

COMPLIANCE CHECKLIST

FOR NURSING AND ALLIED PROFESSIONALS

**This list is subject to change based on federal, state, and facility requirements. Specific requirements may vary by position and client needs. Your Compliance Coordinator will guide you through the process.*



REQUIRED

- ☐ Drug Test
- ☐ Background Check/State Specific Requirements
- ☐ Resume: Must be current with work history, gap explanations, previous employers/facilities, and education.
- ☐ References: Provide two from the past year, with at least one from a supervisor or higher.



FORMS FOR SIGNATURE

- ☐ Employee Handbook
- ☐ Medical Records Release Form
- ☐ Labor Law Attestation
- ☐ Facility Specific Forms
- ☐ Medical Questionnaires/Attestations (if required)



IDENTIFICATIONS & CERTIFICATIONS

- ☐ I9 Supporting Documentation
- ☐ License and Certifications
- ☐ Diploma or Transcripts



MEDICAL RECORDS

- ☐ Tuberculosis Testing
- ☐ Physical Exam/Medical Clearance
- ☐ COVID Vaccine Documentation*
- ☐ Flu Vaccination*
- ☐ Hepatitis B
- ☐ TDAP (Tetanus, Diphtheria and Pertussis)
- ☐ MMR (Mumps, Rubella, Rubeola)
- ☐ Varicella (Chicken Pox)
- ☐ Fit Test (If Required)

*Declinations may be accepted



EVALUATIONS

- ☐ Skills Checklist
- ☐ Competency Exam
- ☐ Core Competency Part I, II, and III
- ☐ Other Exams if required: Pharmacology, EKG, etc.

FOR ANY QUESTIONS, PLEASE CONTACT US AT ONBOARDING@IDEALHIRE.COM