

Apex Link
Health Care Staffing Agency
Policy

Document Control

Title: Apex Link Operating Policy

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Document Approval

Version	Developed By	Date	
Draft	Edward Buckman	3/13/2024	
Final Draft	Edward Buckman	3/30/2024	
1.0	Edward Buckman	4/2/2024	

Introduction

This policy is developed to stipulate the operations of Apex Link health care staffing agency as directed by the Tennessee Health Facilities Commission. This policy is aligned with the Standards of Temporary Healthcare Facilities Agencies of the Tennessee Health Facilities Commission. There is no conflict between this policy and the standards provided by the Tennessee Health Facilities Commission. The implementation of this policy shall reference the Tennessee Health Facilities Commission Standards and other State and Federal laws and regulations concerning the operations of a Health Care Temporary Staffing Agency.

Purpose: The purpose of this policy is to ensure Apex Link staffing agency operates according to the standards of the commission. All staff of Apex Link must read this policy and the Commission's standards operate with the recommendations provided,

Objective:

The objectives of this policy are to

1. Adhere to the directives provided by the Commission in the operations of a healthcare staffing agency.
2. Ensure the appropriate records are kept that satisfy the requirements of the Commission.
3. Ensure healthcare staff are recruited on the recommendation made by the Commission.
4. To consult the Commission for directives where any unclear situation arises.

Scope:

This Policy covers the entire operations of Apex Link as a healthcare staffing agency as directed by the Tennessee Health Facilities Commission.

Violations and Sanctions:

It is Mandatory for all staff of Apex Link to strictly adhere to this policy and the Commission's standards. Any violations discovered having been committed by any staff shall be sanctioned.

The sanction ranges from suspension, or summary dismissal from their post. All staff must endeavor to strictly abide by this policy and the Commission's standards.

Policies

AL1: Apex Link shall run the operations of a staffing agency in adherence to the Commission's standards and recommendations.

Purpose: The purpose is to ensure Apex Link works within the confines of the Commission.

Objective: The objective of this policy is to cooperate with the Commission to ensure compliance with all standards.

AL2: Apex Link shall produce and keep accurate records regarding its operations, and all temporary staff to meet the commission's requirement of "immediately available" of (1) business day after a request by the Commission, following written requests made using email, fax, or in-person delivery, or within (1) hour of requests made during inspection visits.

Purpose: The purpose of this policy is to ensure Apex Link can meet any request made by the Commission for inspection and compliance.

Objective: The objective of this policy is to meet deadlines imposed by the Commission regarding the request for information.

AL3: Apex Link shall ensure that each temporary staff contracted is qualified and meets all licensing, certification, training, and continuing education standards for the position in which the direct care staff will be working, in compliance with any federal, state, or local requirements.

Purpose: The purpose of this policy is to ensure Apex Link contracts only qualified staff by the commission's requirements.

Objective: The objective of this policy is to engage qualified staff who will provide quality care to clients/residents.

AL4: Apex Link shall ensure background checks are conducted after an interview with an eligible candidate.

Purpose: The purpose of this policy is to have background checks conducted for all temporary staff before they are contracted to work for Apex Link.

Objective: The objective of this policy is to ensure all temporary staff contracted to work for Apex Link are in good standing and are cleared by the State of Tennessee or Federal Government laws and regulations, and the healthcare facility where a temporary staff will be working.

AL5: No temporary staff without a clear background check would be permitted to work at Apex Link.

Purpose: The purpose of this policy is to be compliant with the State and Federal Government laws and regulations, and the Commission's standards regarding temporary staff and the mandatory need for background checks.

Objective: The objective of this policy is to ensure all temporary staff contracted to work for Apex Link are of good standing and blameless.

AL6: Apex Link shall maintain workers' compensation coverage as required by Tennessee law for all direct care staff.

Purpose: This policy is to ensure that staff contracted by Apex Link are compensated by the Tennessee law on compensation coverage.

Objective: The objective of this policy is to staff are compensated as due to them and be compliant with the Tennessee law on compensation coverage.

AL7: All staff of Apex Link shall be familiar with the laws and regulations governing a temporary healthcare staffing agency and will maintain compliance with those requirements.

