



## APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

Equal access to employment is available to all persons. Those applicants requiring reasonable accommodation for the application and/ or interview process should notify the Personnel Director.

- You must fully and accurately complete this Application of Employment. Incomplete applications will not be considered.
- Please fill in all information and complete all questions using blue or black ink. Do not indicate "see resume".

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**PERSONAL INFORMATION** **DATE** \_\_\_\_\_

Name: \_\_\_\_\_  

First
Last
Middle

Address: \_\_\_\_\_  

Street
City
State
Zip Code

Date of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Contact Details: \_\_\_\_\_  

Home
Mobile
Email Address

Emergency Contact Numbers:

1.) \_\_\_\_\_  

Name
Relationship
Telephone No.

2.) \_\_\_\_\_  

Name
Relationship
Telephone No.

Are you 18 years or older? YES \_\_\_\_\_ No \_\_\_\_\_

If hired, you will be required to submit proof of your identity and legal authorization as a condition of employment in accordance with the Immigration Reform and Control Act of 1986. Can you supply the required documentation to verify your lawful right to work in the United States? YES \_\_\_\_\_ No \_\_\_\_\_

Do you currently have any relatives employed at AHHC? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Full-Time: \_\_\_\_\_ Part-Time \_\_\_\_\_, If part-time, Days Available: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Have you ever been employed by AHHC? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Referred by: \_\_\_\_\_

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**Education Background:**

	Name of: School	Address:	Years attended	Date Graduated	Degree
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

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**Job-Related Skills:** *(Please list any skills or qualifications that may be relevant to the position for which you are applying.)* Subject of Special Study/ Research work or special training/skills/certifications including Military Services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History:** *(Please complete this section even if you are submitting a resume. You may include military service and any verifiable work performed on a volunteer basis.)* Provide the following information from your past and current employers, assignments or volunteer activities – starting with the most recent (use additional sheets if necessary.)

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Title \_\_\_\_\_ Name of Immediate Supervisor \_\_\_\_\_  
Job duties: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact for reference? Yes \_\_\_\_\_ No \_\_\_\_\_ Later \_\_\_\_\_

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Title \_\_\_\_\_ Name of Immediate Supervisor \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact for reference? Yes \_\_\_\_\_ No \_\_\_\_\_ Later \_\_\_\_\_

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Title \_\_\_\_\_ Name of Immediate Supervisor \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact for reference? Yes \_\_\_\_\_ No \_\_\_\_\_ Later \_\_\_\_\_

**References:**

Give the name of three business/ work references that have direct knowledge of your job skills and work abilities, not related to you, whom you known at least one year. If not applicable, list three school or personal references who are not related to you.

Name	Address	Telephone	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I certify that all information submitted by me on this application is true and complete. And I understand that of any false information, omissions or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. I give the employer the right to conduct and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and the employer reserves the same right to terminate my employment at any time, with or without any cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA and Section 504 of the Rehabilitation Act.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

In consideration of my employment, I agree to conform to AHHC's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at anytime by AHHC.

I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**EMPLOYEE REFERENCE (Confidential)**

**For :** \_\_\_\_\_ (Supervisor's Name)  
 \_\_\_\_\_ Company  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ Phone

This applicant has applied for \_\_\_\_\_ position and has given you as a reference. We would appreciate your completion of this form found on the bottom part of this page, so that we may evaluate his/her qualification. The information submitted will be confidential.

I hereby give my authorization for the release of the information.

Employee Evaluation     Co-Worker Evaluation     Personal Evaluation

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Please start your comment below\*\*\*\*\*

Job Title: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

Eligible for Hire: Yes \_\_\_ No \_\_\_ (If No, state reason) \_\_\_\_\_

**Characteristics of Applicant (Please circle the rating)**

Characteristics	Excellent	Above Average	Average	Below Average	Poor
<b>Personal</b>					
Appearance	5	4	3	2	1
Initiative	5	4	3	2	1
Attitude	5	4	3	2	1
<b>Professional</b>					
Rapport with other workers	5	4	3	2	1
Rapport with clients	5	4	3	2	1
Organizational skills	5	4	3	2	1
Attention to details	5	4	3	2	1
Ability to Respond quickly & react	5	4	3	2	1
<b>Dependability</b>					
In reporting for work	5	4	3	2	1
In completing assignments	5	4	3	2	1
<b>Technical (Please check only what is applicable)</b>					
Clinical skills (for RN/PT/OT/MSW/CNA)	5	4	3	2	1
Administrative Skills (for	5	4	3	2	1
Marketing Skills	5	4	3	2	1
I.T.	5	4	3	2	1
<b>Others</b>					
Ability in taking directions	5	4	3	2	1

