



Legacy Personnel, Inc.

Joint Commission Policy Statement



1680 Civic Center Dr, Santa Clara, CA 95050, USA

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Legacy Personnel, Inc. is committed to providing a higher standard of service and to the delivery of safe, quality patient care. Legacy Personnel, Inc. complies with the Joint Commission's Standards for Healthcare Staffing Services. As our customer, you can have confidence that the processes within Legacy Personnel, Inc. support that the supplemental staff working in your organization have met the requirements established by the Joint Commission. To assure compliance with the Joint Commission Standards for Healthcare Staffing Services, Legacy Personnel, Inc. provides the customer a written description of the following service features.

Subcontractors

Legacy Personnel, Inc. will not engage subcontractors to provide Assigned Employees unless agreed to in advance by the customer.

Floating

Assigned Employees may only be placed in assignments that match the job description for which Legacy Personnel, Inc. assigns them; if an Assigned Employee is asked to float to another department with the customer, the department must be a like department or unit and the float employee must have demonstrated previous competency and have the appropriate certifications, credentials for that department/unit. Assigned Employees should only be floated to areas of comparable clinical diagnoses and acuities.

Competency Review

It is the responsibility of Legacy Personnel, Inc. to conduct and finalize the pre-employment assessment of the Assigned Employee's competence based on the techniques, procedures, technology and skills needed to provide care, treatment and services to the populations served by the customer upon completion of Legacy Personnel, Inc. orientation.

It shall be the responsibility of the customer to cooperate in a review or evaluation of each Assigned Employee, relative to the employee's ability to perform specific job functions upon completion of employee's assignment or shift. Legacy Personnel, Inc. relies on the customer's feedback in order to accurately assess and re-assess the competence of the Assigned Employee on an ongoing basis based on the customer's report of clinical performance.

Orientation of Employees

Legacy Personnel, Inc. will provide all new employees with an orientation to the company's policies and procedures. It shall be the responsibility of the customer to orient assigned employees to the facility and its rules and regulations and to acquaint them with the facility policies and procedures, including dress code, physical layout and equipment and to validate competency and ability of Assigned Employee to properly use equipment.

Employees and Independent Contractors

As the provider of staffing services, Legacy Personnel, Inc. will be the employer of Assigned Employees and shall not by reason of their temporary assignment with the customer through Legacy Personnel, Inc. become employees of the customer. At its sole discretion Legacy Personnel, Inc. reserves the right to utilize Independent Contractors in addition to its employees, to assist in the provision of all agreed upon Healthcare Supplemental Staffing services.

Incident, Error, Tracking System

Upon notification of Incidents and or Errors, Legacy Personnel, Inc. shall document and track all unexpected incidents, including errors, sentinel events and other events, such as injuries and safety hazards related to the care and services provided, utilizing its data gathering tools. Information gathered, tracked and analyzed is to be shared and reported appropriately to customers, regulatory bodies and the Joint Commission as required.

Communicating Occupational Safety Hazards/Events

It shall be the responsibility of the customer to notify Legacy Personnel, Inc. within 24 hours of the event; any competency issues, incidents, and/or complaints related to the Assigned Employee and/or Legacy Personnel, Inc. Customer agrees to initiate communication with Legacy

Personnel, Inc. whenever an incident/injury report related to the Assigned Employee is completed

Requirements for Staff Specified

The requirements of staff sent to the customer by Legacy Personnel, Inc. are to be determined by the customer as part of the written agreement between the two parties. It is Legacy Personnel, Inc. 's obligation to comply with the requirements of the customer by supplying staff that have the documented competencies, credentials, health screening and experience to satisfy the requirements specified by the customer in order to deliver safe care to the population being served.

Staff Matching Requirements

Legacy Personnel, Inc. shall verify the Assigned Employee's licensure, certification, education and work experience to assure they are competent and possess the skills and experience that match requirements for the assignment. Matching the Assigned Employee's licensure, certification, education and work experience to assure they are competent and possess the skills and experience matching the specified requirements of the assignment may include the use of new grad practitioners for Allied personnel and non-licensed nursing personnel such as sitters, caregivers and nursing assistants, it may also include licensed nursing personnel upon the request or approval of the customer.

Conflicts of Interest

Legacy Personnel, Inc. makes every effort to identify and disclose conflicts of interest. We conduct annual reviews of our relationships, as well as those of our healthcare providers, with vendors, clients, competitors, and regulatory entities to determine potential conflicts of interest.

Whenever conflicts of interest arise, Legacy Personnel, Inc. promptly discloses them to the affected clients. We have strict internal policies that prohibit our employees from maintaining additional employment, accepting gifts (other than those of nominal value), or allowing payment on their behalf for any travel, living, or entertainment expenses from any person or organization currently doing business with us or seeking to do business with us. Any exceptions to these policies require approval from the relevant client.

Our commitment is to ensure transparency and uphold the highest standards of ethical conduct in our business relationships.