

**HACKETTSTOWN COMMUNITY HOSPITAL**  
**NURSING PER DIEM POOL**  
**SURGICAL SERVICES**

I, \_\_\_\_\_, agree to fulfill a position in the Nursing Per Diem Pool. I understand and agree to the following conditions.

1. Per Diem employees are subject to the obligations and work conditions, including policies and procedures of all other hospital employees, except as modified by the terms of this document. However, they receive no fringe benefits such as vacation, holiday, sick time, insurances, etc., if applicable. Per diem employee must also adhere to specific department Per Diem policies.
2. Proof of current NJ licensure must be presented to the Nursing Office.
3. Is currently employed in an acute care setting with at least one (1) year of experience in the specialty area applying for.
4. RN's must be IV certified, or willing to become certified.
5. Must be ACLS certified and hold other certifications applicable to the specialty unit at their own expense.
7. Successfully complete unit competencies, orientation packets, and yearly evaluation.
8. RN's must pass the Hackettstown Community Hospital's Medication Test.
9. I agree to work one of the winter holidays, (Christmas, New Year's, Thanksgiving) and one of the summer holidays (Memorial Day, Fourth of July, Labor Day) according to the needs of each Surgical Services Department. Each new Per Diem employee will be expected to work Christmas the first year.
10. I agree to take call one full weekend per schedule or at the discretion of the manager, based on the needs of the department.
11. I am available to work 7:00-3:30, or hours designated per specific department. I am also available to work a minimum of one day per week. I also agree to commit to taking call per department needs.
12. Hourly Rates RN Days \$34.00
13. General Orientation and Nursing Orientation will be provided by the hospital.
14. The hospital is under no obligation to provide work and may discontinue or modify the terms of employment for per diem nurses at any time.
15. This document is not a contract of employment. Employment with HCH is not for a stated period of time and both you and HCH may discontinue the employment relationship at any time.
16. I agree to give a minimum of two (2) weeks notice when terminating employment.
17. Per diem positions will be determined by unit activity.
18. All of the above will be subject to approval by the Surgical Services Manager.

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

\_\_\_\_\_  
Administrative Director      Date

\_\_\_\_\_  
Recruiter      Date

\_\_\_\_\_  
Beginning Date