**Remarks** (outstanding traits/weakness to know when considering this applicant for named position): \_\_\_\_\_

Signature & Date \_\_\_\_\_ Title: \_\_\_\_\_



**EMPLOYEE REFERENCE (Confidential)**

**For :** \_\_\_\_\_ (Supervisor's Name)  
 \_\_\_\_\_ Company  
 \_\_\_\_\_ Address  
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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Please start your comment below\*\*\*\*\*

Job Title: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

Eligible for Hire: Yes \_\_\_ No \_\_\_ (If No, state reason) \_\_\_\_\_

**Characteristics of Applicant (Please circle the rating)**

Characteristics	Excellent	Above Average	Average	Below Average	Poor
<b>Personal</b>					
Appearance	5	4	3	2	1
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<b>Others</b>					
Ability in taking directions	5	4	3	2	1

**Remarks** (outstanding traits/weakness to know when considering this applicant for named position): \_\_\_\_\_

Signature & Date \_\_\_\_\_ Title: \_\_\_\_\_



**EMPLOYEE REFERENCE (Confidential)**

**For :** \_\_\_\_\_ (Supervisor's Name)  
 \_\_\_\_\_ Company  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ Phone

This applicant has applied for \_\_\_\_\_ position and has given you as a reference. We would appreciate your completion of this form found on the bottom part of this page, so that we may evaluate his/her qualification. The information submitted will be confidential.

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Employee Evaluation     Co-Worker Evaluation     Personal Evaluation

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Please start your comment below\*\*\*\*\*

Job Title: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

Eligible for Hire: Yes \_\_\_ No \_\_\_ (If No, state reason) \_\_\_\_\_

**Characteristics of Applicant (Please circle the rating)**

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I.T.	5	4	3	2	1
<b>Others</b>					
Ability in taking directions	5	4	3	2	1

**Remarks** (outstanding traits/weakness to know when considering this applicant for named position): \_\_\_\_\_

Signature & Date \_\_\_\_\_ Title: \_\_\_\_\_



## PERSONNEL ORIENTATION CHECKLIST

Employee Name: \_\_\_\_\_

Checklist	Date Completed	Orientation by Whom	Personnel Initials
Tour of Office/ Introduction of agency Personnel			
Introduction to work stations			
Personnel File:			
A. professional License / Certifications			
B. Driver's License			
C. Proof of Vehicle Insurance			
D. Physical Exam and Drug Test			
E. CPR Certification			
F. Application			
G. Signed Job Description			
H. Universal Body Substance Precaution Orientation			
I. Criminal Background Check			
Name and Photo Identification			
Orientation Content for all personnel include:			
A. General Orientation to Organization			
B. Review of Organizational Chart			
C. Human Resources Processes			
D. Management Welcome including Mission, Philosophy & Vision			
E. Introduction to Home Care			
F. Services Provided by Agency			
G. Safety Review (if applicable)			
H. Infection Control (if applicable)			
I. Performance Improvement Process			
J. Confidentiality			
In addition to the above, all clinical personnel receive Orientation to the following:			
A. Type of Care/ Services delivered in the patient's environment			
B. Available Community Resources			
C. Equipment Management			
D. Home Safety Issues			
E. Storage, Handling and Access to Supplies Medical gases and drugs			

F. Identification, Handling and Disposal of Hazardous or Infectious Materials			
G. Infection Control Practices			
H. Actions in Unsafe Situations			
I. Other Patient Care Services Responsibilities			
J. Specific tests to be performed by the agency personnel			
K. Advance Directive			
L. Appropriate Policies and Procedures			
M. Screening for Abuse and Neglect			
N. Guidelines for appropriate referrals, including timeliness			
O. Emergency Preparedness			
P. Information regarding services provided by other members of the agency personnel			
Q. Home care procedure:			
1. Documentation			
2. Scheduling			
3. Supervision			
R. Other			

Orientation was completed on the following date above stated and the orientee is able to perform those skills and/or behaviors as of this date.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **JOB DESCRIPTION**

**JOB TITLE: Home Health Aide**

**Supervisor: Director of Clinical Services**

### **Summary:**

The Home Health Aide, a certified paraprofessional, who assists in the provision of home health care services that reflect the mission, philosophy and standards of home health and nursing care of the agency. Ensures quality and safe delivery of home health aide services.

