

Travel and Local Contracts

with

Chesapeake Medical Staffing



CHESAPEAKE
MEDICAL STAFFING

Thank you for expressing interest in a contract through Chesapeake Medical Staffing.

Most hospitals across the United States now participate in vendor management systems, meaning that they outsource their agency use. The result is that when contract needs come up, they are distributed via email to all of the agencies that work with whichever vendor management system is affiliated with the hospital. In Baltimore, the Chesapeake Registry Program is the most prominent vendor manager. The CRP works directly with the Maryland Hospital Association to ensure quality healthcare professionals are provided by the agencies and is affiliated with the majority of the hospitals in the Baltimore area.

The biggest impacts of this process are the number of candidates a hospital may receive for openings and how quickly they will receive those candidates' information. In order to efficiently find you a contract, we need to be able to submit your profile to the hospital for consideration as soon as a contract need is opened. Once a profile is received, it is screened and forwarded to the nurse manager that requested the contract for review and potentially, to conduct a phone interview. The order and process in which phone interviews are conducted varies from hospital to hospital. Typically, the strongest candidates that are received the most quickly are the clinicians that will be contacted for a phone interview. Therefore, it is imperative that we know in which hospitals and units you would be willing to accept an assignment as well as have a strong profile on hand for you, ready to send.

In order to know which hospitals and units interest you, please complete the Contract Facilities List found later in this packet. Please mark all hospitals that interest you, as well as indicate at the bottom in which units you would like to work and what shifts times you prefer (7a-7p, 3p-11p, 7p-7a, etc).

We'll need the following documents to be able to put together a profile for you:

- ***Updated Resume*** - should be specific to the specialty in which you are interested in working. It is an excellent idea to have multiple resumes on file if you are seeking a contract in a variety of settings, such as ER, ICU, or TELE. Each resume should focus on job descriptions while working on the type of floor for which you are interested in contracting.

- ***Two Professional References w/in one year*** - the higher quality the reference, the higher the likelihood of getting a contract. References that come back mediocre will be kept on file, but it is suggested that you aim to find someone that can give you an exemplary reference. At least one and preferably both should be completed from someone in a supervisory position.

- ***Skills Checklist w/in one year*** - a skills checklist must be completed for ANY area in which you are interested in contracting.

-Work Experience Checklist - The Chesapeake Registry Program is affiliated with all of the hospitals marked with a * on the Contract Facilities List. If you have marked that you are interested in working at any of these hospitals, please also complete the Work Experience Checklist (also included in this packet), per their unique submission requirements. This packet also contains a quick questionnaire with some questions that we can use to complete the rest of the CRP specific paperwork.

Please return the above items as soon as you are able. Once we have everything, we can assemble your profile and be ready to send to the facilities you have indicated, maximizing the chance of you receiving a phone interview and eventually, an offer.

Please also know that many of the compliance requirements for contracts have changed drastically with the implementation of these vendor management systems. Many hospitals now require a new drug screen, background check, and physical within 30-days prior to starting a contract at their facility. Drug screens and background checks can be conveniently processed right here in our office with instant results.

Don't hesitate to call or email with any questions, 410-321-4267 x116 or dmyers@cms24-7.com.

Thank you,

David Myers
Contract Manager

Chesapeake Registry Program Questionnaire

- 1) How many years have you been core staff?

- 2) How many years have you been worked agency?

- 3) How many travel assignments have you completed?

- 4) Do you have national certification (this is a rare certification you can obtain if you go through a lengthy, nationally-accredited examination)?

- 5) Are you enrolled in any continuing education courses?

