



SSE Assessment Criteria

Section 1—Staffing Firm Responsibilities for Worker Selection

- a. Staffing Firm has written drug testing policy for temporary and contract workers that adheres to best practices; results of drug testing impact employment offers.
- b. Staffing Firm informs candidates of drug testing policy during the application process.
- c. Staffing Firm has written candidate screening policy and defined processes are established. Staffing Firm is following its own policy. Staffing Firm collects information from or about candidate during application process or post-conditional job offer (CJO) for purposes of candidate evaluation.
- d. Staffing Firm uses candidate application data and evaluation techniques to thoroughly screen candidates and fit candidate to appropriate job.
- e. Candidates are informed about physical demands and essential job functions of each assignment; there is a system in place for the worker to verify that what they were hired to do (Staffing Firm description) matches with what the work is at the Client site; Staffing Firm has communicated a requirement for candidate to notify Staffing Firm immediately if job duties differ from those conveyed to them.

Section 2—Staffing Firm Responsibilities for Worker Training & Orientation

- a. Staffing Firm documents general safety orientation training for each worker placed.
- b. Staffing Firm-provided general safety orientation:
 - is provided in a language the worker understands,
 - contains information on how to report and obtain treatment for on-the-job injuries and illnesses,
 - contains how to report a workplace hazard,
 - includes a process to verify training was understood.

Section 3—Staffing Firm Verification of Client Responsibilities for Worker Training & Orientation

- a. Staffing Firm has communicated to Client that they require prior written approval if assigned workers' job duties, equipment or worksites materially change; there is evidence that Client is doing this.
- b. Staffing Firm has a system or contract language in place to verify to the best of its ability that training will be provided by the Client in the event of job transfers or material changes in normal job procedures/equipment.
- c. Staffing Firm has in place a way to verify that Client's site-specific safety orientation:
 - Will be conducted for all placed workers
 - Includes Client information on how to report and obtain treatment for on-the-job injuries and illnesses, emergency procedures including exit routes, work rules, and hazard communication programs
- d. Staffing Firm has in place a way to verify that Client's on-the-job training:
 - Will be conducted for all placed workers

- Includes information specific to hazards of the assigned work, PPE required and how to use (if applicable), operational instructions for any machinery, tools, etc. worker will be using

Section 4—Staffing Firm Evaluation of Client Safety Culture, Safety Performance, Worksite and Job

- Select Staffing Firm staff is trained and capable of evaluating the host employer worksite; worksite evaluations are always performed by such trained staff.
- Staffing Firm uses a standard form for Client worksite evaluations that helps differentiate levels of safety among various Clients and worksites; form is comprehensive and adequately captures all pertinent information to make a business decision about whether to place workers at this Client and/or location.
- Staffing Firm evaluates Client’s safety performance, noting where temporary workers are included (where applicable).
- Staffing Firm notes Client’s current safety and health programs, whether temporary workers will be included in each, and whether they will be trained on each.
- Staffing Firm worksite evaluation assesses to the extent of its responsibility the risks inherent in the job assignment prior to worker placement.
- Staffing Firm worksite evaluation gauges Client’s management commitment to safety to the extent of Staffing Firm responsibility.
- Staffing Firm gauges Client’s worker involvement in safety, including temporary workers.
- All safety evaluations of host employer worksites are conducted by qualified personnel; worksites are revisited periodically and documentation updated.
- Results of the Client and worksite evaluation identify, review, and document potential safety and health hazards, safety program gaps, and safety performance issues; if Staffing Firm places workers, such hazards are communicated to the Client; Client mitigation of noted hazards are monitored by Staffing Firm (training to be provided, protections offered, etc.).
- Client evaluations impact placement of workers at locations with poor safety culture/performance and/or Staffing Firm business decision to contract with Client.
- Staffing Firm tracks incidents at each Client and location where workers are placed and reviews data to make action plans where needed.

Section 5—Staffing Firm Responsibilities for Incident Management

- Injury protocols that delineate Staffing Firm and Client responsibilities in the event of a work-related injury to the temporary worker are in place.
- Where permitted under state WC regulations, medical facilities have been designated and physicians approved by Client and Staffing Firm; Staffing Firm has them on file.
- Staffing Firm tracks injuries sustained by its temporary workers at Client sites for its own analysis.
- For each injury requiring involvement of a nurse/treatment beyond first aid, an incident investigation is conducted.
- Staffing Firm has a method for addressing the quality of incident investigations, root cause analysis, and corrective actions.
- Staffing Firm has method for triaging injured temporary workers either by use of an occupational nurse hotline or handled internally if the Staffing Firm has their own in-house nurse or contract locally.
- Staffing Firm has after hours on call if working associates after hours.
- Staffing Firm representative meets injured worker at medical facility upon initial injury first visit.
- Staffing Firm has a RTW program.
- Staffing Firm has in place signature documentation of acceptance/rejection of offer for a modified duty assignment.
- Staffing Firm analyzes their RTW program to review effectiveness and look for improvement opportunities.