### **Essential Duties and Responsibilities:**

1. Provides care and service according to assigned responsibilities, standards of practice, agency policies/ procedures and designated plans of care.
  - Provides care according to assigned plans of care, including procedures/care such as bathing, toileting, nutrition, activity/exercise, housekeeping and vital signs.
  - Follows agency policies and procedures.
  - Procedures and treatments are implemented accurately, in content and timeliness ensuring the quality and safety of home health aide services.
  - Assignments are organized and completed on time.
  - Proper body mechanics are utilized consistently.
  - Promotes and maintains an environment that is in compliance with federal, state and local rules and regulatory agencies.
  - Respects and maintains confidentiality.
  - Uses equipment and supplies in a cost effective manner.
  - Refrain from discussing personal problems, concerns/opinions with client.
  - Establishes and maintains therapeutic relationship with clients/family.
  - Performs care activities at the discretion of supervisor.
2. Documents care/service according to agency policies and procedures, conditions of participation, State rules and regulations and other accrediting bodies as appropriate.
  - Client clinical record documentation reflects delivery of quality and safe home health care services.
  - Documentation is submitted according to defined agency timeframes.
  - Observations and care/treatment are recorded according to policies

- Care not provided according to assignment/plan of care are documented and communicated to the office.
3. Communicates appropriately with agency management, field staff, patients and their families, both verbally and in writing.
    - Observations and other pertinent information regarding client care/status are communicated to registered nurses in a timely manner.
    - Client plans of care/assignments are discussed with RN on a regular basis.
    - Identified client needs are communicated to RN.
    - Participates in client care conferences according to agency policies.
    - Consultation with supervisory staff is initiated when requires action.
    - Need for changes in administrative and clinical policies are communicated to management.
  4. Participates in personal and professional growth and development.
    - Attends orientation and in-service education.
    - Participates in appropriate committee meetings per policy/management requirements.
    - Participates in personal growth and development by seeking additional training/education as determined by self-assessment.
    - Demonstrates competence and proficiency of skills.
    - Participates in assessing performance as part of the annual performance evaluation process.
  5. Participates in agency Performance Improvement Program.
    - Participates in implementing system for evaluating agency delivery of care.
    - Cooperates with all agency staff and management pursuant to mission, philosophy and objectives.
    - Promotes a positive work environment.
    - Participates in implementing a client complaint system to promote customer service/satisfaction.
    - Infection control and safety policies/procedures are implemented.
    - Identifies incidents requiring management response and reports to the appropriate individual.
    - Reports concerns / suspicions of client abuse/neglect.
    - Complies with state or federal rules and regulations.
    - Identifies clinical and non-clinical areas needing improvement; offers suggestions for system redesign; tests solution for improvement; participates in data collection as requested by management.
  6. Fulfills additional performance responsibilities as assigned and as necessary.
    - Demonstrate skill in conflict resolution.

- Participates in educational programs to address community education needs.
- Accepts additional job responsibilities to meet business goal/objectives.
- Demonstrates flexibility in order to maximize the number of hours worked.
- Adheres to schedule; does not change or later schedule without prior supervisory notification/approval.

I have read and understand this job description. I accept the terms of employment and understand that a breach of policy / procedure may result in disciplinary action, up through and including termination.

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Employee Signature

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Date



## EMPLOYEE CONFIDENTIALITY STATEMENTS

I, \_\_\_\_\_, understand the policies of the Company on the confidentiality of our patient's health care information in written, unwritten, or electronic form. I understand that this information belongs to the patient and I am only providing care and service and must guard the information appropriately. This includes, but is not limited to, keeping patient health care information secure, private and out of public view, not discussing patient-specific issues and information in public areas, and protecting computer data by logging off work stations when not in use. I acknowledge that I have been trained on the legal obligations to protect the privacy of individually identifiable health information that we create, receive, or maintain as a health care provider. I pledge to abide by HIPPA'S PRIVACY RULES and by any state and/or federal law that provide greater protection on rights to patients.

