# EMPLOYMENT CHECKLIST

Name: _____

Date: _____ SS #: _____

| Document | Check | Date completed/Initial |
|---|---|---|
| Application | | |
| Current professional license | | |
| Current CPR Card | | |
| Current First Aid | | |
| W4/W9/I-90/MD 507 | | |
| Background Check | | |
| PPD/CXR/Medical/Immunization Record | | |
| Employment Reference Forms (2) | | |
| Driver's License/State ID | | |
| Social Security Card | | |
| US Birth Certificate/US Passport/Permanent Resident Card | | |
| Skills checklist | | |
| Resume/Employment Agreement | | |
| Orientation/Employee Hand Book/Job Description | | |

**Administrator Or Representative:** _____

**Signature:** _____ **Date:** _____

**INTERVIEW REVIEW**

Applicant Name: _____ Date _____

Days and Hours available Mon Tue Wed Thurs. Fri Sat Sun

**Review:**

| | | | |
|---|---|---|---|
| Personality: | ☐ friendly | ☐ average | ☐ quiet |
| Verbal skills: | ☐ excellent | ☐ average | ☐ poor |
| Communicates: | ☐ clear | ☐ somewhat clear | ☐ not very clear |
| Flexibility: | ☐ very flexible | ☐ somewhat | ☐ not flexible |
| Skill level: | ☐ higher skilled | ☐ moderately skilled | ☐ lower skilled |
| Appearance: | ☐ professional | ☐ semi-professional | ☐ not professional |

Good Candidate for employment: ☐ yes ☐ no

Overall
Interview: _____

_____

_____

_____

_____

_____

_____ _____
Interviewer Date

# *Abik Healthcare Services, Inc.*

## EMPLOYMENT APPLICATION

ABIK HEALTHCARE SERVICES policy prohibits discrimination on the basis of sex, race, age, nationality, religion, color, disability, marital status, sexual orientation, veteran's status or any other characteristic protected by federal, state, or local laws.

## NAME AND ADDRESS

*PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION:*

NAME: _____ _____ _____
LAST FIRST MIDDLE

ADDRESS: _____

_____ _____ _____
CITY STATE ZIP CODE

HOME PHONE NUMBER _____ Cell phone _____

EMAIL ADDRESS: _____

**POSITION DESIRED:** ☐**RN** ☐**LPN** ☐**CAN** ☐**CMT** ☐**PT** ☐**OT** ☐**SLP**

| What position are you applying for? | Type of Employment (CHECK ONE)<br><br>FULL TIME: ☐ PART TIME: ☐<br>PRN: ☐ |
|---|---|

| What salary do you expect? | What date are you available to start working? |
|---|---|

**What hours are you available to work? Please be specific.**

| From | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| To | | | | | | | |

Are you available to work additional hours or a different?

**PHONE NUMBER**

_____

## EMPLOYMENT STATUS

Is it your intent to continue in your current job(s) if you accept our employment?

Yes: ☐ No: ☐

Are you currently employed?

☐ Yes ☐ Full Time

☐ No ☐ Part Time

Please list information about your current or most recent employer first. Include military services or any self-employment. You must account for the past three years or the time since you completed school, whichever is shorter. Please give all information requested even if it is included on your resume. If your earnings on previous jobs were as a commission or other basis, estimate your average weekly pay.

| Employer | Employer Address | Name of Supervisor | Ending Salary | Job Title | Reason for Leaving | Date From MO/YR | Date To MO/YR | Hrs Worked P/W |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

## EDUCATION

Please provide information about your highest level of education.

| Name of School | Address of School | Curriculum | Did you Graduate? |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## OTHER INFORMATION

| Are you legally eligible to work in the United Sates? | Can you perform the essential functions for the job applied for? | Have you ever been convicted of a crime or a violation other than a minor traffic violation? |
|---|---|---|
| Yes: ☐ No: ☐ | Yes: ☐ No: ☐ | Yes: ☐ No: ☐ |

## EMERGENCY CONTACT

| **Name** | **Address** | **Telephone Number** |
|---|---|---|
| | | |

## REFERENCES

| **Name** | **Address** | **Telephone number** |
|---|---|---|
| | | |
| | | |

APPLICANTS- Please read the following and address any questions to the Human Resources representative before signing.

I certify that all statements and answers made on this application are true. I understand that if subsequent to employment any such statements and/or answers are found to be false or that information is omitted, such false statements or omissions will be considered grounds for termination of employment.

Applicant Signature: _____ Date: _____

# *Abik Healthcare Services, Inc.*

**Criminal Background Check Authorization/Consent**

Please read and complete this form in its entirety, and sign in the space provided below. This consent is mandatory, and will be used to complete FBI criminal background check for employment application process only. Thank you.

Name: _____ Other Name Used: _____ DOB: _____

SEX _____ Height _____ Weight _____ Eye color _____ Hair color _____

Race: _____ Citizenship: _____ SS#: _____ Phone: _____

Driver's License #: _____ State: _____ Expiration: _____

Current Address: _____ City _____ State: _____ Zip Code: _____.

I, _____, hereby authorize Abik Healthcare Services to conduct my background check and qualifications for purpose of evaluation whether I am qualified for the position for which I am applying. I understand that Abik Healthcare Services will utilize an approved State of Maryland CJIS authorized firm to assist in checking such information.

I specifically authorize such an investigation and also consent that Abik Healthcare Services may use any company of their choice to obtain such information. I also understand that I may withhold my permission and in such a case, no investigation will be done, and my application for employment will not be processed further.

