



WELCOME to
the team!

Call or Text
620-793-7262

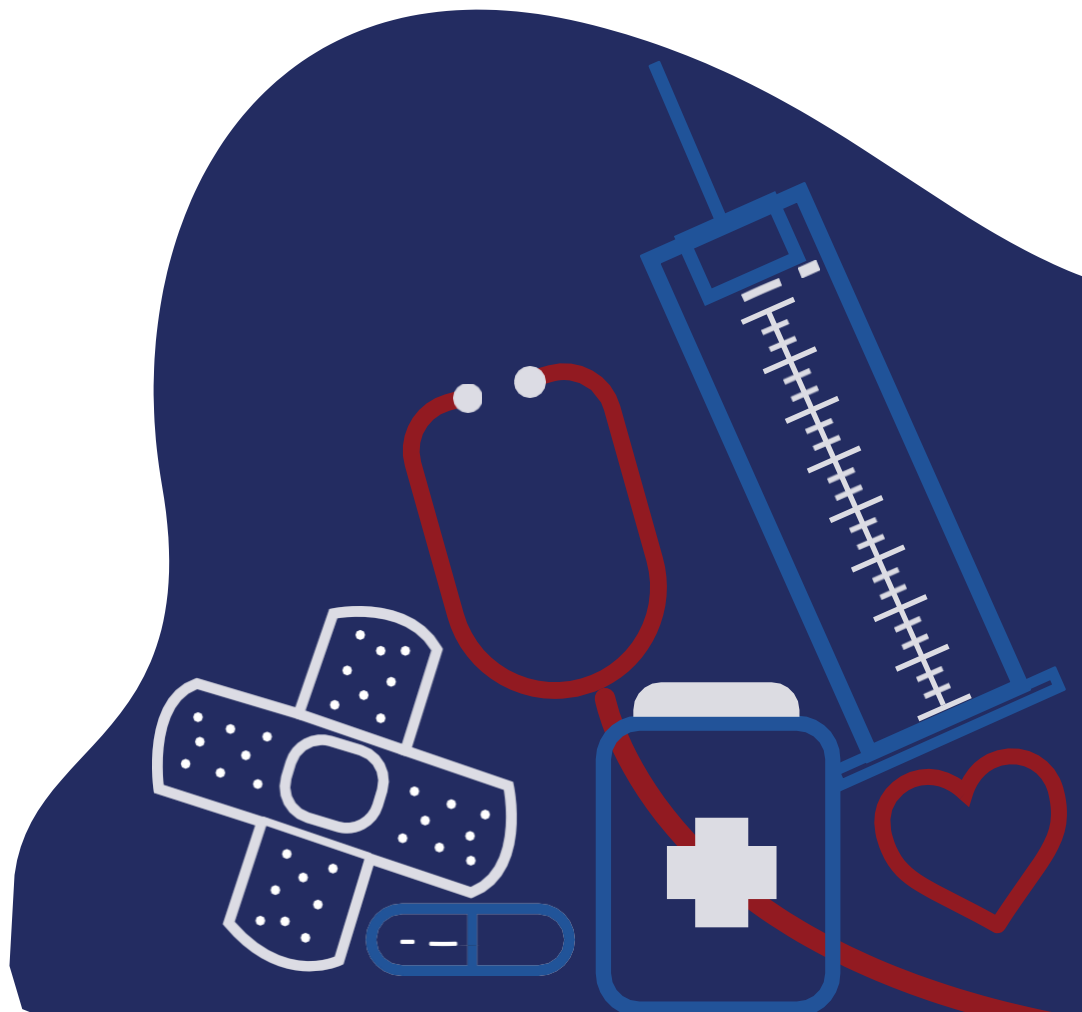


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“

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.