I hereby agree and pledge that I will access only the information in any manner for me to perform my responsibilities. I agree not to use, disclose or communicate any patient information in any manner whatsoever other than minimum necessary for the provision of our services. I understand that all patient health care information will be released only to those who have a need to know and have signed a confidential agreement, to business associates with signed contracts and/or to individuals or organizations with signed authorization for release. If I have any doubts, prior to release any information, I will discuss my concerns with the Management.

I also understand the unauthorized use or disclosure of protected health care information may result in disciplinary actions up to and including termination of employment.

I understand that my obligation, as outlined above, will continue after my employment or association with the Company ends and that should I violate patient confidentiality, appropriate sanctions will be taken.

My signature below attests to the fact that I have read, understand and agree to abide by the terms of agreement.

\_\_\_\_\_  
*Employee Name Printed*

\_\_\_\_\_  
*Witness Name Printed*

\_\_\_\_\_  
*Employee Signature & Date*

\_\_\_\_\_  
*Witness Signature & Date*



## **CONFIDENTIALITY OF PATIENT AGREEMENT**

By accepting employment with the Company you have obligated yourself to carefully retain from discussing any patient's condition or personal affairs with anyone outside the agency, unless expressly authorized to do so. Do not pass on medical information to patients and visitors unless you have been instructed to do so by your supervisor. In addition, all information, see or heard regarding patients, directly or indirectly, is completely confidential and is not to be discussed, even with your family. Your job as an employee requires that you govern yourself by high ethical standards. Failure to recognize the importance of confidentiality is not only a breach of professional ethics, but can also involve an employee in legal proceedings. Information about patients or the agency is not to be given to media. This is essential for protection of both the patient and the Company. Agencies are bound by very strict laws regarding the release of information concerning patients.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT:

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*Employee Signature*

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*Date*

---

*Witness Signature*

---

*Date*



## WORKER'S DRIVING RELEASE AND AGREEMENT

Applicant Name: \_\_\_\_\_

I request authorization to drive my personal automobile while on duty to make visits to the patient's place of residence or on other agency business as assigned and agree to abide by the following agency regulations:

1. To maintain a current and valid Illinois Driver's License.
2. To maintain required state and local vehicle licenses and registrations for any vehicle.
3. To maintain current liability insurance for my vehicle including property damage, bodily injury and uninsured/underinsured motorist bodily injury.
4. To submit to the Company/Agency a copy of my vehicle insurance declaration page indicating the policy period each time my insurance is renewed.
5. To notify the Company/Agency in writing should such coverage be discontinued.
6. To maintain my vehicle in a reliable safe condition and in good running order.
7. To report to the Company/Agency in a timely manner any vehicle accident in which bodily injury occurs while I am driving my vehicle on agency business.
8. To be responsible for all summons for parking or moving violations and for payment of all fines.
9. To not transport patients or their family members while on duty for the Company/Agency, unless specifically authorized to do so by the Company/Agency's Authorized Representative/Administrator or its designee and only when a release and waiver of liability has been signed by the patient or their legal representative.

I have read the foregoing conditions and agree to abide by them. I understand that as a condition of employment I must adhere to the above regulations.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Date*



**EMPLOYEE HEALTH EXAMINATION RECORD**

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Address: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

	YES	NO		YES	NO
Asthma	_____	_____	Jaundice	_____	_____
Black Injury	_____	_____	Mental illness	_____	_____
Chronic back pain	_____	_____	Rheumatism	_____	_____
Diabetes	_____	_____	Sinus Problems	_____	_____
Epilepsy	_____	_____	Skin Condition	_____	_____
Fainting spells	_____	_____	PTB	_____	_____
Fractures	_____	_____	Spec. Allergies	_____	_____
Head injury	_____	_____	Spec. Surgeries	_____	_____
Head trouble	_____	_____	Spec. type of injury	_____	_____
Hernia	_____	_____			

I CERTIFY THAT ALL THE ABOVE HEALTH STATEMENTS ARE TRUE AND ALL PREEXISTING ILLNESS(ES), INJURIES AND CONDITIONS HAVE BEEN DISCLOSED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY PHYSICIAN**

Ears: \_\_\_\_\_ Eyes: \_\_\_\_\_ Nose: \_\_\_\_\_  
 Mouth: \_\_\_\_\_ Teeth: \_\_\_\_\_ Throat: \_\_\_\_\_  
 Extremities: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Vital Signs: \_\_\_\_\_ TB Skin Test: \_\_\_\_\_  
 Chest X-Ray: \_\_\_\_\_