Purpose: The purpose of this policy is to ensure every member of staff of Apex Link knows and understands the laws of the State and Federal Government on temporary staff compensation coverage.

Objective: The objective of this policy is to strict compliance with the State of Tennessee and Federal Government laws and regulations on temporary staff compensation coverage.

AL8: Apex Link shall ensure annual renewal of registration and licensure in compliance with the commission's standards.

Purpose: The purpose of this policy is to ensure Apex Link is compliant with the Commission's requirements on the annual renewal of registration and licensure of its operations as a temporary staffing agency.

Objective: The objective of this policy is to ensure Apex Link as a company has good standing with the clearance to always operate.

AL9: Apex Link shall not restrict in any manner the employment opportunities of any direct care staff that is contracted with or employed by the agency, including, but not limited to, using contract buy-out provisions or contract non-compete clauses.

Purpose: The purpose of this is to allow contracted temporary staff to exercise their right to any choice of employment opportunities desired by them.

Objective: The objective of this policy is to ensure staff of Apex Link do not infringe on the choices temporary staff makes in terms of employment opportunities.

AL10: Apex Link shall adhere to record retention of 5 years as recommended by the Commission's standards.

Purpose: The purpose of this policy is to ensure all records generated at Apex Link are kept for a duration of 5 years.

Objective: The objective of this policy is to ensure Apex Link can meet the Commission's requirements when documents need to be delivered immediately to the Commission.

AL11: Apex Link shall not require the payment of liquidated damages, employment fees, or other compensation in any contract with direct care staff or a healthcare facility if the direct care staff is hired as a permanent employee of the healthcare facility.

Purpose: The purpose of this policy is to ensure that no impediments are placed on temporary staff in terms of the payment of liquidated damages, employment fees, or any form of compensation demanded by Apex Link from the temporary staff or a healthcare facility if the temporary staff so desired to work permanently for a healthcare facility.

Objective: The objective of this policy is to allow the temporary staff to work temporarily for a facility without any damage from the temporary staff or the facility.

AL12: Apex Link shall not solicit or recruit the current staff of a healthcare facility, or require, as a condition of employment, assignment, or referral, that the agency direct care staff recruit new employees for the agency from among the current employees of the healthcare facility to which the agency direct care staff are employed, assigned, or referred.

Purpose: The purpose of this policy is for Apex Link not to attempt to employ, contract, or engage an employee of a healthcare facility to work for the agency.

Objective: The objective of this policy is to avoid poaching the employee or staff of a healthcare facility.

AL13: Apex Link shall not violate T.C.A. § 68-11-2203 with any of the provisions of a contract between Apex Link and either direct care staff or a healthcare facility. Any attempt to violate T.C.A. § 68-11-2203 shall be void and unenforceable in a court of law.

Purpose: The purpose of this policy is to ensure contracts drawn between temporary staff and or healthcare facilities do not violate T.C.A. § 68-11-2203.

Objective: The objective of this policy is to guide Apex Link to prepare contracts that do not violate T.C.A. § 68-11-2203.

AL14: Any staff of Apex Link that violates T.C.A. § 68-11-2203 shall be subject to disciplinary action up to and including suspension, or dismissal.

Purpose: The purpose of this is to ensure Apex Link staff do not attempt to violate T.C.A. § 68-11-2203.

Objective: The objective of this policy is to remind staff of Apex Link to develop a contract that does not violate T.C.A. § 68-11-2203.

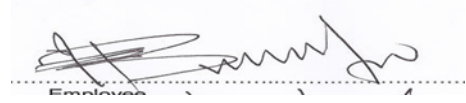
AL15: Apex Link staff shall note to report or submit bi-annual reports to the commission.

Purpose: The purpose of the policy is to ensure Apex Link staff adhere to the requirements of submitting bi-annual reports to the commission. (refer to the Commission's standards for the details required in the reports)

Objective: The objective of this policy is to ensure reports needed to be submitted to the commission are submitted on time.

All staff of Apex Link must strictly adhere to these policies. Any staff who violates any of the policies shall be subjected to disciplinary action, which shall include suspension or dismissal from the organization.

This policy is approved by:

A handwritten signature in black ink, appearing to read "Edward Buckman", is written over a horizontal dotted line. The signature is stylized and cursive.

Edward Buckman
The Controlling Person/Chief Executive