



WELCOME TO THE TEAM!

Call or Text
620-793-7262

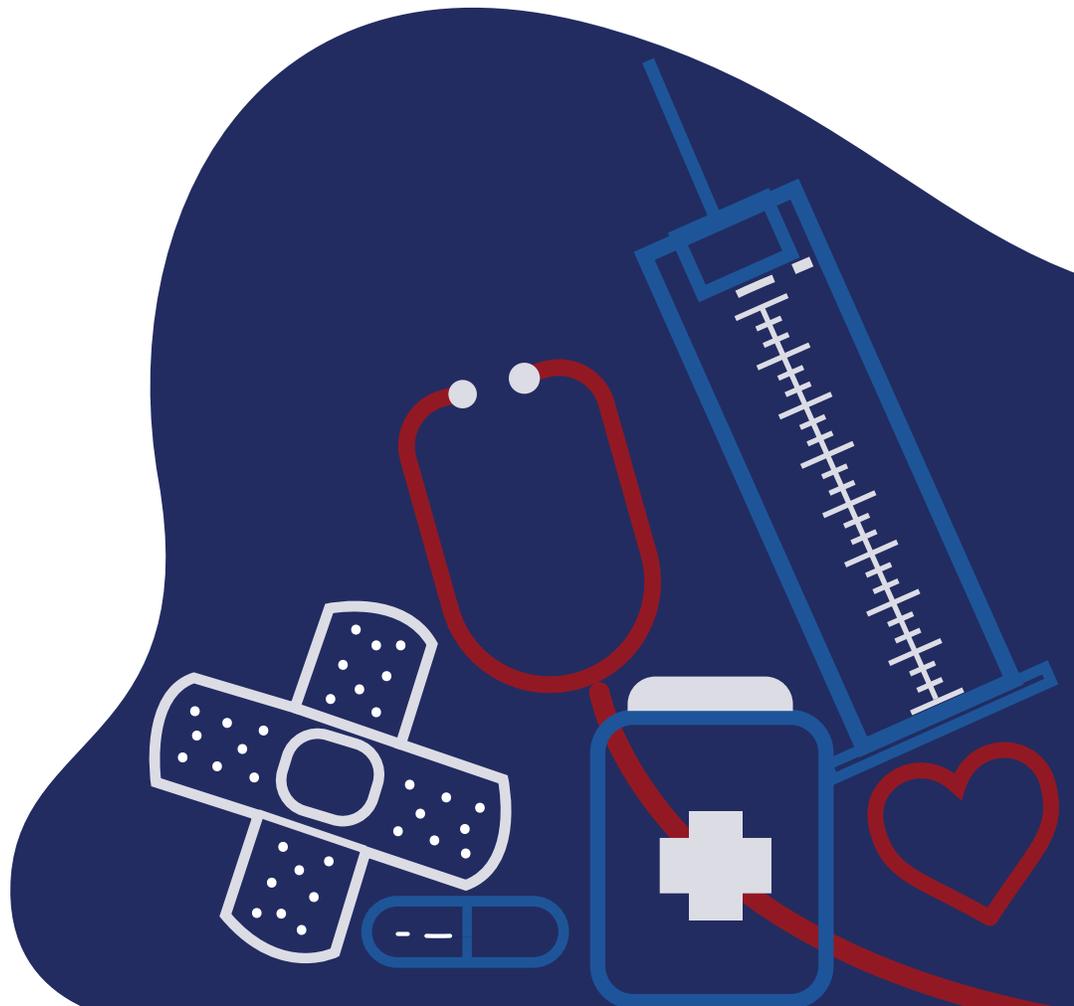


TABLE OF CONTENTS

WELCOME LETTER	2
THE ONBOARDING PROCESS	4-5
THE QS WAY	7
EXPECTATIONS AS A QS TEAM MEMBER	9-11
PAY, BENEFITS, PERKS & REWARDS	13-15
CONTINUING EDUCATION & REIMBURSEMENT	17-18
OTHER INFORMATION	20-22
THANK YOU	24



My wife Christy and I have been associated with medical staffing for nearly 3 and half decades. My admiration of healthcare professionals brought me into this industry as an employee of one of the largest companies in the country but and you hold us to it. You are amazing individually and collectively as a profession. You deserve the very best for the commitment, sacrifices and good efforts you consistently bring to communities and families, one patient at a time. QS Nurses will do all we can to support you. Perfection doesn't exist, but our commitment to helping you perfectly is what we strive for.