**APPLICANTS REQUIRED TO MAKE DISCLOSURE MUST COMPLETE THE STATEMENT BELOW**

**I, _____, Hereby declare or affirm under penalty of perjury, that I (check one) ___ have ___ have not, been convicted, received a probation before judgement, received a not criminally responsible disposition and that I (check one) ___ Am not, the subject of any pending criminal charges.**

Applicant Signature: _____ Date: _____

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For Office Use

Authorized Personnel: _____ Date: _____

Position Applied for: _____ Authorization #: 0800006826

# *Abik Healthcare Services, Inc.*

## REQUEST FOR EMPLOYMENT REFERENCE

Date: _____

TO: Company Name: _____ Supervisor Name: _____

Telephone #: _____ Fax #: _____

Dear Sir or Madam,

_____ is applying to this company for the position of RN / LPN / CNA / PT / OT / ST

I authorize Abik Healthcare Services, to gather any information concerning my qualification and past performances. Please reply to their questions. I hereby release you from any and all liability

APPLICANT SIGNATURE: _____

To be completed by Current/Previous Employer:

Position _____ Date from _____ to _____

Reason for leaving: _____

_____

Would you rehire? Yes ___ No ___ If no, please advise because: _____

_____

PLEASE ADVICE IF: ABOVE AVERAGE, AVERAGE, BELOW AVERAGE, OR COMMENTS.

| **Please rate the applicant** | Above Average | Average | Below Average | Comments |
|---|---|---|---|---|
| Ability to work with others | | | | |
| Appearance | | | | |
| Attendance | | | | |
| Cooperation | | | | |
| Job Knowledge | | | | |
| Judgment | | | | |
| Quality of work | | | | |
| Conduct | | | | |
| Overall Rating | | | | |
| General Comments: | | | | |

Signed _____ Title _____ Ph. _____

# CHARACTER REFERENCE

Name of Applicant: _____

| Please Rate the Applicant | Above Average | Average | Below Average | Comment |
|---|---|---|---|---|
| Appearance | | | | |
| Cooperation | | | | |
| Judgment | | | | |
| Conduct | | | | |
| Communication Skills | | | | |
| Reliability | | | | |
| Attitude | | | | |
| Honesty | | | | |
| Flexibility | | | | |
| Motivation/perseverance | | | | |
| Ability to handle stress | | | | |
| **General Comments:** | | | | |

Name of Person providing reference: _____

Telephone #: _____

Address: _____ City/State _____ Zip Code: _____

Email address: _____

How long have you known the applicant? _____

In what capacity do you know the applicant? ___Minister ___Friend ___Neighbor ___Priest

___ Others (specify) _____

Name and Title of Person taking the information: _____

Character Reference Verified by _____ ___Phone _____

Date of Character Reference Check: _____ Sign: _____

To: _____
Employer's Name

_____
Phone Number

## CONFIDENTIALITY AGREEMENT

The nature of services provided by Abik Healthcare Services; Inc. requires information to be handled in a private, confidential manner.

Information about our business or our contractual employees or clients will only be released to people or agencies outside Abik Healthcare Services, Inc. with our written consent. Following legal or regulatory guidelines can provide the only exceptions to this policy. All reports, memoranda, notes, or other documents will remain part of Abik Healthcare Services, Inc. confidential records.

The names, addresses, home numbers or salaries of our contractual employees will only be released to people authorized by the nature of their duties to receive such information and only with the consent of management or the contractual employee.

The undersigned contractual employee agrees to abide by this confidentiality agreement.

_____ _____

Employee Signature/Date Witness Signature/Date

## EQUAL EMPLOYMENT OPPORTUNITY

Abik Healthcare Services, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, and amnesty or veterans status in accordance with applicable federal, state and local laws.

Abik Healthcare Services, Inc. complies with applicable state and local laws governing non-discrimination in employment at every location in which we operate.

This policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, recall, transfer, leaves of absence, compensation and training. The Board of Directors and Senior leadership at Abik Healthcare Services, Inc. strongly support this policy and expect that all employees will give their continuing support to it as well.

_____

Employee's Name, Signature & Date

# CNA JOB DESCRIPTION

Certified Nurse Assistant qualifications

1. C.N.A (Certified Nurse Assistant) Certificate from Maryland Board of Nursing
2. Be able to read, speak English, and follow directions and ability to carry out designated duties by care nurse monitor.
3. Provide the result of a criminal history record check -
4. Not be cited on the MD. Geriatrics Nursing Assistant registry or any other registry with determination of abuse, misappropriation of resident's property, or neglect
5. Provide note from physician that no indication of any contagious disease. (For instance, TB). Provide negative PPD skin test or Chest X-ray.
6. Have at least one-year experience in hospital, nursing home or private duty.
7. Provide verifiable telephone numbers and address for your previous employers.
8. Must be over IS years of age.
9. Face-to-face interview between agency representatives and the applicant

Job description for Certified Nurse Assistant

**Assistant with activities of daily living:**

1. Bathing (assist to the shower, bath tub or sponge bath)
2. Dressing, hair care, skin care, etc.
3. Feeding and encouraging fluids
4. Toileting: bedside commode or Incontinence care
5. Transfer/Ambulation assistance
6. Exercise/range of motion
7. Medicine reminders, and supervise as they take (Don't administer medication)
8. Document all activities of the day, including date, time, and your name (Documentation of your daily activities is necessary y in event interested third party would like to inspect clients progress, for example, doctors, RN, insurance companies or family members etc.)