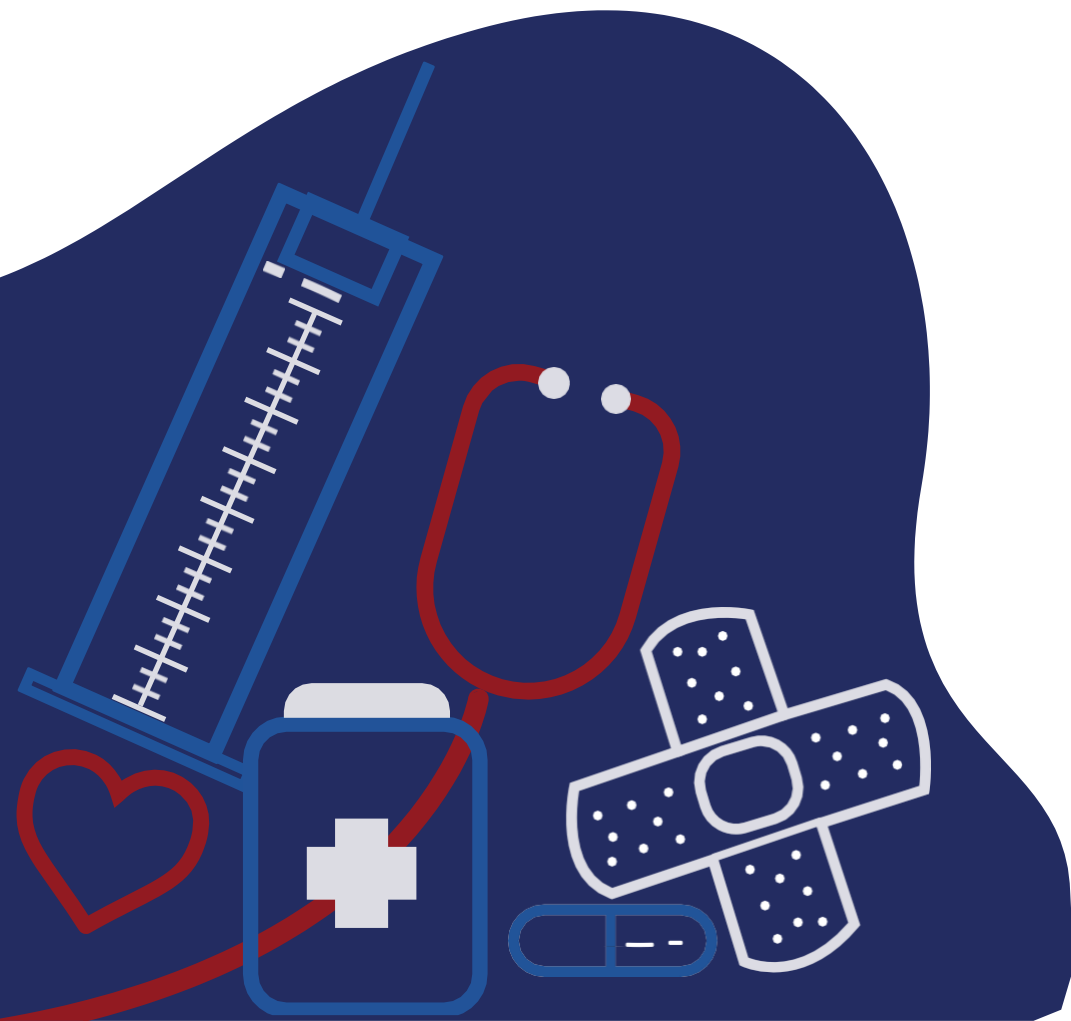
”

Sincerely,

Terry and Christy Whitlow Founders




THE ONBOARDING PROCESS



7 STEPS TO ONBOARD

01




Complete on-boarding documents and testing.

02




Drug Screen and Background Check.

03



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

04



Review benefits and enroll (or decline).

05



Attend orientation in person or virtually.

