.

Full Name including Middle initial:			
Email:			
Phone #:		Preferred Shift: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	
1.	All staff are required to be fit tested prior to hire. Staff must shave according to CDC Facial Hairstyles for Tight Fitting Respirators for Fit testing of N95. (see attached) Staff must be clean shaven when N95's are required on any unit in the hospital.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Aware Job is Onsite in Concord, NH?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Is this your first travel assignment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Highest level of education completed?		
5.	Have you ever worked in the healthcare field? If yes, where, what, and for how long? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Have you ever worked in a Psychiatric setting? If yes, where, what and for how long? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Do you have a current, unencumbered license to practice in NH?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. New Hampshire State RN License	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Compact RN License	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	RN since _____		
9.	Psychiatric RN experience, 2 years minimum in-patient experience required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Are you able to commit to this assignment fulltime for 40 hours per week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. MHW – 5 8/hrs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. RN – 5 8/hrs. or 3 12/hrs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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11.	Are you able to commit to this assignment for 6 months for MHW and 13 weeks for RN'S?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	What, if anything, would make you break your commitment?		
13.	Scheduling:		
	a. Weekends are required. Please confirm candidate is available to work weekends. For RN's EOW is required, confirm availability.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Holidays are required. Please confirm candidates' commitment to working all holidays within the duration of their 6 month or 13-week contract.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c. No set schedule.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Do you have any requested time off in next 6 months or 13 weeks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. If yes, please list the dates:		
15.	Preferred Start Date:		
16.	Are you currently interviewing elsewhere?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17.	Orientation:		
	<ul style="list-style-type: none"> • (MHW) is Monday-Friday 6:45 am – 3:15 pm or 8:00 am – 4:00 pm for 4 weeks, beginning on a Friday (the last week is spent on your unit on your shift of hire). • (RN) is Monday-Friday, 7:45am – 4:15pm in class x5 days, then 3-5 days on-unit orientation; shift vary based on unit partner availability and shift of hire. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.	You may not miss classes or arrive late or leave early. Can you attend Orientation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.	Do you understand the requirements and additional responsibilities from the job description provided? Reiterate the day-to-day responsibilities including Personal Care such as Toileting, ADL's, tooth brushing, and more.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.	Staff must confirm they will adhere to dress code policies or risk disciplinary action and or possible termination.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. No piercings other than a single small nose stud or extreme hair color	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Send applicant Scope of Practice & Dress Code.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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21.	Review CPI (Crisis Management class) expectations: MHWs have in class training only. RNs have an online module that is required to be completed prior to hire date with an in-class portion. Passing of CPI is required for both RNs and MHWs. The physical portion of this class will include:		
	a. Frequent stretching, kneeling, and bending.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Extended periods of standing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c. Moving from kneeling positions to standing positions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d. Multiple, repeated movements requiring good stamina and strength.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e. Real time simulation of physical activity requiring a high degree of exertion and coordination.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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