**Assist with home management functions:**

1. Clean areas used by clients for example bathroom, kitchen living room etc.
2. Laundry: launder, fold and put away patient clothes bed linen as needed.
3. Prepare client meals following any dietary instruction, and do dishes
4. Shopping and running other errands per their instructions.
5. Escort/accompany client to doctor's office or other authorized outings by cabs or public transportation (Do not drive patient in your car or their car)

**Important Observation to report to the agency**

1. Any signs of client abuse or neglect, drug or alcohol abuse.
2. Any broken of fault equipment's
3. Any signs of deterioration of client's condition, falls or injuries to nurse supervisor. *Please report any misunderstanding with patient family about your duties or any concern.*

Caregiver Name _____ Signature _____ Date _____

SKILLS ASSESSMENT FOR CNA/HHA
**PEDIATRIC ASSESSMENT**

Name: _____ Position: _____ Date: _____

Supervisor Name (Print Clearly) _____

Signature: _____ Date: _____

| **Personal Care Skill** | Observed | | Signature of (DON) Registered Nurse (RN) | DATE | Completed | |
|---|---|---|---|---|---|---|
| | YES | NO | | | YES | NO |
| **TEMPERATURE** | | | | | | |
| a) Oral | | | | | | |
| b) Axillary | | | | | | |
| c) Rectal | | | | | | |
| **PULSE** | | | | | | |
| a) Radial | | | | | | |
| b) Apical | | | | | | |
| **RESPIRATION** | | | | | | |
| **GENERAL SURVEY**<br>a) Alertness<br>b) Orientation | | | | | | |
| **PAIN MANAGEMENT** | | | | | | |
| a) Turning and Repositioning | | | | | | |
| b) Bathrub | | | | | | |
| **PERSONAL HYGIENE** | | | | | | |
| a) Sponge Bath | | | | | | |
| 1. Holding Child | | | | | | |
| b) Tub Bath (Use of Infant tub) | | | | | | |
| c) Comforting Child while bathing | | | | | | |
| d) Applying lotion | | | | | | |
| **SHAMPOOING** | | | | | | |
| a) Dry | | | | | | |
| b) Wet | | | | | | |
| **NAIL CARE** | | | | | | |
| a) Clip and Clean | | | | | | |
| b) Diabetic Referral | | | | | | |
| **Personal Care Skill** | Observed | | Signature of (DON) Registered Nurse | DATE | Completed | |
| | YES | NO | | | YES | NO |
| **ORAL HYGIENE** | | | | | | |
| a) Use of tooth brush or other appropriate means: | | | | | | |
| Range of Motion to all extremities | | | | | | |
| **BOWEL/BLADDER MANAGEMENT** | | | | | | |
| a) Changing Diapers or other means of garments | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| b) Urinal | | | | | | |
| c) Applying Diapers | | | | | | |
| **AMBULATION** | | | | | | |
| a) Cane | | | | | | |
| b) Crutches | | | | | | |
| c) Walker | | | | | | |
| **TRANSFER TECHNIQUES** | | | | | | |
| **FEEDING** | | | | | | |
| a) Breakfast | | | | | | |
| b) Lunch | | | | | | |
| c) Dinner | | | | | | |
| **BED MAKING** | | | | | | |
| a) Occupied | | | | | | |
| b) Unoccupied | | | | | | |
| **COMFORT MANAGEMENT** | | | | | | |
| a) Showing Empathy | | | | | | |
| b) Listening to Clients | | | | | | |
| **CARING** | | | | | | |

_____ Date: _____

Signature of CMT CNA/HHA

_____ Date: _____

Director of Nursing

**EMPLOYMENT AGREEMENT**

This employment agreement made and entered into today, _____ by and between **ABIK HEALTHCARE SERVICES, INC.** hereinafter called "**COMPANY**", incorporated in the State of Maryland and doing business at No. 6103 Baltimore Avenue, Suite 203, Riverdale MD 20737 and _____, (**EMPLOYEE**) of _____ (address) for the purpose of employment as company Healthcare Provider;

**WHEREAS** Company is in the business of providing Home Healthcare and Therapy Services to the elderly, sick and physically challenged individuals in the comfort of their own home/s.

**WHEREAS** Company recruits' healthcare providers namely; RN, PT, OT, ST, LPN, CNA, HHA/CMT professionals and post them to the homes and/or as the case maybe for the purpose of providing the quality care in accordance with the prescribed professional responsibilities.

**WHEREAS _____** is desirous of the employment with the company for the position of _____ and will always provide high quality care in adherence to the prescribed professional responsibilities.

**WHEREAS** Employee hereby pledge and verify that he/she is duly qualified, experienced and properly licensed for the position and that all the certificates, licenses and permits he/she submitted to Company are genuine and verifiable.

**WHEREAS** Employee certifies that he/she is duly authorized to receive employment in the United States.

**NOW THEREFORE**, it agreed that;

1. Employee will be employed by Company in the position of _____ on a temporary basis for the purpose of performing services for Company's clients, in their respective homes.

2. It is anticipated that the Project will begin on **_____.** The starting and ending dates are subject to change. Employee's employment with Company will commence or will terminate (if your employment has commenced) if the Client cancels, postpones or otherwise alters the Project.

