



## CRNA Employment Agreement Checklist

Applicable to CRNA Employers and CRNA Employees

<input type="checkbox"/>	Terms of Employment	Terms of employer/employee relationship should be defined as clearly as possible.
<input type="checkbox"/>	Term	Term of employment may or may not be defined.
<input type="checkbox"/>	Termination	Depending on nature of the contract, termination of employment may be addressed (e.g., whether either party is required to give notice). Contract may identify which action can lead to employee termination.
<input type="checkbox"/>	Financial Arrangement	The contract should address employee compensation.
<input type="checkbox"/>	Benefits	Benefits, such as vacation time and sick time should be addressed.
<input type="checkbox"/>	Loss of Privileges	Contract should address what happens in the instance where CRNA loses facility privileges.
<input type="checkbox"/>	Licensure	Contract may address what happens if CRNA does not comply with licensure/certification (how much time does employee have to come into compliance before any action can be taken by employer).
<input type="checkbox"/>	Insurance	Contract may address professional liability coverage.
<input type="checkbox"/>	HIPAA	Contract should indicate that each party will comply with HIPAA requirements.
<input type="checkbox"/>	Records	Contract may address how records (medical and otherwise) will be handled.
<input type="checkbox"/>	Representations	Contract should address any representations that parties have made to one another.
<input type="checkbox"/>	Non-compete clause	Contract may include a provision on whether CRNA can be employed within a certain area by other entities during the term of this agreement and/or after the termination of this agreement.
<input type="checkbox"/>	Compliance Provisions	Agreement should include sections indicating intent of both parties to comply with state and federal laws and regulations.
<input type="checkbox"/>	Notices	Agreement should indicate which parties receive notices pertaining to the contract.
<input type="checkbox"/>	Choice of State Law/Jurisdiction	Indicate under the laws of which the contract will be interpreted. Contract may also indicate jurisdiction where any disputes coming out of the agreement can be brought.

\* Please note that words 'contract' and 'agreement' are used interchangeably in this document.



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