06



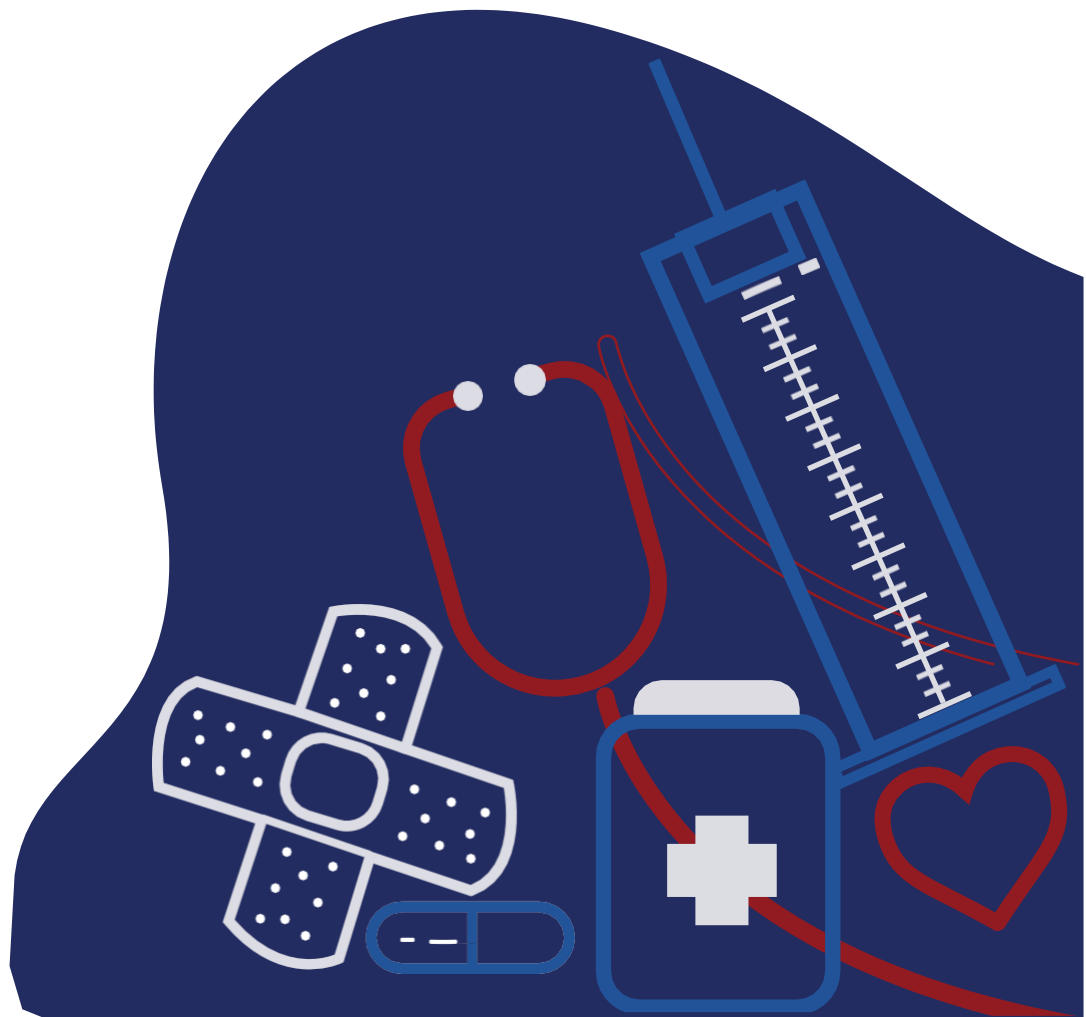
Once all documents are signed and testing completed, you are active