You have many ways to a fulfilling career. The temporary staffing industry offers unmatched opportunity to the healthcare professional whether it is PRN, local travel assignments, or achieving permanent placement. Healthcare professionals consistently move into this sector experiencing a renewed commitment, and the benefit of flexibility, new adventures, and rewarding compensation packages achieving unparalleled personal and professional satisfaction.

The entire team strives to provide a personal emphasis on you. QS is dedicated to advocacy. Our actions on behalf of you and our clients are critical to our success.

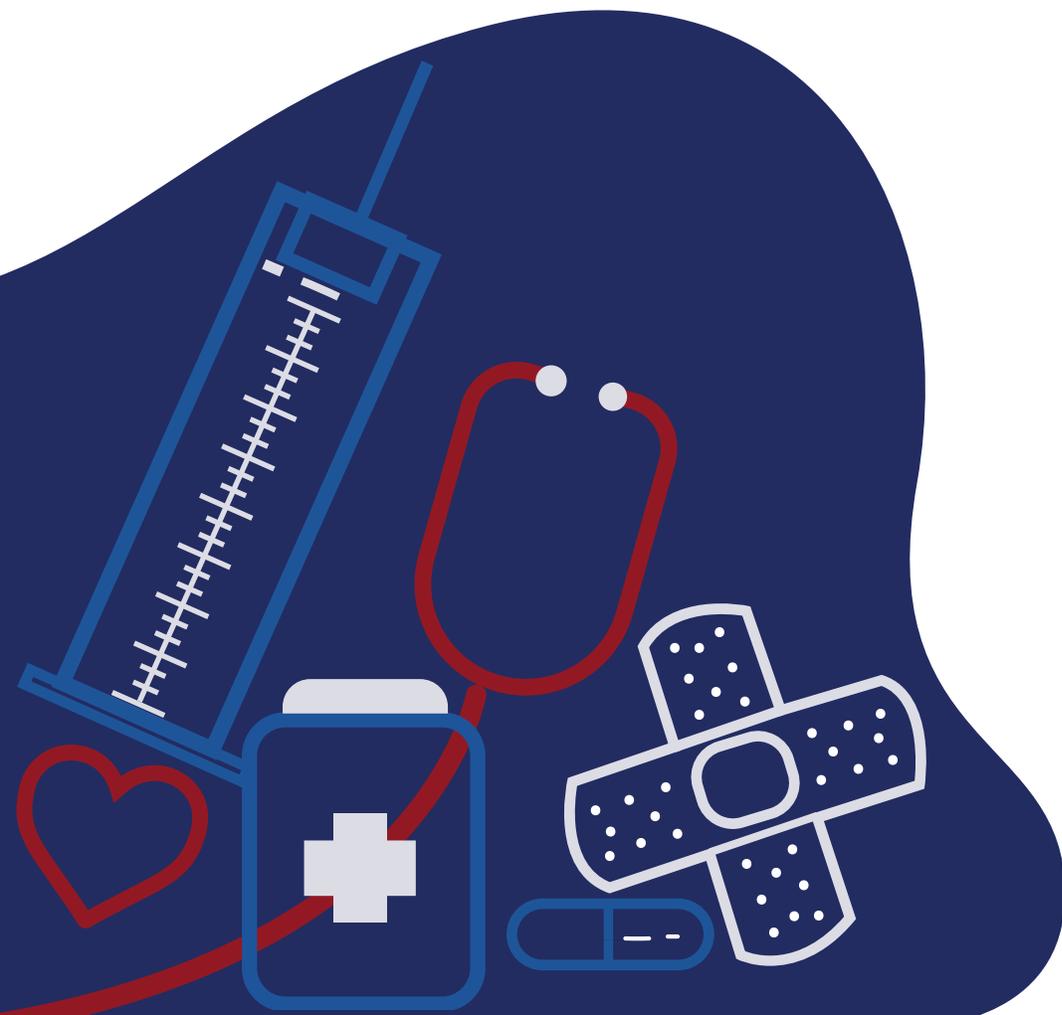
Please know when you work with QS Nurses, you have chosen the leader in advocacy, support, and commitment to you personally, professionally, and financially.



