



Healthcare Solutions
937-854-5940
24 hours Mobile Office: 937-668-4103

STANDARDS OF CONDUCT AND EXPECTATIONS FOR ALL DUNSON & ASSOCIATES, INC. CLINICAL & ALLIED HEALTH PROFESSIONALS

As a Clinical & Allied Health Associate, you are a vital part of our company. The quality of health care and related services that you deliver when working for our company reflects on you as a professional as well as on Dunson & Associates' image. In addition, commitment to accepted assignments, punctuality and attire are likewise important. The more dependable, competent and professional you are, the more opportunities Dunson & Associates will have for its employees/contractors. The following are standards of conduct and expectations for our clinical, non-clinical & allied health associates or contractors:

- When accepting an assignment/contract you should be of the mind-set that you intend to commit to starting the assignment/contract and remain on the assignment/contract until completion. **However, if you need to end the assignment/contract prior to start date or completion, you are required to give a minimum of two weeks' notice and remain on the assignment until the 2 weeks are fulfilled. Failure to give 2 weeks' notice will result in termination with Dunson & Associates and likely no future hire opportunity with all of our client's facilities.**
- All clinical & allied health associates must abide by the Code of Ethics for professional nurses and healthcare related professionals. If you feel there is something preventing you from giving the highest quality of care or services, please inform Dunson & Associates immediately.
- All clinical & allied health associates must abide by the policies and procedures outlined in each medical facility or client worksite assigned. If there is a concern about a policy/procedure, you should notify, on a timely basis, the nurse manager of the medical facility or client worksite manager and Dunson & Associates' staffing representative.
- If any problem arises worksite, you must call Dunson & Associates immediately on the **24 Hour Mobile Office Number: 937-668-4103**. Never leave a worksite without first calling and discussing the matter with your Dunson & Associates' staffing representative.
- All employees/contractors of Dunson & Associates are responsible to verify their schedules through Dunson & Associates Staffing Representative only. **Under no circumstances are employees/contractors to leave an assignment or not report to an assignment without first contacting Dunson & Associates and the worksite manager for appropriate notification and approval. Failure to comply with this standard will result in termination with Dunson & Associates and likely no future hire opportunity with all of our client's facilities or worksites.**

- If the facility/client requests you to work additional days or shifts not on schedule, please contact your Dunson & Associates Staffing Representative for appropriate scheduling. **Do not schedule directly with a facility without also notifying Dunson & Associates.**
- Under no circumstances should you take home property that belongs to a medical facility/client.
- Personal telephone calls are to be made on break time only. Calls should not be made or received on client/facility phones. Break times should not exceed designated time allotment.
- Surfing the web, e-mail and other uses of the client's computer system and equipment are STRICTLY PROHIBITED. You also cannot use services that will result in an expense for the client (i.e. Fed-Ex or courier services). The only exception should be the use of the fax machine or internet to submit your weekly timesheet.
- You are expected to arrive on time to all assignments/contracted worked locations. If an emergency or any situation arises causing you to be greater than ten (10) minutes late or absent from your worksite, you must notify Dunson & Associates immediately on the **24-Hour Mobile Office Number: 937-668-4103 to speak with our on-call staff. This on-call phone line is not monitored for text messages. Failure to notify Dunson & Associates via a phone call that you cannot report to a worksite as assigned /contracted will result in disciplinary action or termination and likely no future hire opportunity with all our client's facilities.**
- Your rate of pay is a personal matter and is not to be discussed with staff in other facilities or any Dunson & Associates employee/contractor.
- All employees/contractors of Dunson & Associates must have on their possession at each worksite, a valid photo I.D., a current license/registration (if applicable) and certification (i.e. CPR) that can be presented at the request of facility's/client's management. If issued, all employees/contractors must wear the Dunson & Associates identification badge, or the facility/client issued badge at all times.
- Dress attire for all assignments should be in strict accordance with medical facility/client dress code.
- When calling Dunson & Associates' **24 Hour Mobile Office Number: 937-668-4103** in the evening (after 5:00 pm) or on the weekend (5:00 pm Friday through 9:00 am Monday), please limit your calls to emergencies, availability, schedule changes or additions for that immediate time period. Questions regarding payroll, taxes or other general subjects are better answered during weekday hours, Monday through Friday, 9:00 am to 5:00 pm.
- **If you are not on assignment or assigned as a back-up support employee/contractor and are available to work, it is expected you call, or email your Dunson & Associates' Staffing Representative weekly or monthly to keep us informed of your availability.**
- **Our requirement for notification of cancellation for a scheduled shift assignment is a minimum of twelve (12) hours for day shift and sixteen (16) hours for evening and night shifts.** However, we understand that untoward occurrences happen; therefore, barring critical emergencies our

minimum required notification of cancellation is six (6) hours' notice for all shifts. Please try and give as much time as possible on all cancelled shifts. Dunson & Associates will keep a record of your cancellations, the reasons, and the amount of time given. We cannot accept cancellations from anyone except our employees. This includes husbands, wives, friends, and children. We will need to speak with you directly. Two (2) unauthorized cancellations may **result in disciplinary action or termination and likely no future hire opportunity with all of our client's facilities.**

- Employee recognizes that all work is on an **"as needed"** or **"per diem"** or **"short or long-term contractual"** basis and that Dunson & Associates cannot guarantee work beyond what is contracted with our clients. For those individuals working as needed/per diem in medical facilities with the most flexibility and availability enhance the number of assignments and shifts offered.
- If you are made a "Do Not Return" to a facility this may result in termination of your employment with Dunson & Associates.
- **Dunson & Associates' new hire and annual requirements for clinical staff in medical facility assignments are: Criminal Background Investigation, Possible Drug Screen, Mandatory Education training/testing, TB screening, Physical, and Skills Checklist. Competency tests appropriate to your clinical expertise will be done upon hiring and every year.**
- **Dunson & Associates' non-clinical new hire and annual requirements are: Criminal Background Investigation, Possible Drug Screen, Mandatory Education training/testing.**
- You are required to update and comply with providing Dunson & Associates with current Licensure, Certification, PPD and any updated forms and information and return to Dunson & Associates prior to expiration dates.
- Falsification of records will not be tolerated and will be subject to termination.

I have read and understand the Standards, Expectations and Policies outlined by Dunson & Associates, Inc. **I further understand if annual mandatory requirements expire, I will not be able to work in client facilities/worksites, until I provide Dunson & Associates with the required documents and complete required mandatory training.**

I have also retained a copy for reference when necessary.

Signature: _____ Date: _____

*** Retain a copy of this document for your records and reference.**