



Contract Labor Checklist for File Completion

GENERAL INFORMATION			
Agency Name:			
Contractor Name:			
Start Date:		Gender:	Full Time/Part Time:
Anticipated End Date (if known):		Hourly/Salaried:	Location:
Job Title:			
Contractor Employee Email Address:			
Supervisor/Manager:			
Emergency Contact Name and Phone No.			

Instructions: Prior to assignment with McLaren Greater Lansing, all contract labor must complete the checklist below with their employing Agency. The employing Agency is responsible for ensuring that all assigned laborers are compliant with McLaren Greater Lansing’s policies, procedures, and regulatory standards.

Additional content for the items below can be found at <http://www.mclaren.org/lansing/career-orientation.aspx>.

CHECKLIST- ORIGINAL DOCUMENTS MAINTAINED & KEPT AT AGENCY	
<input type="checkbox"/>	New Hire Orientation and Environment of Care Program: Read, sign acknowledgement, and return to Agency
<input type="checkbox"/>	Standards of Conduct: Read, sign acknowledgement, and return to Agency
<input type="checkbox"/>	Software Code of Ethics: Read, sign acknowledgement, and return to Agency
<input type="checkbox"/>	Patient Rights and Responsibilities: Read
<input type="checkbox"/>	Access and Confidentiality Agreement: Read, sign, return to Agency
<input type="checkbox"/>	Contract Staff and Student: Read, sign, return to Agency
<input type="checkbox"/>	Proof of Negative TB test (within last 12 months). Labor in patient care areas will be required to show proof of annual negative PPD skin test <i>or</i> negative Chest X-ray for converters. Return to Agency.
<input type="checkbox"/>	Proof of Immunizations: Return to Agency. Required: <ul style="list-style-type: none"> • 2 MMR vaccines or positive titers (labs) for Rubella, Rubeola, and Mumps

	<ul style="list-style-type: none"> • 2 Varicella vaccines (Chickenpox) or positive titer for Varicella, or positive history of having the Chickenpox disease. • Tdap (within 10 yrs.) <p>Suggested:</p> <ul style="list-style-type: none"> • Hepatitis B vaccine • Influenza vaccines (within last 12 months).
<input type="checkbox"/>	Vehicle Registration Form: Complete and return to McLaren Greater Lansing's Human Resources. License plate number must be included to be processed.
	Compliance Education: Annual mandatory compliance training within 30 days of assignment. These course will be assigned in McLaren University, McLaren's online training portal, and will take approximately two hours to complete. If compliance is not completed within 30 days you will be taken off the schedule until complete.

Note: The Agency must also be able to show proof of completion of criminal background check, verification of education, trainings, and/or licensure, performance evaluations, liability insurance, and sanctions checklist (OFAC, GSA, OIG, DEA, FDA, Tricare) as applicable.

I attest I have completed the above checklist:

Signatures:

Contractor

Date

Agency Representative

Date

Return this document to McLaren Greater Lansing's Human Resources Department with Driver's License or legal photo ID to receive your McLaren Greater Lansing identification badge on or before your first day on assignment.