07



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

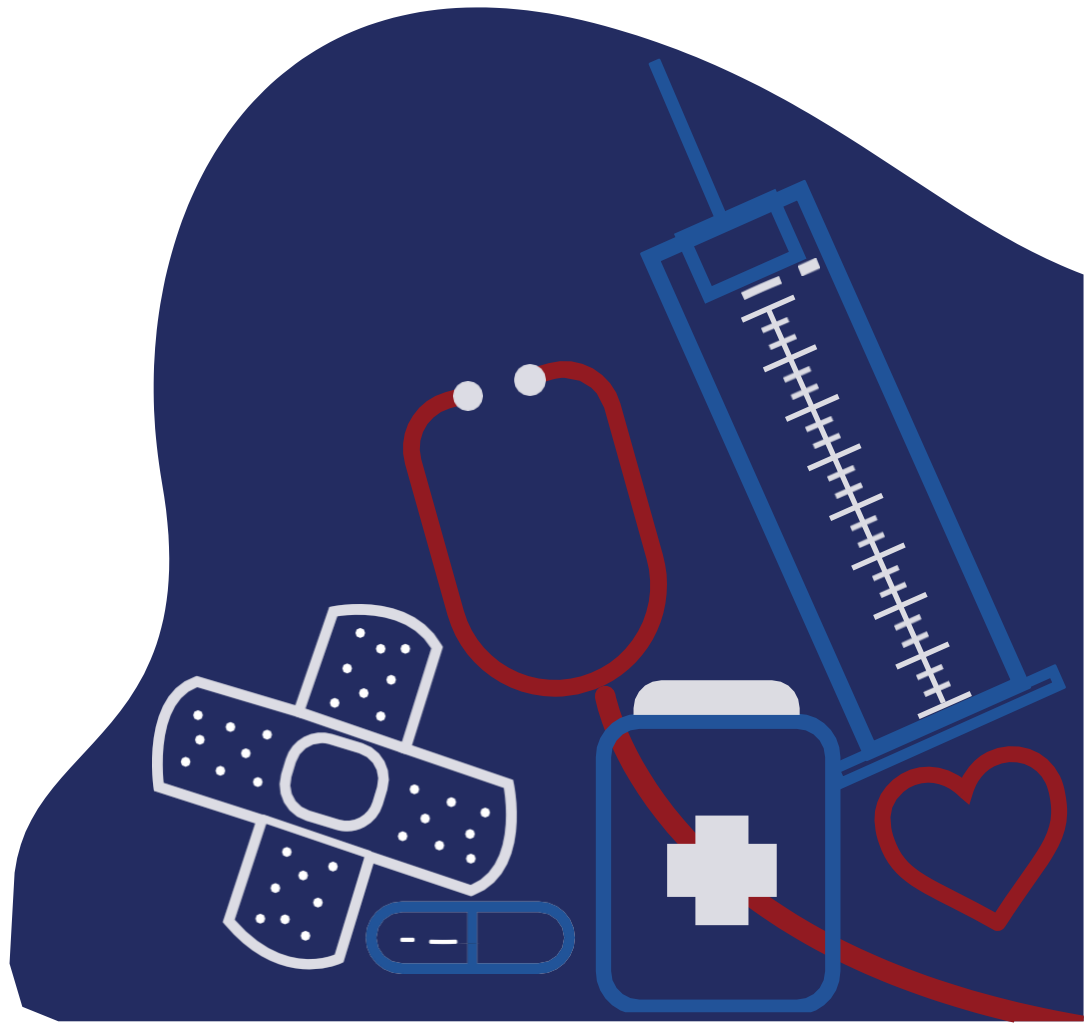
We strive to be known as the most reliable, dependable, and quality staffing firm in the healthcare industry sharing success equally with our team and clients alike through superior value.

CORE VALUES

- Valued team members
- Highest quality service
- Honor & Integrity
- Professionalism



EXPECTATIONS FOR QS TEAM MEMBERS



01

COMMUNICATE

Communication is a two-way street. We work hard every day 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 policies and procedures.