3. **Duties and Responsibilities:** During the period of this employment, employee shall perform his/her duties and responsibilities diligently and consistent with the policies, procedures and practices of the Company and in accordance with accepted professional practice.

4. While working on the Project at the Client's worksite, employee will work under the supervision of the Client and will be required to abide by all of the Client's policies. You will not be an employee of the Client and will not enter into any contractual agreement with the Client.

5. Employee will be paid at a regular hourly rate of $____.00. Your compensation will be paid in bi-weekly installments in accordance with the Company's normal payroll practices. You are required to submit visit notes promptly and not later than last day of each week since any delay will not guarantee your payment for that week.

6. Employee may be eligible to participate in the Company's employee benefit programs that the Company may, in its discretion, from time to time maintain for employees of your level. The Company expressly reserves the right to modify, substitute or eliminate such benefits at any time or completely scrap the program completely.

7. Although we anticipate that your employment will continue until completion or earlier termination of the Project, your employment at Company is "at will". This means that either you or the Company may end your employment at any time; however, two-week prior written notice is required for proper termination of this contract. Without altering your at-will status, your employment will be deemed automatically terminated upon completion or earlier termination of the Project, without any further action from or by Company. You further acknowledge that nothing in this letter is intended to create a contract of employment for a definite term or a contract of continuing employment.

8. **Indemnity:** Employee must perform his/her duties diligently and to promptly report to Company about any complaints, claims, damages, injuries to persons or property of whatever kind or nature arising out or as a result of the performance of his/her duties and must promptly submit a written report clearly stating the said incident. Employee is being offered Insurance coverage in respect of any such loss, however Employee agrees to indemnify Company for any liability incurred as a result of his/her negligence and/or intentional misconduct.

9. Company does not reimburse Employee their travel costs for getting to and from the Client worksite or any relocation costs. Staff are entitled to 40 hours per week but may choose to do more hours without expecting overtime pay since the contract did not provide overtime compensation

10. All disputes arising out of this agreement shall be exclusively resolved in the State of Maryland Court of competent jurisdiction. Each party consents to the jurisdiction of the State of Maryland and/or the Federal Court sitting in the State of Maryland and therefore waives any objection or rights as to forum.

11. **Confidentiality:** Except as authorized or directed by the Company, you shall not, at any time during or subsequent to your employment, directly or indirectly publish or disclose any Confidential Information of the Company or the Company's clients that has come into your possession in the course of your employment with the Company and you shall not use any such Confidential Information for your own personal or advantage or the use or advantage of any person or entity other than the Company or the Company's clients, or make it available to others for use. All Confidential Information, whether oral or written, regarding the business or affairs of the Company or the Company's clients including, without limitation, information as to the Company's or the Company's clients' products, medical records, social security number, services, systems, designs, inventions, finances (including prices, costs and revenues), marketing plans, sales, sales strategies, prospects, pricing, pricing strategies, programs, methods of operation, prospective and existing contracts, customer lists and other business arrangements or business plans, procedures, and strategies, shall all be deemed Confidential Information, except to the extent the same shall have been lawfully and without breach of obligation made available to the general public without restriction, or that you can prove, by documentary evidence, was previously known to you prior to the term of your employment.

12. Upon expiration or termination of this contract for any reason, Employee agrees to deliver to the Company all Company or Company's client Confidential Information and proprietary materials in his/her possession or control, including but not limited to manuals, photographs, reports, customer and supplier lists, plans, costs of materials, software, equipment, and all other materials or other things in his/her possession, custody, or control which are the property of the Company or the Company's client.

13. Employee agrees that he/she will not accept any assignment or employment from Client to be performed anywhere directly or through an intermediary with the Client for 180 days from termination of this assignment without written consent from Company.

14. This employment is contingent upon having and maintaining authorization to work in the United States. Employee will be required to produce documents showing that he/she are authorized to be employed in the United States. The Company reserves the right to terminate Employee's employment should he/she fail to possess or maintain such work authorization, or if such work authorization expires.

15. This employment with the Company is also contingent upon our completion of a satisfactory background check.

16. This agreement supersedes any and all other agreement or understanding either oral or written between the parties, and contains all the terms and conditions of this contract. This agreement may only be modified or amended in writing, signed by authorized representatives of both parties. Neither this agreement nor any rights or obligations accrued hereunder may be assigned or transferred by either party without prior written consent of the other party.

**In witness therefore**, the parties hereto execute this agreement hoping to be bound.

| | |
|---|---|
| _____ | _____ |
| ABIK Healthcare Services, Inc. | Name of Employee: |
| Date: _____ | Date: _____ |

# ABIK HEALTHCARE

**CNA & CMT ORIENTATION CHECKLIST FOR FULL TIME AND PART TIME PERSONNEL**

**GOAL**: To assure that staff possess the basic competencies to fulfill the responsibilities of their job descriptions and comply with the agency policies and procedures. it is essential that every new employee be oriented to the policies of the agency. An orientation period provides an opportunity to assess the new employee's competencies and provide instruction, coaching, and mentoring to strengthen any deficits identified. In addition to being assured that they are competent to fulfil the responsibilities associated with their roles, new employees can gain an understanding of the organization's vision, mission, and culture during the orientation period. A sound orientation program is an investment in retaining employees and promoting a high quality of services

