

Shop 1, 637-641 Pittwater Road Dee Why NSW 2099 T: 1300 458 188 F: 02 9972 9038

E: qmns@qmns.com www.qmns.com ABN 81 098 499 024

Member Recruitment and Ongoing Education

All QMNS agency members comply with a strict range of company criteria. These include criminal record checks and prohibited person declarations, working visa and working restriction assessments, health screening, structured reference checking procedures and verifications of professional experience and qualifications.

All staff must be up to date with First aid, Manual handling, and OH&S and Infection control. We also ensure that our registered nurses are kept up to date regarding medication policies. We have an experienced educator who provides ongoing training to all of our members and all staff must attend education sessions every twelve months in the above four areas as a minimum. Competencies are also completed for our members to ensure that every last detail is correct.

We strive to achieve excellence and regularly ask for feedback regarding our staff members via our staff appraisal forms.

We ask all of our staff to introduce themselves to the person in charge of their shift and sign the relevant documentation. We advise them to become familiar with the duties manual at the start of the shift. Our members are expected to familiarize themselves with emergency procedures, fire exits and policies on manual handling and universal precautions. All of our members are instructed to follow the OH & S guidelines for each facility.

We expect our members to be well groomed and professional, with their ID badge in view at all times. In the event of a staff member attending untidy in appearance please contact the QMNS office immediately.

All registered and enrolled nurses are advised to carry their registration with them at all times so you may sight them for verification. We sight and photocopy original registrations at the initial interview. We repeat this process annually for our records.

QMNS is committed to providing quality services and staff to health care facilities. To achieve this, QMNS's policies and procedures comply with the NSW department of health, legislative requirements and recognized industry standards.