*(Please describe condition and recommendations below)*

[     ] FIT FOR EMPLOYMENT     [     ] NOT FIT FOR EMPLOYMENT

Name of Physician: \_\_\_\_\_  
 Signature & Date of Physician: \_\_\_\_\_  
 Address of Physician: \_\_\_\_\_



## INITIAL EMPLOYMENT TB SCREENING RECORD

Applicant Name: \_\_\_\_\_

Reason for Test:      Initial                    Other (*Please specify* \_\_\_\_\_)

Step One:     5TU PPD Skin test was place on  RFA      LFA      Other  
Lot# \_\_\_\_\_  
Date Administered: \_\_\_\_\_ Administered by: \_\_\_\_\_  
(*Signature/Title*)

Results:  Negative            Positive      Induration/Amount  
Date Read: \_\_\_\_\_ Read by: \_\_\_\_\_ Title: \_\_\_\_\_

Step Two:     5TU PPD Skin test was place on  RFA      LFA      Other  
Lot# \_\_\_\_\_  
Date Administered: \_\_\_\_\_ Administered by: \_\_\_\_\_  
(*Signature/Title*)

Results:  Negative            Positive      Induration/Amount  
Date Read: \_\_\_\_\_ Read by: \_\_\_\_\_ Title: \_\_\_\_\_

*Note: Employees must have a current 2 step PPD skin test 90 days before employment or within 2 weeks from hire. PPD skin test is read within 48-72 hours of testing. The 2 step method is completed within 21 days from the first reading. Anyone who has a positive skin test has to have a negative chest x-ray before start of active duty. Negative result employees will be tested once a year using the one step method. Positive PPD employees with a negative x-ray need to fill out a health form annually to report and signs and symptoms related to the TB program. Any problem or question has to be directed to the Infection Control Coordinator. Negative PPD's may be slightly red or bruised but will not be significantly raised and the mark will be less than 5mm in diameter. Positive PPD's will be red, raised and have a wheal greater than 5mm in size. If you think you may see a reaction, using a ballpoint pen, start from the periphery of the test site, and move toward the center. The pen will usually stop at the edge of the reaction site, making measurement easier. Remember, induration is measured, not the redness.*





## HEPATITIS B VACCINE DECLINATION

*(To be filled by the applicant)*

### **Declination Statement**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of contracting hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time and hold harmless the Company/Agency. I understand that by declining this vaccine, I continue to be at risk of contracting hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

*Note:*

*Please provide proof and attach if:*

- *provide written proof of immunity*
- *proof of previous vaccination*
- *proof of medical contraindication.*

\_\_\_\_\_  
*Employee Name Printed*

\_\_\_\_\_  
*Witness Name Printed*

\_\_\_\_\_  
*Employee Signature & Date  
& Date*

\_\_\_\_\_  
*Witness Signature*



***INFLUENZA VACCINE INFORMATION STATEMENT &  
DECLINATION FORM***

*(Page 1 of 4)*

**Rule:** (77 Ill. Adm. Code 956)

**Title:** Health Care Employee Vaccination Code

**Effectivity:** May 19, 2010

**Summary:** These rules are part of the Illinois Department of Public Health's efforts to combat influenza. The rules implement Public Act 96-0823, which amended the Department of Public Health Powers and Duties Law to authorize the Department to require any facility licensed by the Department to implement an influenza vaccination program that ensures that employees are offered the opportunity to be vaccinated against seasonal influenza and other novel/pandemic influenza viruses as vaccines become available. The rules will provide health care settings with procedures to implement employee vaccination programs for each influenza season. The 2009-2010 influenza season presents the potential for the simultaneous circulation of both seasonal influenza viruses and the pandemic H1N1 strain. Seasonal and pandemic influenza places a great demand on the health care delivery system by making many people ill over a short period of time, so that every available health care worker may be necessary to provide care. Health care personnel who do not provide direct care must also be protected from influenza, because their work is essential to the efficient and effective delivery of health care. In addition, exposed health care personnel themselves can transmit the disease. Many professional organizations, such as the Centers for Disease Control and Prevention (CDC), the Joint Commission for the Accreditation of Health Care Organizations (JCAHO), and the National Foundation for Infectious Diseases, endorse the universal, annual vaccination of health care workers and health facility employees. The purposes of these rules are to increase vaccination rates, to reduce the incidence of illness among health care workers, and to reduce transmission rates in the population of the State.