NAME OF PERSONNEL: _____ ORIENTATION DATE: _____

| SUBJECT | ONE WHO INITIAL | ORIENTS DATE |
|---|---|---|
| 1. AGENCY PHILOSOPHY, GOALS, OBJECTIVES, STANDARDS | | |
| 2. ORGANIZATIONAL CHART | | |
| 3. INTRODUCTION OF ADMINISTRATIVE AND SUPPERVISORY PERSONNEL | | |
| 4. PERSONNEL POLICIES – COPY OF EMPLOYEES HANDBOOK | | |
| 5. GRIEVANCES & COMPLAINT MANAGEMENT/INCIDENT REPORT<br>6 UNIFORM – PERSONEL APPEARANCE/DRESS CODE<br>7 REVIEW OF EMPLOYEE RIGHT AND RESPONSIBILITIES<br>8 STAFF PROBATIONARY PERIOD<br>9 CPR/FIRST AIDE REQUIREMENT & APPLICATION<br>10 CONFLICT OF INTEREST<br>11 JOB DESCRIPTIONS & STAFF DEVELOPMENT | | |
| 12 INTRODUCTION TO HOME HEALTH<br>a. ELIGIBILITY FOR HOME HEALTH CRITERIA<br>b. WHAT IS HOME HELATH AND WHAT SERVICES ARE PROVIDED | | |
| 13 CRITERIA FOR ACCEPTANCE OF PATIENT TO HOME HEALTH | | |
| 14 JOB DESCRIPTION<br>a DOCUMENTATION OF SERVICES PROVIDED<br>b SAFETY PRSCTICES: FIRE & ACCIDNT PREVENTION<br>c STANDARD PRECAUTIONS FOR INFECTION CONTROL & HAZZARD WASTE<br>d. EMPLOYEE HEALTH PROGRAM<br>e. FALL PREVENTION & CONTROL<br>f. STEPS TO FOLLOW IN EVENT OF FIRE, TONADO, BOMB, DISASTER PLAN<br>g. ABUSE AND NEGLECT<br>h. REVIEW OF PATIENTS RIGHT & RESPONSIBILITIES | | |
| 15 SIGN-UP PROCEDURE DOCUMENTATION<br>a. DISCREMINATION AND HARASSMENT<br>b. SEXUAL HARASMENT<br>c. ETHICS & CONFIDENTIALITY OF PATIENT<br>d. LEGAL AND REGULATORIEY ISSUES: REGULATORY REQUIREMNTS, CONFIDENTIALITY OF PATIENT & ABUSE CONCERNING RESTRAINTS, AVOIDING LEGAL PROBLEMS. | | |

| SUBJECT | ONE WHO INITIAL | ORIENTS DATE |
|---|---|---|
| H. MEDICATION SHEET/MANAGEMENT<br>I. CARE PLAN<br>J. HOME HEALTH AIDE ASSIGNMENT SHEET<br>K. ADVANCE DIRECTIVES<br>L. PATIENT BILL OF RIGHTS<br>M. GRIEVANCE PROCEDURES<br>N. SAFETY ISSUES IN THE HOME (INCLUDING SECURITY & GUNS IN THE HOME<br>O. IDENTFYING & REPORTING ABUSE, NEGLECT & EXPLOITATION | | |
| 16 OTHER DOCUMENTATION<br>a. TIME/TRAVEL<br>b. HOME HEALTH AIDE SUPERVISORY DOCUMENTATION<br>c. FALSE CLAIMS FALSE STATEMENT AND WHISTLE BLOWING<br>d. REINSTATEMENT AFTER BTERMINATION OF EMPLOYMENT<br>e. DOCUMENTATION -RECORD KEEPING INCLUDING MAR<br>f. ACTION TO TAKE INUNSAFE SITUATION<br>g. FRAUD AND ABUSE<br>h. MEAL PREPARATION AND ASSIST IN FEEDING | | |
| 16. ETHICS ND CONFIDENTIALITY | | |
| 17 OVERVIEW<br>a. HOME SAFETY (BATHROOM, ELECTRICAL, ENVIRONMENTAL, HAZARDS)<br>b. CONSENT TO AGENCY INSERVICE TRAINING PROGRAM<br>c. PATIENTS'S RIGHTS, PROFESSIONAL BOUNDARIES<br>d. PATIENT CARE PROCEDURE MANUAL, PAIN MANAGEMENT<br>e. TEAM RESPONSIBILITIES, CARE PLAN, UPDATE/REPORTS GUIDELINES<br>f. AGENCY'S PERFORMANCE PLAN, INCIDENT/VARIENCE REPORTING | | |
| 18 COMMUNICABLE DISEASES POLICY & PROCEDURES<br>a. COPING WITH ALZHEIMER DISEASE & DEMENTIA PATIENTS<br>b. EMERGENCY PREPARDNESS ACTION PLAN TO TAKE DURING DISASTERS<br>c. PERFORMANCE IMPROVEMENT<br>d. EMPLOYEE RANDOME DRUG TESTING CONSENT<br>e. POLICY GUIDELINES REGARDING PERSONS WITH CONFIRMED OR SUSPECTED DISABLING OR INFECTIONS DISEASES | | |

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OF THE AGENCY AND HAVE HAD THE OPPORTUNITY TO HAVE ALL OF MY QUESTIONS/CONCERNS ADDRESSED TO MY COMPLETE SATISFACTION. I AGREE TO ABIDE AND UPHOLD ALL POLICIES AND PROCEDURE, AND HAVE BEEN ADVISED THAT FAILURE TO DO SO MAY RESULT IN TERMINATION OF EMPLOYMENT.