Sincerely,
Terry and Christy Whitlow



THE ONBOARDING PROCESS



THE 8 STEP ON-BOARDING PROCESS

Below are items you need to complete, before starting your first shift!

01

Send us a head shot to use for your ID badge.

02

Complete on-boarding documents and testing assigned to you in your portal.

03

Attend orientation in person or virtually. You will receive the invite in your email.

04

Review healthcare coverage options and enroll (or decline).

05



Complete mini
MDS training.

06



Complete
drug
screening.

07



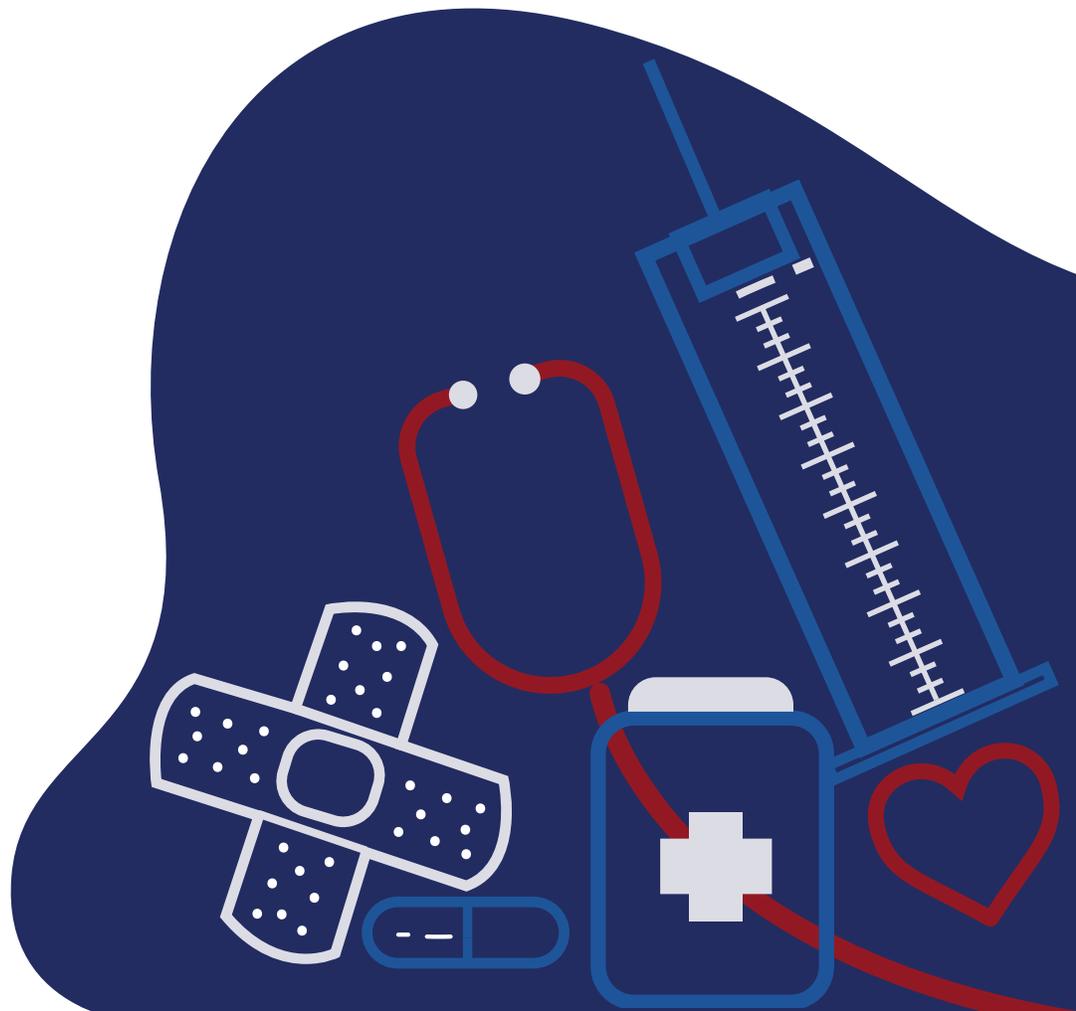
Once all documents
are signed and testing
completed, you will be
active.

