



Faith & Family Medical Staffing

Staff Onboarding Checklist – PCA

Personal & Contact Information

- ☐ Full legal name
- ☐ Date of birth
- ☐ Address
- ☐ Phone number
- ☐ Email
- ☐ Emergency contact

Identification & Work Authorization

- ☐ Government-issued photo ID
- ☐ Social Security card / I-9 documents
- ☐ Completed Form I-9

Licensure / Certification

- ☐ Active Maryland PCA credential
- ☐ License/certification verified

Health & Medical Clearances

- ☐ TB test (current)
- ☐ Physical / fit-for-duty
- ☐ Immunization records

Background & Screening

- ☐ Criminal background check
- ☐ Drug screening
- ☐ Registry check (if applicable)

Training & Agreements

- ☐ HIPAA training
- ☐ Infection control training
- ☐ Signed Non-Compete Agreement
- ☐ Signed Confidentiality Agreement

Payroll & Scheduling

- ☐ W-4 completed
- ☐ Direct deposit form
- ☐ Availability form completed