I ALSO AGREE THAT AS A CONDITION OF EMPLOYMENT THAT I WILL PROVIDE THE AGENCY WITH A FOURTEEN (14) DAY WRITTEN NOTICE OF INTENT TO TERMINATE EMPLOYMENT.

**Employee Name:** **Date**

**SIGNATURE OF ORIENTER** **DATE**

# HEPATITIS B VACCINE ACCEPTANCE/DECLINATION FORM

ACCEPTANCE:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of being infected by bloodborne pathogens, Including Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). This is to certify that I have been informed about the symptoms and the hazards associated with these viruses, as well as the modes of transmission of bloodborne pathogens. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. In addition, I have received information regarding the Hepatitis B (HBV) vaccine. Based on the training I have received; I am making an informed decision to accept the Hepatitis B (HBV) vaccine.

DECLINATION:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

CHECK ONE:

_____ I ACCEPT Hepatitis B vaccine inoculation: OR

_____ I DECLINE Hepatitis B vaccine inoculation.

Employee's Name: _____

Employee's Signature: _____ Date: _____

Agency Representative Signature: _____ Date: _____

**ALCOHOL ACKNOWLEDGEMENT BY EMPLOYEE**

I_____, an employee of Abik Healthcare Services, Inc. does certify that I have read and understand the "control of alcohol and Drug Abuse Policy of this firm. I understand that I may be terminated from employment for criminal conviction of Federal or Non- Federal statues involving alcohol or drug abuse on or at workplace. This statement simply acknowledges the firm's Control of Alcohol and Drug Abuse Policy" on or at the workplace, and is not intended to circumvent any existing firm disciplinary rules.

Signed by me on this_____day of_____, 20____

_____ _____

**Employee** **Witness**

Cc: Personnel file

**COVID-19 VACCINE**

Name_____Date_____

Address: _____

Phone Number_____

☐ I have received the COVID-19 Vaccine and will provide the agency with valid documentation.

☐ I have received the COVID-19 Vaccine and will provide the agency with valid documentation.

Signature _____ Date _____

# *Abik Healthcare Services, Inc.*

## PHYSICAL EXAMINATION VERIFICATION

**SECTION I**

**(**TO BE FILLED OUT BY APPLICANT)

_____(Last 4 digits_____)

Name Social security number

_____

Physician's Name Phone number

_____

Physician Address

_____

City, State, Zip code

***I hereby request and authorize Abik healthcare services, inc. to contact my physician. I authorize the physician stated to release results of my last physical exam. To the best of my knowledge, I am free from communicable disease, illness and any disabilities, which would interfere with my performance in the health care field.***

**SECTION II**

**(**TO BE COMPLETED BY PYSICIAN)

Date of last physical exam_____

I hereby verify that the above applicant was examined by me on the date stated above. The individual, according to my records is free from communicable diseases including TB and is eligible for employment in the health care field with no restrictions.

Results of PPD_____ Date _____Chest X-Ray _____Date_____

Comments_____

_____

_____

_____

**Physicians signature:_____ Date_____**

# *Abik Healthcare Services, Inc.*

## ANNUAL TUBERCULOSIS SYMPTOMS SCREENING FOR EMPLOYEE

**Employee Name:** _____

All employees will be evaluated annually by PPD screening for the prevention of tuberculosis. Employees with a positive PPD test result must have a chest x-ray as part of the initial evaluation of their PPD test. If the chest x-ray is negative, no repeat chest x-ray is required unless symptoms developed that are attributed to tuberculosis

Employees with negative tuberculosis chest x-ray must be monitored once per year for tuberculosis (TB) symptoms using the questionnaire below. We are not asking for you to repeat the x-ray.

**Follow Up Questionnaire**

I. When did you have a chest x-ray? _____

2 What were the results? _____

3 Do you have a cough? YES ☐ NO ☐

4 Do you have night sweats? YES ☐ NO ☐

5. Do you have unexplained weight loss? YES ☐ NO ☐

6. Have you been exposed to anyone who has TB? YES ☐ NO ☐

If the answer is yes to two or more of the above questions, please notify your supervisor immediately about your arrangement for an evaluation with a practitioner.

**Tuberculosis Testing PPD**

The tuberculin skin test is done to see if someone has ever had tuberculosis (TB) bacteria The Mantoux PPD tuberculosis test involves injecting a very small amount of substance called PPD tuberculin just under the top layer of the skin (intracutaneously).

By adding my signature below, I attest to the data above as true.

**Employee's Signature:** _____

**Date:** _____

# Employment Eligibility Verification

**Department of Homeland Security**
U.S. Citizenship and Immigration Services

**USCIS**
**Form I-9**
OMB No. 1615-0047
Expires 10/31/2022

► **START HERE.** **Read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

## Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

| Last Name (*Family Name*) | First Name *(Given Name)* | Middle Initial | Other Names Used *(if any)* |
|---|---|---|---|
| | | | |

| Address (*Street Number and Name)* | Apt. Number | City or Town | State | Zip Code |
|---|---|---|---|---|
| | | | | |

| Date of Birth *(mm/dd/yyyy)* | U.S. Social Security Number | E-mail Address | Telephone Number |
|---|---|---|---|
| | ___ - ___ - ____ | | |

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury that I am (check one of the following):**

☐ A citizen of the United States

☐ A noncitizen national of the United States *(See instructions)*

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See instructions)*

*Aliens authorized to work must only one your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number: _____