08



Pick up shifts!

THE QS WAY



MISSION

We provide exceptional healthcare services that facilities desire for their patients and our team members are proud of.

VISION

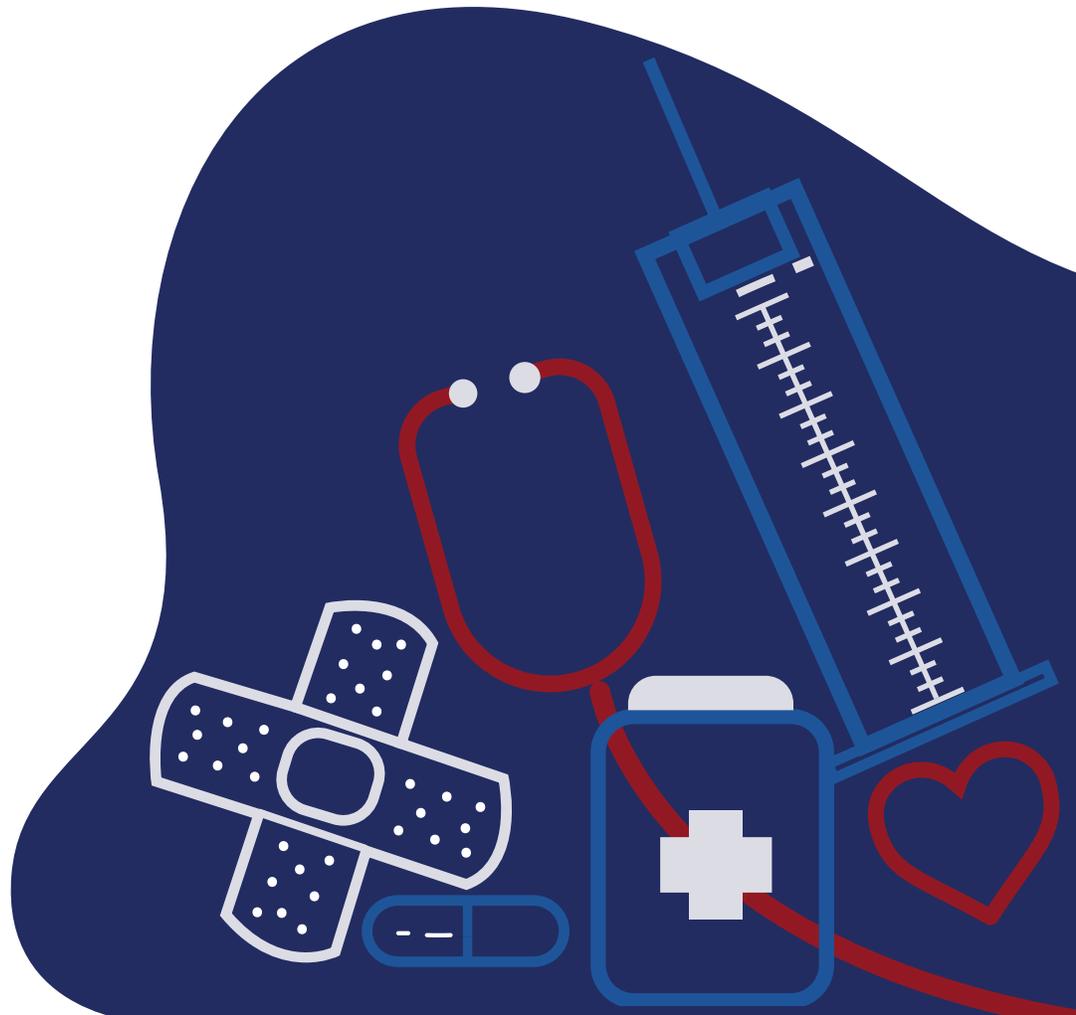
We strive to be known as the most reliable, dependable, and quality staffing firm in the healthcare industry sharing success equally with our team and clients alike through superior value.

