



2025–2026 Annual Employee Occupational Wellness Update

Dear Team Member,

It's time for your **2025–2026 Annual Employee Occupational Wellness Update**. All Smith & Dean, Inc. / **Dean's Professional Services (DPS)** employees must complete their required updates by **October 31, 2025** to remain eligible for work.

This update includes:

- File audit and credential verification
- Occupational health updates (TB, Flu, Tdap, etc.)
- License/certification renewals
- Signature of compliance acknowledgments

Need help?

A member of our dedicated **Annual Update Team** will contact you by email, phone, or text.

annualupdates@deansstaffing.com

📞 **713-785-7483** (Ask for Annual Update Team Member)

Resources & Forms:

Visit the “**Annual Review**” section of our website for CEUs, health center options, and American Heart Association links.

⚠️ ***Failure to complete your update by October 31, 2025 may result in suspension from assignments or DNA (Do Not Assign) status.***

Thank you for keeping your credentials current and helping DPS stay audit-ready.

Dean's Professional Services

Annual Update Team – Compliance



2025-2026 Annual Employee Update - Position & Occupation Location Matrix

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.	- DPS Handbook Update - DPS General Form Update - Job Description	- OSHA Compliance: - Universal Precautions, - Hand Hygiene, and Washing ❖ Drivers: Adherence to Safety Policies and Procedures reviewed (if applicable)
	<u>Positions:</u> Clerical, Administrative, Hospitality / EVS	- National Patient Safety Goals (NPSG) Update - HIPAA Training & Update	
CLINICAL	<u>Locations:</u> ALL	- DPS Handbook Update - DPS General Form Update - Job Description	- OSHA Compliance: - Universal Precautions, - Hand Hygiene, and Washing ❖ Drivers: Adherence to Safety Policies and Procedures reviewed (if applicable)
	<u>Positions:</u> Nurses, Allied Health (medical assistants, phlebotomists, pharmacy tech, etc.)	- National Patient Safety Goals (NPSG) Update - HIPAA Training & Update - Relias Competency & Skills Update (if not done in the last 90 days) - Relias Core Mandatory Training & Evaluation - Nurse Liaison review of DNA / or DNR	
NON-HEALTHCARE	<u>Locations:</u> Schools, Revenue Cycle Centers, Corrections, Managed Care Organizations, etc.	- DPS Handbook Update - DPS General Employee Form Update - Job Description	- OSHA Compliance: - Universal Precautions, - Hand Hygiene, and Washing - Remote Workers: Equipment possession reviewed (if applicable) ❖ Drivers: Adherence to Safety Policies and Procedures reviewed (if applicable)
	<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.