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



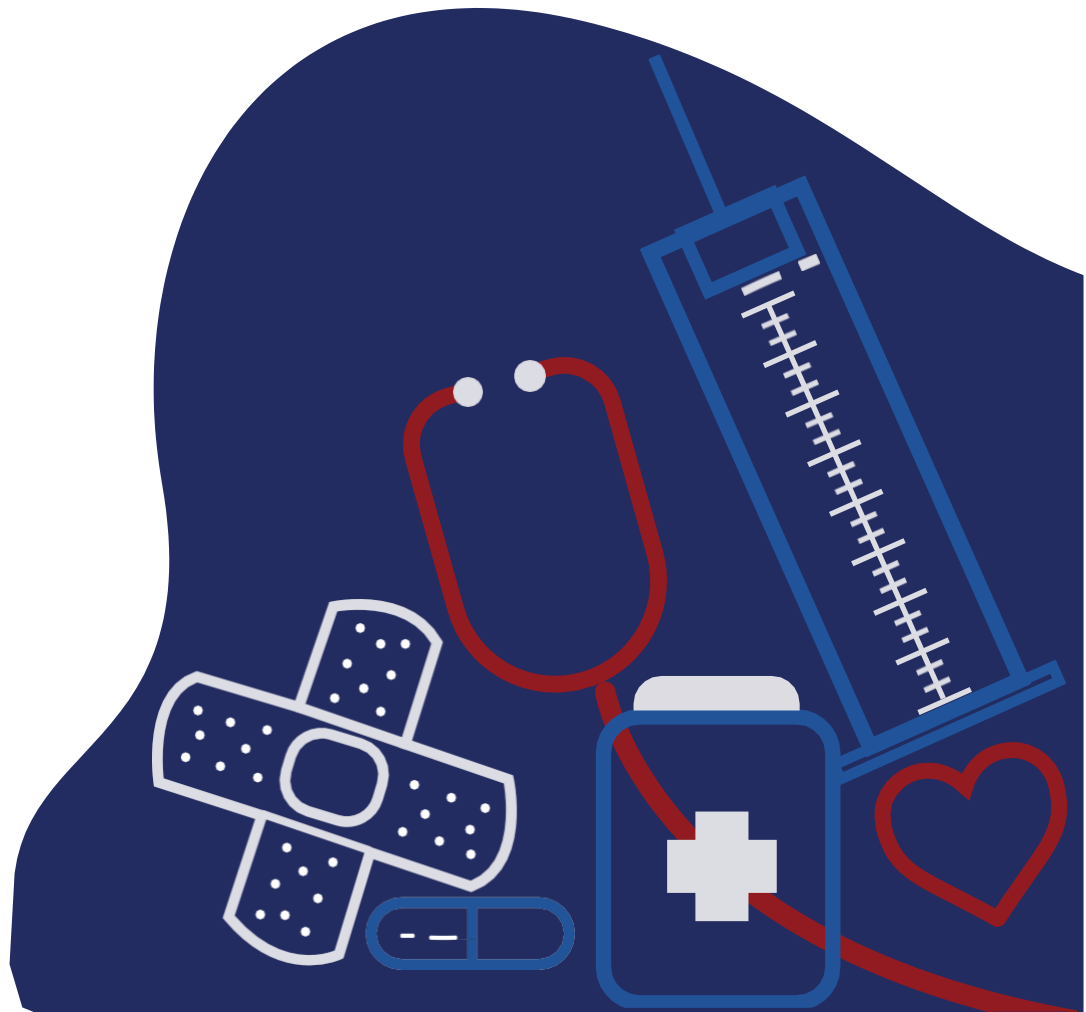
What if I Need to Cancel My Shift?

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

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

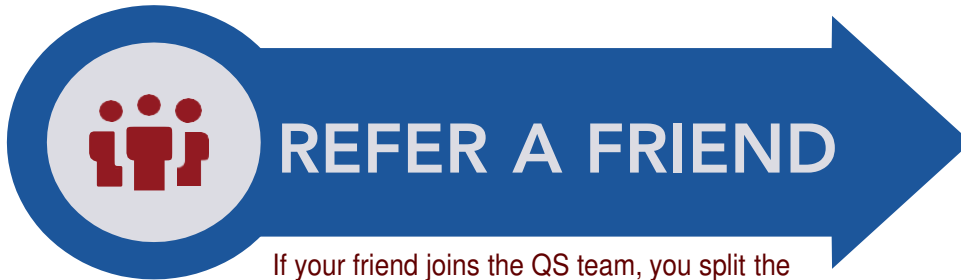
Go into any facility with confidence knowing you are covered by general and professional liability as well as works compensation coverage.



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!



EARN CASH!

\$1000 for RN

\$400 for LPN

\$100 for
CNA/CMA



RECOGNITION

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



PAID TIME OFF

For per diem team members, every 40 hours worked, you earn 1 hour of PTO! More details on this in WFP.



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.



WE CELEBRATE YOU!

Birthdays, anniversaries, and those who go above and beyond, we'll make a point of recognizing you by sending handwritten notes, shout outs on social media, and gift