OUR CORE VALUES

- PROFESSIONALISM
- VALUABLE TEAM MEMBERS
- HIGHEST QUALITY SERVICE
- HONOR & INTEGRITY



EXPECTATIONS AS A QS TEAM MEMBER



01

COMMUNICATE

Communication is a two way street. We work hard everyday to help you achieve your goals so we ask you to clearly communicate with us. Please give the common courtesy to return our attempts to reach you.

02

BE RELIABLE

We expect to speak with you at least once per week. If you don't hear from us, call to check in! If we don't hear back from you or you don't pick up a shift in a 30 day period, you will go inactive.

03

BE DEPENDABLE

Be on time for work, and ask questions if you are unsure about procedures and policies.

COMMON QUESTIONS

What is the Workforce Portal?

Workforce Portal is your "Hub." Go to **qsnurses.com**. Click the "Team and Client Access" Use same login as you have been during the application process. This will be where you will upload time-sheets, put in your availability, request shifts, find additionally assigned forms, and testing and other important documents.

When Should I Arrive to Work?

You should arrive 15 minutes early to each shift unless otherwise directed by your staffing supervisor. Additionally, you will find other important information under "Notes," when clicking on the shift in your WFP. Any questions please ask because we want you to be comfortable and confident when going into any facility!

How Do Timesheets Work?

Timesheets are completed electronically through your Workforce Portal. You can find instructions for how to use in the WFP under "documents." If for whatever reason, you need a paper timesheet, those can be found in the website footer of **qsnurses.com**. Click on that PDF to make copies. Timesheets **MUST** be completed in the Workforce Portal after every shift.

NO time-sheet = NO pay!



COMMON QUESTIONS

What if I Need to Cancel My Shift?

Cancellations cannot happen in the agency world because we are our clients' last resort! The residents and patients will go without care if you aren't there. However, we understand emergencies happen. If this occurs, you must call us. We do not accept texts or emails requesting a cancellation. You will also need documentation for the reason why you are canceling.

Does the QS Team Know My Availability?

Nope! It is imperative you keep availability updated in the portal consistently. We need your first and second shift choice. You can also text, email, or call in your availability as far in advance as you want..

PAY, BENEFITS, PERKS & REWARDS



YOU ARE COVERED



EXCELLENT BENEFITS

We strive to offer you the finest and most cost effective healthcare coverage available. This is why we have several options for health, dental, vision and more!



YOU ARE PROTECTED

Go into any facility with confidence knowing you are covered by general and professional liability as well as works compensation coverage.



WE HAVE YOUR BACK

When the day to day gets tough, we are here for you. Our whole team is hands on because we care. We want to help you succeed and provide you with everything you need to achieve your goals!

PERKS & REWARDS



If your friend joins the QS team, you split the bonus 50/50, so it's a win win!



GET REWARDED!

\$1000 FOR RN

\$400 FOR LPN

\$100 FOR CNA/CMA

EMPLOYEE REWARDS



RECOGNITION

We celebrate Nurse of the Month, Aide of the Month, Nurse of the Year, and Aide of the Year.



