



Policy: Supplemental Staffing Contract Services

Effective: 04/08/25

Identifier: S-FW-HR-0216

Acute Care: ENC GR LJ MER Ambulatory SHAS

PURPOSE: A supplemental staffing agreement between contract service agencies and Scripps will define the nature and scope of care provided; should include a statement that all regulatory, licensing and accreditation standards must be complied with; and records must be made available to Scripps at any time upon request.

I. PROCEDURES

Supplemental Staffing Contract Service employees must be competent to perform their responsibilities. The organization will verify, as appropriate, the following elements:

- A. Supplemental Staffing Agreement is in effect for the purpose of placing temporary agency staff.
- B. Requests for contract service employees must be submitted through the SSRS Vendor Management process and subsequently approved by Senior Corporate Vice President of HR prior to placement.
- C. Education and training are consistent with applicable legal and regulatory requirements and hospital policy.
- D. Evidence of valid license, certification, or registration as applicable.
- E. Evidence that the individual's knowledge and experience are appropriate for the assigned responsibilities
- F. Evidence of applicable health requirements as defined by the supplemental staffing agreement for the assigned role.

Supplemental Staffing Contract Service agencies will provide the organization with written job descriptions, completed competency assessments, evaluations, appraisals, and/or letters of certification of completed competency assessments.

Supplemental Staffing Contract Service employees who have regular clinical contact with patients, will be competent to fulfill their responsibilities as appropriate to the ages of patients served, and to produce the results expected from clinical interventions.

Orientation to the hospital, department and job will be provided to contract service employees. Contracts with a clinical component will be reviewed by Chief Quality Officer to ensure health requirements are appropriate for assigned position.

It is the responsibility of the managers utilizing the contract service employees to ensure that the required information and documentation is provided. Audits of agency records may also be conducted periodically.

II. RELATED PRACTICE DOCUMENTS

Contracting and Signing Authority; [S-FW-LD-1001](#)

III. SUPERSEDED

Contract Services; S-FW-HR-0216, 04/22

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Identifier: S-FW-HR-0216

Date: 04/25

Page: 2 of 2

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