PAYDAY IS EVERY FRIDAY

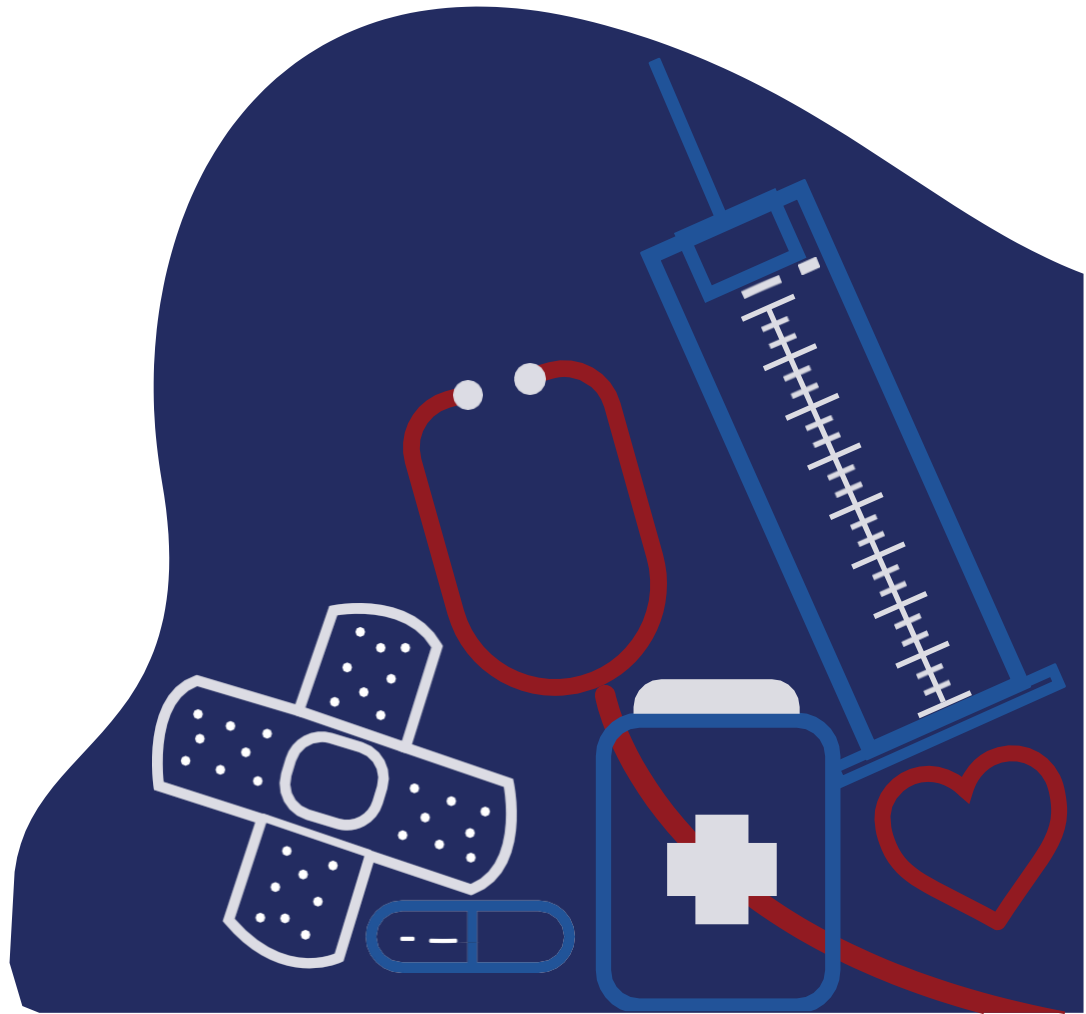


FREE

Continuing
Education
Credits



CONTINUING EDUCATION AND MORE



FREE



CONTINUING EDUCATION CREDITS

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

AM I ELIGIBLE?

MUST BE EMPLOYED

1 YEAR

AND

AVERAGE
32 HOURS PER
WEEK

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.

ELIGIBLE EDUCATION:

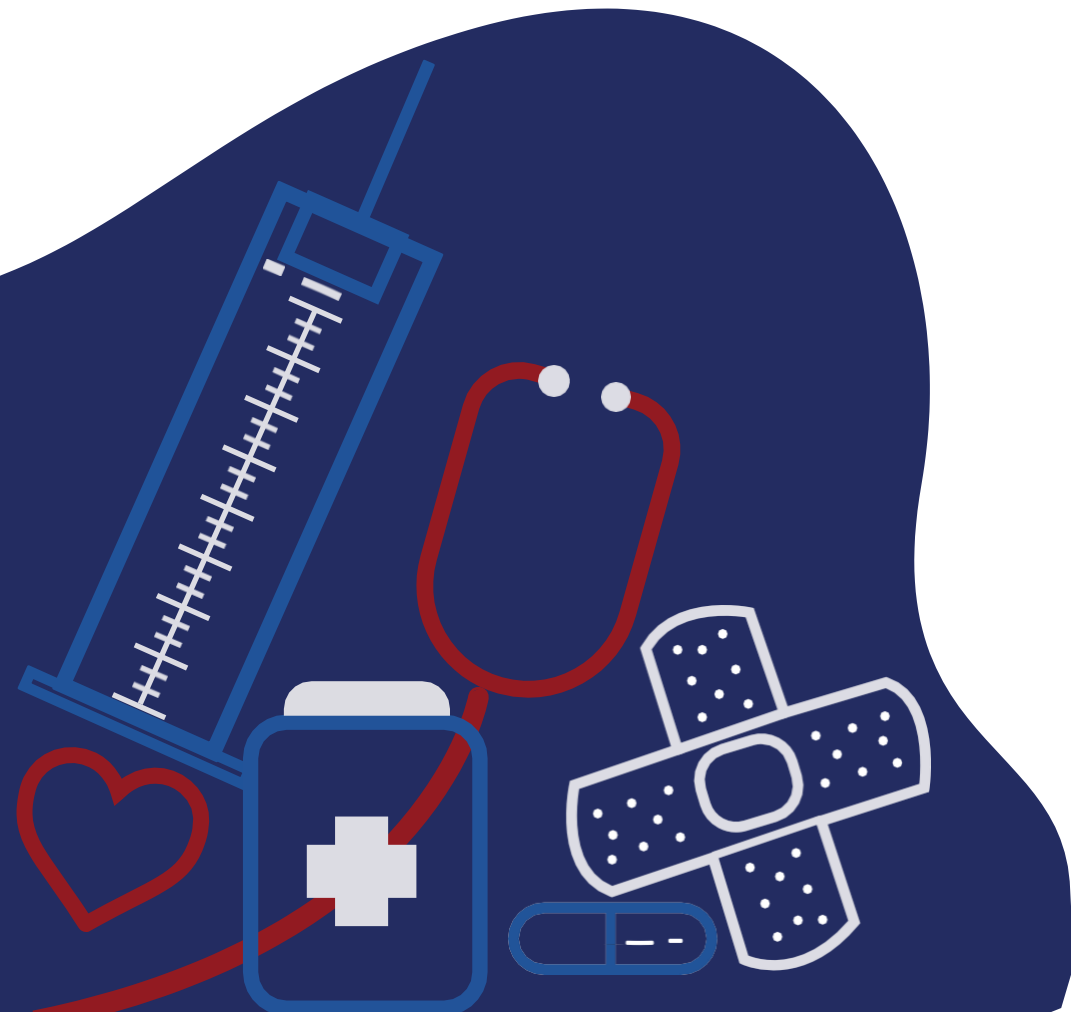
- College Credit Courses
- CEU Courses
- Job Related Certification Tests

CONNECT WITH HR

If you are interested in continuing your education to reach your goals, let us know!



OTHER IMPORTANT INFORMATION



COMPANY DIRECTORY

Main Phone: 620 793 7262

Operations:

Kyle Whitlow
VP of Operations
kyle.whitlow@qsnurses.com

Kim Elliott
DON
kim.elliott@qsnurses.com

Chris Landrum
Business Development Manager
chris.landrum@qsnurses.com

Travel:

Lindi Clough
Senior Travel Recruiter
lindi@qsnurses.com

Recruiting:

Micca Gutierrez
Senior Recruiter
micca.gutierrez@qsnurses.com

Ed Marquez
Senior Recruiter
ed.marquez@qsnurses.com

Sara Chancellor
Credentialing Specialist
sara.chancellor@qsnurses.com

Accounting:

Brooke Stahlecker
Payroll and Billing Specialist
brooke.stahlecker@qsnurses.com

Per Diem Staffing:

Natasha Carver
Staffing Manager
natasha.carver@qsnurses.com

Laura Stiles
Staffing Lead
laura.stiles@qsnurses.com

Support Email:
Staffing@qsnurses.com

Kelsi Thompson
Staffing Specialist

Tonya Olsen
Staffing Specialist

Nicole McKie
Staffing Specialist

CREDENTIALING and COMPLIANCE



CREDENTIALS MUST BE 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 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 us 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 at least 1x per year, thereafter.

Internal and external evaluations will also be completed.

We 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 and are continually
committed to creating a great
experience for you!