GEM BONUS

The more you work, the more you earn in quarterly bonuses! 36+ hours/week qualifies you to earn 50/hours worked.



NETWORKING

When working at QS you will meet so many new people! We put on events quarterly to get to know your teammates and hangout.



CELEBRATION OF YOU!

We celebrate birthdays, anniversaries, and those who go above and beyond by sending cards and gift cards.



PAYDAY IS EVERY FRIDAY



FREE CONTINUING EDUCATION

MAX PAY PROGRAM



Most agencies provide a program where they have a lower hourly rate and provide non taxed mileage pay at .30 or .40 cents/mile. At the end of the year you are responsible for the tax burden on that whole amount.



WHY OUR PLAN IS BETTER

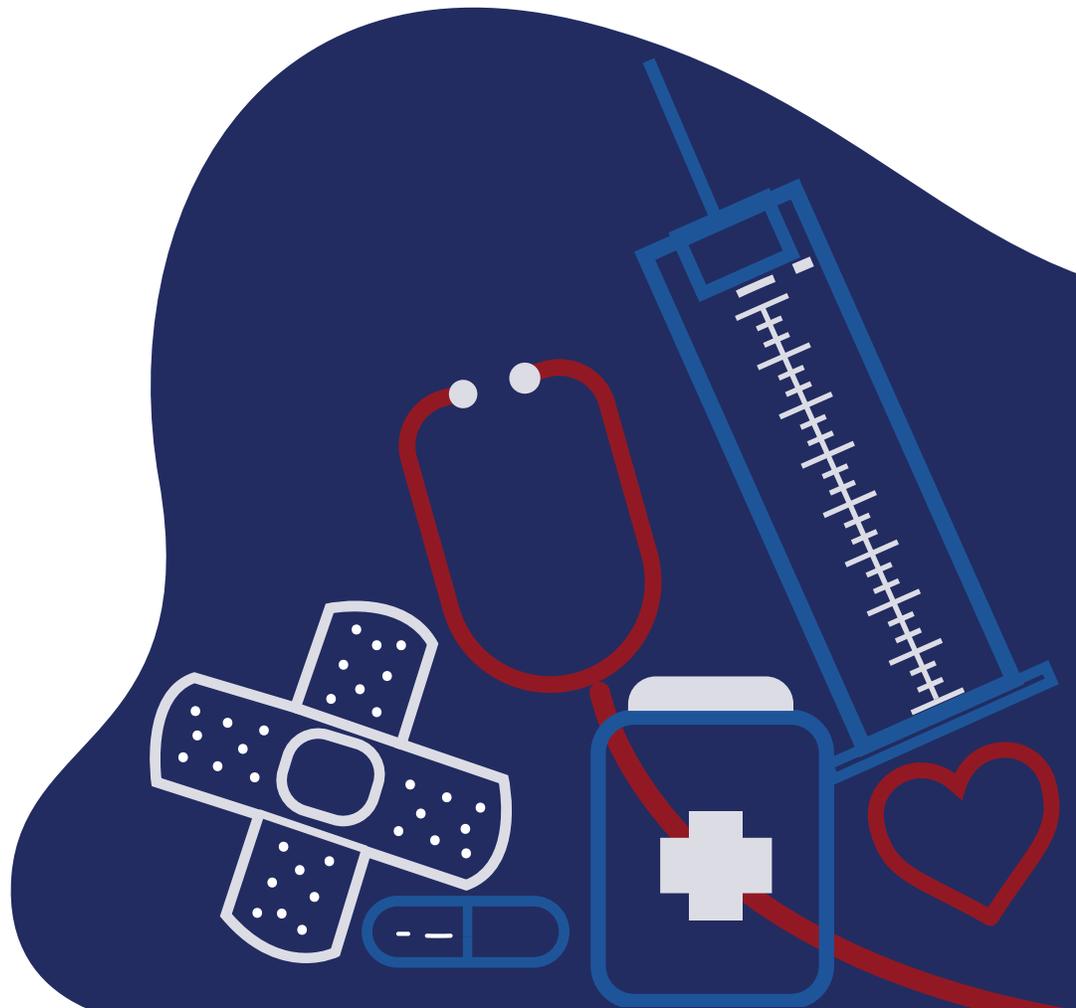
Through QS, our method reduces your tax liability so you don't pay as many taxes and could likely receive a refund at the end of the year!