Section 6—Staffing Firm Verification of Client Responsibilities for Incident Management

- a. Staffing Firm measures timeliness of worker injury/illness reporting.
- b. Staffing Firm documents:
 - Ability to, and timeliness of, conducting an incident investigation at the Client site post-incident
 - Whether Client participates/cooperates in Staffing Firm incident investigation process
 - Whether Client performs their own incident investigation
 - Whether Client follows up and provides requested corrective actions by the Staffing Firm
 - Client incident investigation findings/recommendations/actions
- c. Staffing Firm documents the Client’s capability/willingness to accommodate RTW, adherence to the policy for injured workers, and whether Client accommodates Staffing Firm worker.

Section 7—Contracts

- a. Client responsibilities are outlined in contracts according to Staffing Firm legal counsel requirements, Staffing Firm business model, and consideration of ASA Best Practices.
- b. Staffing Firm responsibilities are outlined in contracts according to Staffing Firm legal counsel requirements, Staffing Firm business model, and consideration of ASA Best Practices.
- c. Staffing Firm rights are outlined in contracts according to Staffing Firm legal counsel requirements, Staffing Firm business model, and consideration of ASA Best Practices.
- d. During RFQ/RPF/RFI processes, Staffing Firm includes temporary worker safety position/statement/information to Client.

Section 8—Nurse Staffing Firms (Sector-Specific)

- a. Staffing Firm obtains a complete application for employment from each candidate, as well as the appropriate state-published supplemental questionnaire.
- b. Staffing Firm conducts a 10-panel drug screen before nurse is assigned and also within 30 days of assignment and keeps a log of drug tests.
- c. Staffing Firm confirms that the candidate possesses required licenses or certifications.
- d. Staffing Firm verifies via Office of Inspector General Exclusion search, that candidate is not excluded from participation in federally funded programs (if applicable).
- e. Staffing Firm verifies candidate possesses current CPR certification and any other relevant or desirable certifications.
- f. Upon hire, Staffing Firm verifies that applicant has had:
 - A satisfactory medical examination within the previous 12 months
 - A tuberculosis test within the past year or chest X-ray within the past 5 years showing negative results
 - Hepatitis B vaccination, antibody testing revealing immunity of Hepatitis B, or declination of Hepatitis B vaccination signed by candidate
 - Rubella vaccination or titers
 - Varicella titers
- g. Upon hire and periodically thereafter, Staffing Firm verifies candidate has completed mandatory training programs required by the applicable state, OSHA, CDC, industry regulatory bodies, etc. Examples include:
 - Universal Precautions
 - OSHA
 - Substance Abuse
 - Health Insurance Portability and Accountability Act (HIPAA)
 - Age-Specific Skills

- National Patient Safety Goals
- h. Staffing Firm administers self-assessments of nurses' clinical competency and skills in specific specialty areas, records such competencies/skills, and updates them annually.
- i. Staffing Firm provides workers placed in nursing jobs caregiver education and training addressing the leading causes of injury—patient handling, patient assaults, and slips and falls.
- j. Staffing Firm, as part of its risk assessment of the Client, confirms and documents Client accreditation (if applicable) and notes existence of state law and regulations violations.
- k. Staffing Firm, as part of its evaluation of the Client, documents review of Client's policies and procedures regarding patient handling and interaction (including combative patients).
- l. Staffing Firm documents Client provision of site-specific orientation and training including:
 - Annual fire and electrical safety classes
 - Annual infection control classes
 - Annual in-service training regarding recent changes in laws or standards relating to health care, including those pertaining to the ADA, pain assessment and management, bloodborne pathogens and needle stick regulations, cultural, spiritual and age-specific needs of patients, and national patient safety goals
 - Orientation that addresses any requirement that licenses and CPR certifications be carried at all times while on duty
 - Dress codes
 - Documentation and medication administration policies and procedures
 - "Code Blue" policies and procedures