**OR**

2. Form I-94 Admission Number: _____

**OR**

3. Foreign Passport Number: _____

Country of Issuance: _____

**QR Code – Section 1**
**Do Not Write in This Space**

| Signature of Employee: | Date *(mm/dd/yyyy):* |
|---|---|
| | |

## Preparer and/or Translator Certification *(check one):*

a) I did not use a preparer or translator. b) A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in

**I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.**

| Signature of Preparer or Translator: | Date *(mm/dd/yyyy):* |
|---|---|
| | |

| Last Name *(Family Name)* | First Name *(Given Name)* |
|---|---|
| | |

| Address *(Street Number and Name)* | City or Town | State | Zip Code |
|---|---|---|---|
| | | | |

STOP ***Employer Completes Next Page*** STOP

## Section 2. Employer or Authorized Representative Review and Verification

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents".)*

**Employee Last Name, First Name and Middle Initial from Section 1:**

**List A** **OR** **List B** **AND** **List C**

| **Identity and Employment Authorization** | **Identity** | **Employment Authorization** |
|---|---|---|
| Document Title: | Document Title: | Document Title: |
| Issuing Authority: | Issuing Authority: | Issuing Authority: |
| Document Number: | Document Number: | Document Number: |
| Expiration Date *(if any)(mm/dd/yyyy)*: | Expiration Date *(if any)(mm/dd/yyyy)*: | Expiration Date *(if any)(mm/dd/yyyy)*: |
| Document Title: | Additional Information | **QR Code – Section 2 & 3** **Do Not Write in This Space** |
| Issuing Authority: | | |
| Document Number: | | |
| Expiration Date *(if any)(mm/dd/yyyy)*: | | |
| Document Title: | | |
| Issuing Authority: | | |
| Document Number: | | |
| Expiration Date *(if any)(mm/dd/yyyy)*: | | |

### Certification

**I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.**

**The employee's first day of employment *(mm/dd/yyyy)*:_____(*See instructions for exemptions*.)**

| Signature of Employer or Authorized Representative | Date *(mm/dd/yyyy)* | Title of Employer or Authorized Representative |
|---|---|---|
| Last Name *(Family Name)* First Name *(Given Name)* | | Employer's Business or Organization Name |
| Employer's Business or Organization Address *(Street Number and Name)* | City or Town | State / Zip Code |

## Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

| **A.** New Name *(if applicable)* Last Name *(Family Name)* First Name *(Given Name)* Middle Initial | **B.** Date of Rehire *(if applicable) (mm/dd/yyyy):* |
|---|---|

**C.** If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

| Document Title: | Document Number: | Expiration Date *(if any)(mm/dd/yyyy)*: |
|---|---|---|

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

| Signature of Employer or Authorized Representative: | Date *(mm/dd/yyyy):* | Print Name of Employer or Authorized Representative: |
|---|---|---|

# W-4

Department of the Treasury
Internal Revenue Service

## Employee's Withholding Certificate

▸ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▸ **Give Form W-4 to your employer.**
▸ **Your withholding is subject to review by the IRS.**

OMB No. 1545-0074

**2020**

**Step 1: Enter Personal Information**

| **(a)** First name and middle initial | Last name | **(b) Social security number** |
|---|---|---|
| Address | | ▸ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*. |
| City or town, state, and ZIP code | | |

**(c)** ☐ **Single or Married filing separately**
☐ **Married filing jointly** (or Qualifying widow(er))
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

**(a)** Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

**(b)** Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

**(c)** If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld..... ▸ ☐

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents**

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▸ $ _____

Multiply the number of other dependents by $500..... ▸ $ _____

Add the amounts above and enter the total here . . . . . **3** $

**Step 4 (optional): Other Adjustments**

**(a) Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** $

**(b) Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . **4(b)** $

**(c) Extra withholding.** Enter any additional tax you want withheld each **pay period** . **4(c)** $

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▸ _____ ▸ _____

**Employee's signature** (This form is not valid unless you sign it.) **Date**

**Employers Only**

| Employer's name and address | First date of employment | Employer identification number (EIN) |
|---|---|---|
| | | |

**Purpose.** Complete Form MW507 so that your employer can withhold the correct Maryland Income tax from your pay. Consider completing a new Form MW507 each year and when your personal or financial situation changes.

**Basic Instructions.** Enter on line 1 below, the number of personal exemptions you will claim on your tax return. However, if you wish to claim more exemptions, or if your adjusted gross Income will be more than $100,000 if you are filing single or married filing separately ($150,000, if you are filing jointly or as head of household), you must complete the Personal Exemption Worksheet on page 2. Complete the Personal Exemption Worksheet on page 2 to further adjust your Maryland withholding based on itemized deductions, and certain other expenses that exceed your standard deduction and are not being claimed at another job or by your spouse. However, you may claim fewer (or zero) exemptions.

**Additional withholding per pay period under agreement with employer.** If you are not having enough tax withheld, you may ask your employer to withhold more by entering an additional amount on line 2.

**Exemption from withholding.** You may be entitled to claim an exemption from the withholding of Maryland Income tax if:

a. Last year you did not owe any Maryland Income tax and had a right to a full refund of any tax withheld; AND,
b. This year you do not expect to owe any Maryland Income tax and expect to have a right to a full refund of all Income tax withheld.

If you are eligible to claim this exemption, complete Line 3 and your employer will not withhold Maryland Income tax from your wages.