This program is different than your traditional mileage reimbursement program. QS pays you an hourly rate and a significant portion of that rate is non taxed to offset some travel expense. Rather than pay a non-taxable mileage reimbursement, QS pays you a higher base rate and treats a portion of this as non - taxable for your actual mileage driven. This means your take-home pay typically will be higher than other agencies who pay a lower rate and offer mileage reimbursement, regardless of your actual mileage driven.

For this to be a maximum value to you, we strive to keep you as close to home as possible. We will work to keep you less than 100 miles round trip each shift. This way, you are making the most money possible and have more time with friends and family back home! It's a win-win!

You can find more about this under documents in your Workforce Portal!

CONTINUING EDUCATION & REIMBURSEMENT



CAREER ADVANCEMENT & CONTINUING EDUCATION

AM I ELIGIBLE?

We offer a reimbursement program for Nursing Aides to obtain a CMA or Nursing Degree. We also help nurses wanting to advance their careers!

MUST BE EMPLOYED **1 YEAR**
AVERAGE 30 HOURS A WEEK

FREE 
CONTINUED EDUCATION

We provide **FREE** continuing education (\$1000 annual value) to LPN's and RN's.

Just reach out to HR and we will set you up with a login and password. Per QS's standard of hiring, we want our nurses to take 1 credit hour per month. This ensures your skills are sharp and up to date with the latest methodologies, techniques and regulations pertinent to your career.

EDUCATIONAL ASSISTANCE PROGRAM

HOW IT WORKS

QS Nurses will reimburse an employee based on a prearranged and agreed on amount for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities.

EDUCATION INCLUDES:

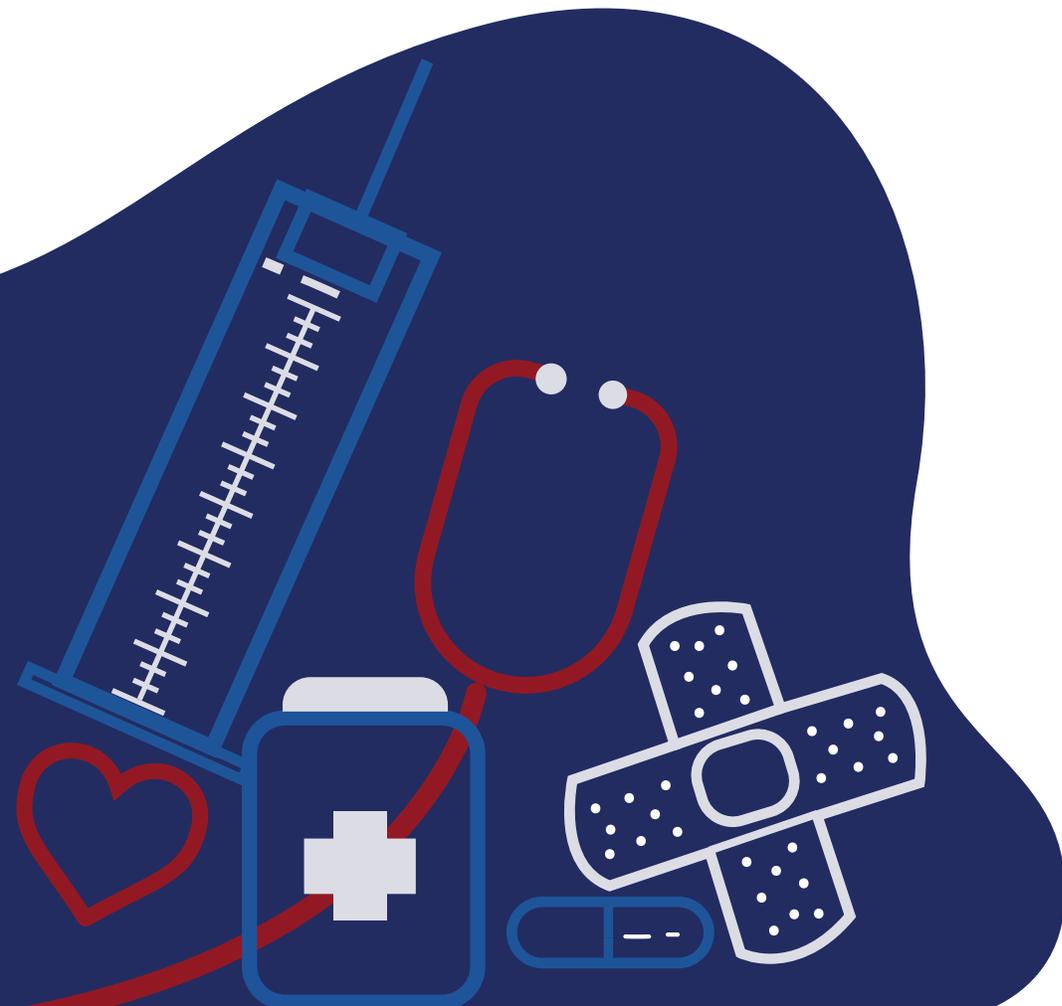
- College Credit Courses
- Continuing Education Unit Courses
- Seminars
- Certification Tests that are Job Related

