



## 2024-2025 Annual Employee Update – Part II

### Instructions for the 2024-2025 Annual Employee Update (Part 2)

As a valued member of **Smith & Dean Inc., operating as Dean's Professional Services (DPS)**, it is **mandatory** for you to participate in the Annual Employee Update if you are actively working. This update requires you to:

- Review general policies and procedures
- Complete safety trainings
- Fulfill Joint Commission-specific requirements (for clinical and patient care settings only)

You may also need to complete evaluations or quizzes and sign documents to acknowledge your understanding and compliance with these standards. The specific tasks will vary depending on your client's worksite and your role.

#### Key Details:

- **Deadline:** All updates must be completed by **November 30, 2024**.
- **Assistance:** A dedicated Annual Coordinator will assist you with these tasks. Please be ready to engage in the process and look for communication via email, phone, or text.
  - **Contact Information:**
    - Email: [annualupdates@deansprofessionalservices.com](mailto:annualupdates@deansprofessionalservices.com)
    - Phone: **713-785-7483** (Ask for an Annual Update representative)
- **Resources:** Visit the "[Annual Review](#)" section on our website for further information. This section includes:
  - Relias Skills and Core Mandatory updates
  - Joint Commission – National Patient Safety Goals
- **Forms and Documentation:** Forms will be assigned via your employee portal. *It is important to log in regularly to complete these tasks.*

#### What Happens If I Miss the Deadline?

If you do not complete the 2024-2025 Annual Joint Employee Update by the **November 30, 2024**, deadline, the following automatic consequences may apply:

- **Suspension of Work Assignments:** You may be suspended from your current work assignment until all mandatory updates are completed.
- **Non-Compliance with Client Requirements:** Some client worksites may have strict compliance standards. If updates are not completed, you may be ineligible to continue working at certain client locations.
- **Do Not Assign (DNA) Status:** In cases where compliance is not met after multiple reminders, you could be placed on a "Do Not Assign" (DNA) list, affecting your future work opportunities with specific clients.
- **Employment Review:** Non-compliance could trigger a review of your employment status with Dean's Professional Services, especially if the lack of completion violates critical safety or regulatory requirements.

#### Position & Occupation Location Matrix



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INDUSTRY	LOCATION & POSITION TYPES	GENERAL AND JOINT COMMISSION	SAFETY
HEALTHCARE – NON-CLINICAL	<u>Locations:</u> Hospitals, Clinics, Labs, Doctor's Offices, Urgent Care, Correctional facilities, etc.	<ul style="list-style-type: none"> <li>• DPS Handbook Update</li> <li>• DPS General Form Update</li> <li>• Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• OSHA Compliance:</li> <li>• Universal Precautions,</li> <li>• Hand Hygiene, and Washing</li> <li>❖ <b>Drivers:</b> Adherence to Safety Policies and Procedures reviewed (if applicable)</li> </ul>
	<u>Positions:</u> Clerical, Administrative, Hospitality / EVS	<ul style="list-style-type: none"> <li>• National Patient Safety Goals (NPSG) Update</li> <li>• HIPAA Training &amp; Update</li> </ul>	
CLINICAL	<u>Locations:</u>  <b>ALL</b>	<ul style="list-style-type: none"> <li>• DPS Handbook Update</li> <li>• DPS General Form Update</li> <li>• Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• OSHA Compliance:</li> <li>• Universal Precautions,</li> <li>• Hand Hygiene, and Washing</li> <li>❖ <b>Drivers:</b> Adherence to Safety Policies and Procedures reviewed (if applicable)</li> </ul>
	<u>Positions:</u> Nurses, Allied Health (medical assistants, phlebotomists, pharmacy tech, etc.)	<ul style="list-style-type: none"> <li>• National Patient Safety Goals (NPSG) Update</li> <li>• HIPAA Training &amp; Update</li> <li>• Relias Competency &amp; Skills Update <i>(if not done in the last 90 days)</i></li> <li>• Relias Core Mandatory Training &amp; Evaluation</li> <li>• Nurse Liaison review of DNA / or DNR</li> </ul>	
NON-HEALTHCARE	<u>Locations:</u> Schools, Revenue Cycle Centers, Corrections, Managed Care Organizations, etc.	<ul style="list-style-type: none"> <li>• DPS Handbook Update</li> <li>• DPS General Employee Form Update</li> <li>• Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• OSHA Compliance:</li> <li>• Universal Precautions,</li> <li>• Hand Hygiene, and Washing</li> <li>• Remote Workers: Equipment possession reviewed (if applicable)</li> <li>❖ <b>Drivers:</b> Adherence to Safety Policies and Procedures reviewed (if applicable)</li> </ul>
	<u>Positions:</u> Clerical, Administrative, Hospitality / EVS		

\* **CLIENT SPECIFIC FORMS** - Client specific documents be updated annually based as part of your annual employee update.

❖ **DRIVER** - is defined as any employee who is responsible driving client-provided vehicle or their vehicle daily as a requirement of the position to complete their job duties. This does not include commute to and from work. Drivers are required to meet specific safety and insurance requirements, and their roles may include transporting goods, services, or personnel as part of their assigned duties. Compliance with vehicle maintenance, insurance verification, and safety standards is mandatory for all drivers.