Contract Facilities List

<u>Hospital</u>	<u>County / Location</u>	
* Anne Arundel Medical Center	Anne Arundel County	
* Atlantic General Hosital	Worcester County	* = Chesapeake
Baltimore Washington Medical Center	Baltimore City	Registry Affiliate
Bayview Medical Center	Baltimore City	
Bon Secours Hospital	Baltimore City	
Bowie Health Campus	Anne Arundel County	
* Calvert Memorial Hospital	Calvert County	
* Carroll Hospital Center	Carroll County	
* Chester River Hospital Center	Prince George's County	
* Civista Medical Center	Charles County	
* Doctors Community Hospital	Prince George's County	
* Dorchester General Hospital	Dorchester County	
* Fort Washington Medical Center	Prince George's County	
* Franklin Square Hospital Center	Baltimore County	
* Frederick Memorial Hospital	Frederick County	
Georgetown University Hospital	Washington DC	
* Good Samaritan Hospital	Baltimore County	
Greater Baltimore Medical Center	Baltimore County	
Harbor Hospital	Baltimore City	
Harford Memorial Hospital	Harford County	
Howard County General	Howard County	
Johns Hopkins Hospital	Baltimore City	
* Kernan Hospital	Baltimore City	
Laurel Regional Hospital	Anne Arundel County	
* Maryland General	Baltimore City	
Mercy Medical Center	Baltimore City	
* Memorial Hospital at Easton	Talbot County	
* Montgomery General Hospital	Montgomery County	
* Northwest Hospital	Baltimore County	
Patient First	various locations throughout Maryland	
Prince George's Hospital Center	Prince George's County	
* Sinai Hospital Center	Baltimore City	
* Southern Maryland Hospital Center	Prince George's County	
* St. Agnes Hospital	Baltimore City	
St. Francis Hospital	Delaware	
* St. Mary's Hospital	St Mary's County	
* St. Joseph Medical Center	Baltimore County	
* Suburban Hospital	Montgomery County	
* Union Hospital of Cecil County	Cecil County	
Union Memorial Hospital	Baltimore City	
Upper Chesapeake Medical Center	Harford County	
Washington Hospital Center	Washington DC	

Units: _____

Shifts: _____



**Reference Material 6
WORK EXPERIENCE CHECKLIST – RN/LPN**

Instructions: Fill out Completely. Range of dates must include exact dates: Month/Year. Do not use “Present”.



HOSPITAL UNIT	Experience in Career as an RN/LPN (month/year to month/year)	PROVIDER’S NAME: _____
Burn	/ to /	
Cath Lab	/ to /	
Dialysis – Hemo	/ to /	
Dialysis – Peritoneal	/ to /	
Dialysis – Renal	/ to /	
ER	/ to /	
ER-Pediatrics	/ to /	
Epidurals	/ to /	
Geriatrics	/ to /	
Home Health	/ to /	
H/H Infusion	/ to /	
Hospice	/ to /	
ICU-Adult	/ to /	
ICU-CV	/ to /	
ICU-Neuro	/ to /	
ICU-Pediatric	/ to /	
L&D	/ to /	
LTC	/ to /	
MED SURG	/ to /	
Nursery	/ to /	
Nursery –Level 2	/ to /	
OB	/ to /	
Oncology	/ to /	
OR	/ to /	
OR-CV (CVOR)	/ to /	
ORTHO	/ to /	
PACU	/ to /	
Pediatrics	/ to /	
Private Duty	/ to /	
PSYCH-Adult	/ to /	
PSYCH-Geriatric	/ to /	
PSYCH-Pediatrics	/ to /	
REHAB-Medical	/ to /	
Skilled Visit	/ to /	
Trauma	/ to /	
Telemetry	/ to /	

SYSTEMS & PROCEDURES:

- Yes No Interpretation of Cardiac Dysrhythmias
- Yes No Balloon Pump _____ dates of experience
- Yes No Online Charting: System used _____
- Yes No Blood Glucose Monitor: Type _____
- Yes No The parenteral administration of electrolytes and fluids
- Yes No Moderate sedation experience? If yes, How many months/years? _____
- Yes No IV interstion
- Yes No Phlebotomy

Employee Name (Printed)

Name (employee signature or “via phone”) and Date

Agency Name

Agency Representative Signature and Date