REACH OUT TO HR

If you are interested in continuing your education to reach your healthcare goals, be sure to contact HR for more information.



OTHER IMPORTANT INFORMATION



COMPANY DIRECTORY

Main Phone: 620 793 7262

Operations: 620 258 1695

Kyle Whitlow
COO
kyle@qsnurses.com

Kim Elliott
DON
don@qsnurses.com

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Melissa Messersmith
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Tonya Olsen
Staffing Supervisor
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Nicole McKie
Staffing Supervisor
staffing@qsnurses.com

CREDENTIALING AND EMPLOYEE COMPLIANCE



KEEP CREDENTIALS UP TO DATE!

It is your responsibility to keep your license and certification information up to date. If not, you will become inactive.



UPLOAD TO THE PORTAL

When you receive a new or updated license, or renew a certification, you must upload it into Workforce Portal.



TESTING

Not being compliant could result in the facility (and QS) getting into regulatory trouble, which would hinder our relationship with those facilities and the ability for us to get you work. We will send reminders, but it is your responsibility to keep up to date. If you are not compliant, we cannot staff you.

ON THE JOB



INJURED?

If something happens on the job, **contact QS immediately**. As your employer, we designate where you go for care. We will help you file a claim, since they are time sensitive and require a lot of paperwork. As soon as you do that, get the reports and such back to HR as quick as possible.

If injured and put on restrictions, Work Comp Federal Guidelines lays out that you will not be paid for the first week of being off. Compensation is approximately 66% of wages for duration of claim.



EVALUATIONS

Evaluations are completed by facilities and QS upon your first shift and every 90 days, thereafter.

Internal and external evaluations will also be completed. The QS staff will send out evaluations to every facility you work with.

If we receive an Average, Below Average, or Poor Evaluation, we will speak with you to understand if there is room for improvement.

We are strong advocates for all our team members, so we'll make sure everything is resolved between you and the facility providing the review.



WE ARE **THRILLED** TO HAVE YOU ON THE TEAM!

We are committed to continually creating a better experience for you!

“ COMING TOGETHER IS A BEGINNING,
STAYING TOGETHER IS PROGRESS,
AND **WORKING TOGETHER IS SUCCESS.**

— Henry Ford ”