Students and Seasonal Employees whose annual Income will be below the minimum filing requirements should claim exemption from withholding. This provides more Income throughout the year and avoids the necessity of filing a Maryland Income tax return.

**Certification of no residence in the State of Maryland.** Complete Line 4. This line is to be completed by residents of the District of Columbia, Virginia or West Virginia who are employed in Maryland and who do not maintain a place of abode in Maryland for 183 days or more.

Residents of Pennsylvania who are employed in Maryland and who do not maintain a place of abode in Maryland for 183 days or more, should complete line 5 to exempt themselves from the state portion of the withholding tax. These employees are still liable for withholding tax at the rate in effect for the Maryland county in which they are employed, unless they qualify for an exemption on either line 6 or line 7. Pennsylvania residents of York and Adams counties may claim an exemp- tion from the local withholding tax by completing line 6. Pennsylvania residents living in other local jurisdictions which do not impose an earnings or Income tax on Maryland residents may claim an exemption by completing line 7. Employees qualifying for exemption under 6 or 7, should also write "EXEMPT" on line 4.

Line 4 is **NOT** to be used by residents of other states who are working in Maryland, because such persons are liable for Maryland Income tax and withholding from their wages is required.

If you are domiciled in the District of Columbia, Pennsylvania or Virginia and maintain a place of abode in Maryland for 183 days or more, you become a statutory resident of Maryland and you are required to file a resident return with Maryland reporting your total Income. You must apply to your domicile state for any tax credit to which you may be entitled under the reciprocal provisions of the law. If you are domiciled in West Virginia, you are not required to pay Maryland Income tax on wage or salary Income, regardless of the length of time you may have spent in Maryland.

Under the Service members Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from Maryland Income tax on your wages if (i) your spouse is a member of the armed forces present in Maryland in compliance with military orders; (ii) you are present in Maryland solely to be with your spouse; and (iii) you maintain your domicile in another state. If you claim exemption under the SCRA enter your state of domicile (legal residence) on Line 8; enter "EXEMPT" in the box to the right on Line 8; and attach a copy of your spousal military identification card to Form MW507. **In addition, you must also complete and attach Form MW507M.**

**Duties and responsibilities of employer.** Retain this certificate with your records. You are required to submit a copy of this certificate and accompanying attachments to the Compliance Division, Compliance Programs Section, 301 West Preston Street, Baltimore, MD 21201, when received if:

1. You have any reason to believe this certificate is Incorrect;
2. The employee claims more than 10 exemptions;
3. The employee claims an exemption from withholding because he/she had no tax liability for the preceding tax year, expects to Incur no tax liability this year and the wages are expected to exceed $200 a week;
4. The employee claims an exemption from withholding on the basis of nonresidence; or
5. The employee claims an exemption from withholding under the Military Spouses Residency Relief Act.

Upon receipt of any exemption certificate (Form MW507), the Compliance Division will make a determination and notify you if a change is required.

Once a certificate is revoked by the Comptroller, the employer must send any new certificate from the employee to the Comptroller for approval before implementing the new certificate.

If an employee claims exemption under 3 above, a new exemption certificate must be filed by February 15th of the following year.

**Duties and responsibilities of employee.** If, on any day during the calendar year, the number of withholding exemptions that the employee is entitled to claim is less than the number of exemptions claimed on the withholding exemption certificate in effect, the employee must file a new withholding exemption certificate with the employer within 10 days after the change occurs.

FORM
# MW507

## Employee's Maryland Withholding Exemption Certificate

| Print full name | Social Security Number |
|---|---|
| Street Address, City, State, ZIP | County of residence (Nonresidents enter Maryland county (or Baltimore City) where you are employed.) |

☐ Single ☐ Married (surviving spouse or unmarried Head of Household) Rate ☐ Married, but withhold at Single rate

1. Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2. . . . . 1. _____
2. Additional withholding per pay period under agreement with employer. . . . . 2. _____
3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions above and check boxes that apply.
   ☐ a. Last year I did not owe any Maryland Income tax and had a right to a full refund of all Income tax withheld and
   ☐ b. This year I do not expect to owe any Maryland Income tax and expect to have the right to a full refund of all Income tax withheld. (This Includes seasonal and student employees whose annual Income will be below the minimum filing requirements). If both a and b apply, enter year applicable_____(year effective) Enter "EXEMPT" here . . . . . 3. _____
4. I claim exemption from withholding because I am domiciled in one of the following states. Check state that applies.
   ☐ District of Columbia ☐ Virginia ☐ West Virginia
   I further certify that I do not maintain a place of abode in Maryland as described in the instructions above. Enter "EXEMPT" here. . . . . 4. _____
5. I claim exemption from Maryland **state** withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter "EXEMPT" here. . . . . 5. _____
6. I claim exemption from Maryland **local** tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507. . . . . 6. _____
7. I claim exemption from Maryland **local** tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or Income tax on Maryland residents. Enter "EXEMPT" here and on line 4 of Form MW507. . . . . 7. _____
8. I certify that I am a legal resident of the state of_____and am not subject to Maryland withholding because I meet the requirements set forth under the Service members Civil Relief Act, as amended by the Military Spouses Residency Relief Act. Enter "EXEMPT" here. . . . 8. _____

**Under the penalty of perjury,** I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.

| Employee's signature | Date |
|---|---|
| Employer's name and address including ZIP code (For employer use only) | Federal Employer Identification Number |

COM/RAD-036 16-49