

720 Enterprise Drive
Oak Brook, Illinois 60523
Phone: (708) 366-4500
Fax: (630) 571-6068

Dear Applicant,

Thank you for your interest in employment with Independence Plus. We are committed to providing quality patient care that sets the standard for healthcare at home. Our employees are vital in fulfilling this mission and for this reason, we are selective and do not hire all candidates.

General case information may be discussed during the hiring process but all required credentials must be received prior to hiring. Also, the employment process is structured, thorough and sequential, with each step dependent on successful completion of the prior step. This includes:

1. **Job interview** (requires passing):
 - a. Experience (including specific nursing skills and knowledge)
 - b. Clinical assessment of professionalism, attentiveness and openness to learning
2. **Online Skills Education**, which is approximately one hour of viewing time. This required material will not be covered in the Pre-Employment class. We strongly recommend completion prior to Pre-Employment class in order to avoid a second day of training.
3. **Pre-Employment Class** (requires completion and passing). This class is an extension of IPI's interview process and because you are not yet an employee, you will not be paid for attendance. Pre-Employment Class includes the following:
 - a. Dosage calculation test (timed test requires 100% accuracy for passing)
 - b. Medication draw (timed test requires 100% accuracy for passing)
 - c. Successful return demonstration of approximately 15 clinical skills
4. **Ventilator Management for Patients at Home** (requires completion and passing).

If you have any questions about the requirements for employment, please contact Alishia Myrick, Recruitment Specialist, at amyrick@independenceplus.com or (630) 463-4433.

Applicants who do not successfully complete the employment process may appeal their eligibility for employment by making a written request including details to support the rationale that the nurse is qualified, competent, and open to learning whatever is required in caring for our medically complex patients at home. The written appeal must be received via fax or mail within ten days of the last testing date. Appeals may be submitted by facsimile to (630) 954-0091 or mailed to the attention of Dr. Celeste Clarke, Corporate Vice President, Independence Plus Inc., 720 Enterprise Drive, Oak Brook, IL 60523.

I, the undersigned applicant, understand, accept and agree to follow the above processes. If at any time I have questions or am unclear, I will seek clarification/instruction from appropriate administrative staff. I understand that the above steps must be completed in their entirety prior to receiving an employment offer from Independence Plus.

Signature of Applicant

Printed Name

Date