

## ► ONBOARDING CHECKLIST

### Professional

- Certifications (copy of front and back)
  - ACLS
  - BLS
  - PALS
  - ENPC
  - TNCC
  - NIHSS
- Copy of Nursing License
- Driver's License
- Diploma

### Health Documents

- MMR Records
- TB skin test (some facilities require 2-step) and must be completed within 30 days of starting assignment (Annual Requirement)
- Tdap Record
- Varicella (chicken pox) vaccine or declination
- Mask Fit Test (facility specific)
- Flu Shot Records (annual requirement)

### Scheduled and completed after contract is signed and before starting assignment

- TB Questionnaire
- Pre-employment Physical (completed annually)
- Background Check - completed within 30 days of start date
- Annual Onboarding Forms - completed with Direct Deposit forms
- Drug Screen (completed within 30 days of start)
  - some facilities require Nicotine testing. Ask your recruiter for specifics
- Unit Specific Competency Exams

\*If you are unsure of how to collect any document(s), please contact your recruiter for assistance! We are more than happy to assist!