

# Policy Acknowledgement & Sign-Off Form

By signing below, I acknowledge that I have read, understood, and agree to comply with all Opuluxe Tailored Nursing policies outlined in this document. Failure to adhere to these policies may result in disciplinary action, suspension, or termination of contract.

## NURSE INFORMATION

Full Name:

Credential:

Phone Number:

Email Address:

Date:

Case /

Assignment:

## POLICIES REVIEWED

<b>01</b>	<p><b>Clinical Documentation Policy</b></p> <p>All nurses must maintain timely, accurate, and objective documentation for every patient visit. Every signature, time entry, progress note, and incident report represents accountability, safety, and professional integrity. Charting must be completed promptly and reflect only objective observations. Incomplete or delayed documentation is not in alignment with the Opuluxe standard of excellence.</p>
<b>02</b>	<p><b>HIPAA Compliance Policy</b></p> <p>All staff must maintain strict HIPAA compliance at all times. Patient health information must never be shared outside of authorized care team communications. Any potential HIPAA violations must be reported immediately to agency leadership. Violations may result in disciplinary action, suspension, or termination of contract.</p>
<b>03</b>	<p><b>Scheduling &amp; Availability Submission Policy</b></p> <p>All nurse availability must be submitted by the 15th of the month prior to the schedule period. Late submissions result in reactive scheduling. Opuluxe aims to distribute completed schedules by the 25th of the current month. Late submissions may impact your assigned cases and disrupt continuity of care.</p>
<b>04</b>	<p><b>Patient Communication Log Policy</b></p> <p>Nurses must document all significant patient communications in the Patient Communication Log — including changes in condition, new symptoms, physician notifications, family updates, medication adjustments, equipment concerns, incident follow-ups, and missed visits. Every entry must be objective, timely, legible, and signed with full credentials.</p>
<b>05</b>	<p><b>Credential &amp; Compliance Document Submission Policy</b></p> <p>All nurses must submit updated credentials, CEUs, background screenings, contracts, and required compliance forms promptly upon request. As a licensed nurse registry, Opuluxe Tailored Nursing is legally responsible for maintaining full regulatory compliance. Failure to submit required documents timely may place your ability to work cases on hold.</p>
<b>06</b>	<p><b>Professional Conduct &amp; Boundaries Policy</b></p> <p>All Opuluxe nurses must maintain professional conduct and appropriate boundaries with clients, families, and colleagues at all times. Personal relationships with clients outside the scope of care are not permitted. Any boundary concerns or incidents must be reported to agency leadership immediately.</p>
<b>07</b>	<p><b>Incident Reporting Policy</b></p> <p>All incidents, near-misses, or unusual occurrences must be reported to agency leadership immediately and documented per Opuluxe protocols. Timely reporting protects the client, your license, and the agency. Delayed or omitted incident reports are a serious compliance violation.</p>

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**Payroll & Pay Period Policy**

The Opluxe pay period runs Sunday through Saturday with a two-week turnaround from close of period. All time entries must be submitted accurately and on time. Inaccurate, missing, or late entries may delay payment. Opluxe strives to issue payments sooner than the standard two-week window when possible.

**ACKNOWLEDGEMENT & SIGNATURE**

I confirm that I have read, fully understood, and agree to comply with all eight (8) policies listed above. I understand these policies are binding conditions of my engagement with Opluxe Tailored Nursing.

**Nurse Signature:**

**Date:**

**Printed Name:**

**Credential:**