



**AVANT
HEALTHCARE PROFESSIONALS**

Non-Shift Work

QA Policies

March 2020

PREFACE

Avant Healthcare Professionals offers Non-Shift Work to all on-assignment healthcare professionals for the duration of their contract.

Non-Shift Work is used to compensate the healthcare professional for the time spent renewing requirements that are completed outside of a regularly scheduled shift.

The healthcare professional can submit their Non-Shift Work time online through the website: <https://avanthealthcare.quickbase.com/db/bnpavg2iu>

Approved Non-Shift Work time does not count toward a healthcare professional contract hours.

Annual Requirements are needed for all Avant healthcare professionals to meet Avant and Joint Commission standards. These requirements include, but are not limited to, medical requirements, competency testing, and certification renewals.

POLICIES

The following related policies establish the Non-Shift Work standards for the healthcare professionals employed by Avant.

Medical Requirements

Policy

Healthcare professionals employed by Avant are required to complete annual medical requirements per Joint Commission standards.

Non-Shift Work guidelines for Medical Requirements are as follows:

- Physical Exam – All health care professionals are required to provide documentation annually that he/she is in good physical health and able to function safely as a Healthcare Professional. The Physical form must include with the “Check In” and “Check Out” time’s completed for Avant to approve the Non-Shift Work entry. Avant will also accept clinic specific documentation noting the time spent in the office.

- TB Examination – All health care professionals are required to provide proof of a negative TB test annually unless they have previous “Positive” history in the US. The TB Exam form must include the “Check In” and “Check Out” time completed for Avant to approve the Non-Shift Work entry.

If a healthcare professionals requests to complete a TB Gold exam at a LabCorp using Avant’s account then Avant will offer 1 hour of compensable time for completion. Avant will also accept clinic specific documentation noting the time spent in the office.

TB Screening Record – All healthcare professionals are required to complete TB Screening Assessment questionnaire annually. The Screening Record is an online form sent via a unique link. Avant will offer up to 15 minutes of compensable time for completion.

- Flu Shot – All healthcare professionals are required to provide proof of the current year’s flu vaccine. Avant will offer up to 30 minutes of compensable time for completion. If the vaccine administration takes longer than the allotted time, then the employee must provide supplemental documentation from the provider noting the time spent.
- Other Medical Requirements – This includes, but is not limited to, vaccine series or titers required by Avant that could not be completed prior to the assignment start. Avant will offer up to 30 minutes of compensable time for completion. If the requirement takes longer than the allotted time, then the employee must provide supplemental documentation from the provider noting the time spent.

Competency Testing

Policy

Healthcare professionals employed by Avant are required to complete annual competency requirements per Joint Commission standards.

Preparation time spent reviewing study material is not considered compensable and cannot be entered as Non-Shift Work.

Non-Shift Work guidelines for Competencies are as follows:

- Skills Checklist - All healthcare professionals are required to complete a Skill Checklist annually on assignment. Avant will offer up to 30 minutes of compensable time to complete the online self-evaluation.
- Comprehensive Core Exam - All healthcare professionals are required to pass the Comprehensive Core Exam annually on assignment. Only time spent for the passing exam, as notated on the exam results, will be eligible for compensation. All other attempts and/or time spent reviewing the Comprehensive Core study material is not considered compensable.

- National Patient Safety Goals Exam - All healthcare professionals are required to complete the National Patient Safety Goals Exam every January. Only time spent on the passing exam, as notated on the exam results, will be eligible for compensation. All other attempts and/or time spent reviewing the study material is not considered compensable.
- Client Required Competencies – Some client's require annual competency testing using their own system. If any of these competencies are completed outside of a shift, then the healthcare professional needs to notify Avant staff so that Avant can follow up with the client and verify the time spent completing the requirements.

Certifications Renewals

Policy

Healthcare professionals employed by Avant are required to renew their unit specific certifications per our Joint Commission standards.

Time spent reviewing study material is not considered compensable and cannot be entered as Non-Shift Work.

Non-Shift Work guidelines for Certifications are based on information provided by the American Heart Association and are as follows:

- BLS – Each healthcare professional on assignment is required to have a valid BLS.
 - Online Portion - Avant will offer up to 1.75 hours of compensable time to complete the online portion of the BLS renewal program.
 - Hands-On Portion – Avant will offer compensable time for the hands-on portion based on the course confirmation provided by the healthcare professional. The course confirmation needs to have the date and class times.
 - Time reviewing study material is not considered compensable.
 - Time spent for any failed attempts is not considered compensable.
- ACLS –Renewal required based on assigned Unit requirements.
 - Online Portion - Avant will offer up to 6.5 hours of compensable time to complete the online portion of the ACLS renewal program.
 - Hands-On Portion – Avant will offer compensable time for the hands-on portion based on the course confirmation provided by the healthcare professional. The course confirmation needs to have the date and class times.
 - Time reviewing study material is not considered compensable.
 - Time spent for any failed attempts is not considered compensable.
- PALS - Renewal required based on assigned Unit requirements.

- Online Portion - Avant will offer up to 7.5 hours of compensable time to complete the online portion of the PALS renewal program.
 - Hands-On Portion – Avant will offer compensable time for the hands-on portion based on the course confirmation provided by the healthcare professional. The course confirmation needs to have the date and class times.
 - Time reviewing study material is not considered compensable.
 - Time spent for any failed attempts is not considered compensable.
-
- NIH – Renewal required based on assigned Unit requirements.
Avant will offer up to 3 hours of compensable time to complete this online course.
If the employee fails the exam and needs to repeat the course, the additional time is not compensable.
Time reviewing study material is not considered compensable.
Time spent for any failed attempts is not considered compensable.
-
- Other Certifications – Other Unit required certifications, such as the NRP and STABLE.
Avant will offer compensable time based on the course confirmation provided by the healthcare professional. The course confirmation needs to have the date and class times.
Time reviewing study material is not considered compensable.
Time spent for any failed attempts is not considered compensable.

Driving Time

Policy

Avant does not offer compensable time driving to and from a provider to complete an annual requirement unless an extraordinary circumstance exists. This would need to be requested prior to completion for review.