



# Greater Vision Healthcare Services

485 N. Keller Rd Ste 101 32751 Tel: 407-GREATER (407-473-2837) Fax 407-614-2420 E-mail [info@gvhcs.com](mailto:info@gvhcs.com)

Dear Applicant,

Congratulations on accepting the offer to join our company, Greater Vision Healthcare Services, LLC. We are a local home health and staffing agency servicing Orange, Osceola, Seminole and Brevard counties. Our mission is to, with respect and compassion, meet the needs of our clients and their families. It is our goal to accomplish this by listening, planning, educating, and then delivering the highest quality of personalized home healthcare.

Greater Vision strives to be the premier home health agency in the Central Florida area that not only focuses on the clients, but also provides an inviting environment for employees, with trustworthy management. It's our goal to not only capitalize on excellence in client relations, but also employee satisfaction. All our employees and independent contractors are valued members of our team and are held to a high standard of professionalism.

In the next couple days, please watch your email for an onboarding packet of forms which will be sent via Adobe Sign. This packet contains a series of documents which we ask that you read, complete and then digitally and sign.

Also, enclosed you will find a checklist detailing the documents that you will be asked to submit during your onboarding process. Please be sure to visit the Onboarding Page (<https://gvhcs.com/site/onboarding/>) on our website where you can upload/submit the requested documentation.

**Please Note:** If there are one or more required CEUs or training certifications that you do not currently have, the agency may be able to assist you in obtaining these at the time of hiring, so please don't hesitate to communicate that with the office staff.

Thank you for taking your time to understand and comply with the Agency's Procedure. We understand that it may seem daunting but have found that ensure all documentation is submitted prior to orientation helps to ensure a smooth onboarding process and enable us to put you to work with a client more quickly. We are excited to have you on our team and look forward to working with you.

Sincerely,

Keshia Green, HR Coordinator



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## New Hire Checklist

As a new hire, you will be asked to provide copies of all the items in the checklist below as a part of your onboarding process. These documents can be submitted to the agency using the form provided on the Onboarding page on our website: <https://gvhcs.com/site/onboarding/>

### New Hire

- Resume
- Copy of Driver's License / State ID
- Copy of Social Security Card/ Work Eligibility Documentation
- Proof of Auto Insurance

### Verification of Degree/Training

- Copy of Current RN / LPN / CNA License or Certification (if applicable)
- Evidence of Training (Diploma, Degree Transcript, HHA Certificate Min 40 hours training required)
- CPR/ First Aid Card (ASHI, American Red Cross or American Heart)

### Medical

- Certificate of Health (must be completed by a physician)
- PPD Test within past 12-month Period

### Send/Take the following forms directly to the 3<sup>rd</sup> party to be completed, then, upload completed documents prior to Orientation:

- Level 2 Background Fingerprinting
- Local Law Enforcement Screening
- DMV 3 Year Driving Record
- 3 APD Reference Forms, completed and signed by your professional reference.

### In-Services & CEU's

#### Upload your Train Florida Transcript prior to Orientation with evidence of the following:

- HIPAA
- Zero Tolerance
- APD Direct Care Core Competencies
- HIV/AIDS 101

#### The Following CEU's are required for all Licensed Nurses and Must be uploaded prior to Orientation:

- Prevention of Medical Errors
- Resident/Patient Rights
- OSHA /Bloodborne Pathogens
- Medical Device Reporting
- Infection Control
- TB Respiratory Disorders
- Domestic Violence Training

**Note:** Additional In-Services and required documentation will be provided and reviewed with you during your mandatory 3-Day orientation.



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## Onboarding Information Page

- 1. Background Screening:** All staff who have patient contact are required to undergo both a local and a level 2 background screening. If you have not had a Level 2 FBI/FDLE Background screening in the last 5 years, you will need to make an appointment to have fingerprinting completed. If you have already completed this, the HR department will be able to retrieve your background screening results from the clearinghouse and you will not need to

### **FDLE Level 2 Background screening and fingerprinting (\$79)**

[https://www.fieldprintflorida.com/SubPage\\_2col.aspx?ChannelID=245](https://www.fieldprintflorida.com/SubPage_2col.aspx?ChannelID=245)

**Local Law Enforcement Background Check (\$5 fee, depending on county)** Take the attached form (which you may already have) to your local County Sheriff's Office for completion and return to HR. **Note:** This must be the county where you have resided in the last 6 months.

- 2. PPD Test Results:** Per agency policies, all staff who have direct patient contact need to have completed a PPD test within the last year. If you have not had an a 1-step PPD test within the last 12 months, you need to make an appointment with your physician. If you do not have a current primary physician, you may want to contact one of the following providers to obtain the necessary documentation:

Download Form to take to your doctor

Dr. Ansari is extending a special offer to Greater Vision Staff to perform annual physicals and PPD testing for \$50. If you only need PPD, the fee will be \$10

Dr. Ansari / Powers Pediatrics  
7037 Rose Ave Orlando, FL 32810.  
Phone: (407) 286-2965

- 3. Liability Insurance:** Required minimum coverage of \$500k per year. If you do not have coverage, you may contact one of the providers below:  
NSO 1-800-247-1500 [www.nso.com](http://www.nso.com)
- 4. CPR/ First Aid:** You must submit a current CPR / First Aid certification as provided by an approved trainer. If you need to renew your CPR / First Aid, you may contact the following:  
Lotoya Williams, MSN. American Heart Association Instructor  
Phone: 407-353-8393  
[ScrubsOnTheMove@hotmail.com](mailto:ScrubsOnTheMove@hotmail.com)
- 5. Proof of Auto Insurance:** All independent contractors are required to provide proof of current and valid automobile insurance, regardless of your intention to transport clients.



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6. **Transportation Clearance:** Must be completed if you would like to receive clearance to transport clients.  
**3-year DMV Driving Record Check (\$8 fee)** -Take the attached form to the local DMV office to request your driving record or mail to the address listed on the form. Results will be sent directly to Greater Vision.
  
7. **In-Services:** Greater Vision will request a TrainFlorida learner account to be created on your behalf. You will use this to complete the following mandatory online in-services. You are expected to complete these on your own time PRIOR to Orientation. When you do receive your login, please login, search for and complete the following courses. **Once you have completed all four courses, download your TrainFlorida Transcript and submit to Greater Vision using the Onboarding form.**

### Direct Care Core Competencies

(DCCC) <https://www.train.org/florida/course/1060050/compilation>  
<http://apdcare.org/providers/training/docs/apd-dccc-trainingplan.pdf>

**Zero Tolerance** <https://www.train.org/florida/course/1058718/compilation>  
<http://apdcare.org/providers/training/docs/apd-zero-trainingplan.pdf>

**HIPAA** <https://www.train.org/florida/course/1079315/>  
<http://apdcare.org/providers/training/docs/apd-attain-hippa-navigation-guide.pdf>

**FDOH HIV/AIDs 101 in the News:** <https://www.train.org/florida/course/1059884/>

### Guide on how to search for courses on TRAIN Florida

<http://apdcare.org/providers/training/train/search/index.html>

If you have any questions about any of the above requirements, please contact Greater Vision to request assistance.