**Section  
956.30**

Beginning with 2010 to 2011 influenza season, each health care setting shall ensure that all health care employees are provided education on influenza and are offered the opportunity to receive

seasonal, novel and pandemic influenza vaccine, in accordance with this Section, during the influenza season (between September 1 and March 1 of each year), unless the vaccine is unavailable (see subsection (e))

- a) Each health care setting shall notify all health care employees of the influenza vaccination provisions of this Part and shall provide or arrange for vaccination of all health care employees who accept the offer of vaccination. Each health care setting shall provide all health care employees with education about the benefits of influenza vaccine and potential consequences of influenza illness. Information provided shall include the epidemiology, modes of transmission, diagnosis, treatment and non-vaccine infection control strategies.
- b) Each health care setting shall develop and implement a program that includes the following:
  - 1) A plan to offer seasonal, pandemic or any other influenza vaccine.
  - 2) The time frame within which health care employees will be offered vaccination; and
  - 3) Any required documentation relating to the health care employee vaccination requirement of this Part.
- c) **Declination of Vaccine**
  - 1) Health care employees may decline to accept the offer of vaccination for reasons including the following:
    - A) The vaccine is medically contraindicated, which means that administration of influenza vaccine to the person would likely be detrimental to the person's health;
    - B) Vaccination is against the person's religious beliefs;
    - C) The person has already been vaccinated; or
    - D) For any other reason's documented by the person as the basis of the refusal.

- 2) Health care employees who decline vaccination for any reason indicated in subsection (c)(1) shall sign a statement declining vaccination and certifying that he or she received education about the benefits of influenza vaccine.
- d) Unavailability of Vaccine. A health care setting shall not be required to offer influenza vaccination when the vaccine is unavailable for purchase, shipment or administration by a third party, or when complying with an order of the Department that restricts the use of the vaccine. A health care setting shall offer to provide or arrange for influenza vaccination for health care employees as soon as the vaccine becomes available.
- e) Documentation
  - 1) Each health care setting shall maintain a system to track the offer of vaccination to health care employees. The system shall include documentation that each person either accepted the offer or declined the offer by signing a declination statement pursuant to subsection (c)(2).
  - 2) If a health care setting is unable to provide or arrange for influenza vaccination for health care employees who wish to be vaccinated, the reasons why the vaccination could not be provided or arranged for shall be documented.
  - 3) Individual declination statements should be handled in a manner that ensures individual confidentiality.
  - 4) Documentation shall be maintained for at least three years.
- f) Health care settings may choose to develop and implement more stringent influenza vaccination policies, strategies or programs designed to improve health care employee vaccination rates than those required by this Part and that are consistent with existing law and regulation.

\_\_\_\_\_ **(EE Initial)** I have read the “Influenza Vaccine Information Statement, date \_\_\_\_\_. I have had an opportunity to ask questions, which were answered to my satisfaction. I understand the benefits and risks of influenza vaccine.

Intend to be vaccinated  
vaccination

Have been vaccinated  
Location: \_\_\_\_\_  
Philosophical/Religious

Date: \_\_\_\_\_  
vaccination

to

\_\_\_\_\_

Decline offer of  
*(Please initial that apply)*

\_\_\_\_\_ beliefs prohibit

\_\_\_\_\_ Medical contraindication  
receiving the vaccine.

\_\_\_\_\_ Others

\_\_\_\_\_ I do not wish to say why I  
decline.

**I acknowledge that I am aware of the following facts:**

- Influenza is a serious respiratory disease that kills, on average 36,000 Americans every year.
- Influenza virus may be shed for up to 48 hours before symptoms begin, allowing transmission to others.
- Up to 30% of people with influenza have no symptoms, allowing transmission to others.
- Influenza virus changes often, making annual vaccination necessary. Immunity following vaccination is strongest for 2 to 6 months.
- I understand that influenza vaccine cannot transmit influenza. It does not, however, prevent all disease.
- I have declined to receive the influenza vaccine for the \_\_\_\_\_ (Year) season. I acknowledge that influenza vaccination is recommended by the Center for Disease Control and Prevention (CDC) for all health care employees to prevent infection from and transmission of influenza and its complications, including death, to patients/residents/clients, my co-workers, my family and my community.

**I have read and fully understand the information on this declination form.**

**PRINT NAME:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

