

Responsibilities of Hiring Agency When Contracting Healthcare Staff

Hiring Agency and/or Registered School Nurse (RN)	Contracted Employee (RN, LPN, or UAP)	Staffing Agency
Ensure current policy and procedures are in place for use of contracted staff.	Become familiar with policies and procedures in assigned school.	Provide the following information as indicated to the school for contracted staff: <ul style="list-style-type: none"> • Credentials • Licensure • Certifications (i.e., CPR, first aid, etc.) • Liability Insurance Coverage • Criminal Background Check • Professional ID • TB test/immunizations
When contracted by the PSU, school administration should coordinate/manage written contract agreements between school and contracted agency. When contracted by LHD, need to abide by school policy for staff hiring. Obtain contact information for staffing agency point of contact.	Understand scope of practice as it correlates to licensure or certification as well as contracted duties, adhere to scope of practice, job description and local policy/procedure.	Sign Contract/Agreement. Obtain contact information for ongoing communication.
Ensure that a backup plan is in place in case of contracted staff absence.	Notify agency and school contact if unable to report to work and initiate the backup plan.	Ensure coverage, per contract agreement, in the event contract health care staff must be absent.
RN school nurse will provide training and orientation for contracted staff on school policy/procedures and expected job related duties. Provide copies of policy/procedure/written guidelines.	Attend training and orientation, review and understand all job duties and seek clarification as needed.	Ensure that contract staff have the needed knowledge, skills, and abilities to perform expected job duties and that the duties are appropriate to the level of licensure or certification.
RN school nurse will provide access to documentation and needed forms. School nurse will be available for consultation on follow up needs and ensure care has been obtained.	Document care provided and any follow up as needed. Communicate updates to the RN school nurse regularly and as needed.	
RN school nurse will observe care provided by contracted staff and communicate with agency supervisor on a regular basis and provide feedback to address any identified issues or concerns.	Seek clarification from RN school nurse as needed.	Supervise contracted staff, asking for input from the RN school nurse.

Responsibilities of Hiring Agency When Directly Hiring Healthcare Staff

Hiring Agency (LHD or PSU)	Lead Nurse/Supervisor	Employee (RN, LPN, or UAP)
Ensure current policy and procedures are in place for contracted staff consistent with their scope of licensure or credentials.	Orient employee to policies and procedures in assigned school and assure that copies are available.	Review policies/procedures and seek clarification as needed.
Obtain the following information as required by local policy and available for school HR staff: <ul style="list-style-type: none"> • Licensure/Credentials • Certifications (i.e., CPR, first aid, etc.) • Liability Insurance Coverage • Criminal Background Check • Professional ID • TB test/immunizations if required 	Assure that listed items have been obtained and provided to HR staff.	Provide needed documentation related to licensure/credentials/certification.
Provide a written job description and establish clear supervisory and oversight process.	Review job description(s) for staff and establish supervisory/oversight process and communication expectations based on licensure/credentials and degree of experience.	Understand scope of duties, adhere to job description and local policy/procedure.
Assure that RN School Nurse has adequate time to orient, train and supervise staff.	Provide training and orientation for staff on school policy/procedures and expected job related duties. Will ensure that staff have the needed knowledge, skills, and abilities to perform expected job duties and that the duties are appropriate to the level of licensure or certification. Maintain documentation of competency/skills checks.	Attend training and orientation, seek clarification as needed. Demonstrate needed competence for level of licensure or assigned or delegated tasks.
Provide computer log -in and/or access to needed electronic platforms.	Orient staff to documentation process and provide forms as needed. RN will be available for consultation on follow up needs and ensure care has been obtained.	Document care provided and any follow up as needed. If employee is not an RN, communicate updates daily or on established schedule to the RN school nurse.

Responsibilities of Hiring Agency When Directly Hiring Healthcare Staff

Assure that supervisory expectations are in place and communicated.	Observe care provided by staff on a regular basis and provide feedback to address any identified issues or concerns. Maintain documentation of ongoing competence/job performance.	Perform job duties/tasks as assigned seeking clarification from RN school nurse as needed. Schedule time for observation by RN School Nurse. Provide evidence of ongoing work for performance review.
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Many schools already hire a registered nurse (RN) as the school nurse. Full-time RN coverage must be in place before consideration can be given to hiring an LPN or UAP. Nursing teams may also include additional registered nurses, licensed practical nurses (LPN), or unlicensed assistive personnel (UAP) as supporting team members. The UAP can be a certified nursing assistant, medical office assistant or a teacher's assistant.

Some agencies can hire these temporary, time-limited staff directly, while others may need to contract these positions through a healthcare staffing agency. The guidelines above are intended to describe the differences between the two hiring mechanisms but are not an exhaustive list.

School health programs should assess individual program needs and determine which staffing combination will best serve their purposes.

Additional items have been developed to aid with the creation of job descriptions and training needs of the RN school nurse. Please reach out to your School Health Nurse Consultant for additional information.