State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

JUL 15 2013

NUMBER	PAGE
BHS14022	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR
*507114642 01 402-891-1118
AUREUS NURSING LLC
13609 CALIFORNIA ST

OMAHA NE 68154

SHIP TO
HEALTH AND HUMAN RESOURCES
VARIOUS LOCALES AS
INDICATED BY ORDER

08/08/13 09:56:50 AM
West Virginia Purchasing Division

DATE PRINTED
07/10/2013

BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	20,000	HR		964-65	$60.00	$1,200,000
	1A. REGISTERED NURSE(RN) LOCUM-TENENS, REGULAR HRS.					
0002	3,000	HR		964-65	$90.00	$ 270,000
	1B. REGISTERED NURSE(RN) LOCUM-TENENS, OVERTIME HRS.					
0003	104	HR		964-65	$90.00	$ 9,360
	1C. REGISTERED NURSE(RN) LOCUM-TENENS, HOLIDAY HRS.					
0004	20,000	HR		964-65	$48.00	$ 960,000
	2A. LICENSED PRACTICAL NURSE(LPN) LOCUM-TENENS, REGULAR HOURS.					
0005	3,000	HR		964-65	$72.00	$216,000
	2B. LICENSED PRACTICAL NURSE(LPN) LOCUM-TENENS, OVERTIME HOURS.					

SIGNATURE Roberta J Wagner TELEPHONE 877.856.5457 DATE 8.6.13

TITLE Director, Operations FEIN 470592910 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
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2019 Washington Street East
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Solicitation

NUMBER	PAGE
BHS14022	2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
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304-558-0067

VENDOR
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OMAHA NE 68154

SHIP TO
HEALTH AND HUMAN RESOURCES
VARIOUS LOCALES AS
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DATE PRINTED
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BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0006	104	HR		964-65	$72.00	$ 7,488
	2C. LICENSED PRACTICAL NURSE(LPN) LOCUM-TENENS,					
	HOLIDAY HOURS.					
0007	20,000	HR		948-55	$39.00	$ 780,000
	3A. CERTIFIED NURSING ASSISTANT(CNA) LOCUM-TENENS,					
	REGULAR HOURS.					
0008	3,000	HR		948-55	$58.50	$ 175,500
	3B. CERTIFIED NURSING ASSISTANT(CNA) LOCUM-TENENS,					
	OVERTIME HOURS.					
0009	104	HR		948-55	$58.50	$ 6,084
	3C. CERTIFIED NURSING ASSISTANT(CNA) LOCUM-TENENS,					
	HOLIDAY HOURS.					

SIGNATURE	TELEPHONE	DATE
William F Stewart	877.856.5457	8.6.13

TITLE	FEIN	
Director, Operations	470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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Solicitation

NUMBER	PAGE
BHS14022	3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR
*507114642 01 402-891-1118
AUREUS NURSING LLC
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OMAHA NE 68154

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VARIOUS LOCALES AS
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DATE PRINTED
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BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0010	20,000	HR		948-55	$39.00	$ 780,000
	4A. HEALTH SERVICES WORKER(HSW) LOCUM-TENENS, REGULAR HOURS.					
0011	3,000	HR		948-55	$58.50	$ 175,500
	4B. HEALTH SERVICES WORKER(HSW) LOCUM-TENENS, OVERTIME HOURS.					
0012	104	HR		948-55	$ 58.50	$ 6,084
	4C. HEALTH SERVICES WORKER(HSW) LOCUM-TENENS, HOLIDAY HOURS.					
0013	1	EA		964-65	$6,200⁻	$6,200⁻
	5. REGISTERED NURSE - PERMANENT PLACEMENT FEE 15% at a salary of $42K					

SIGNATURE	TELEPHONE	DATE
[signature]	877-856.5457	8.6.13
TITLE: Director Operations	FEIN: 470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
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Solicitation

NUMBER	PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR
*507114642 01 402-891-1118
AUREUS NURSING LLC
13609 CALIFORNIA ST

OMAHA NE 68154

SHIP TO
HEALTH AND HUMAN RESOURCES
VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED
07/10/2013

BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0014	1	EA		964-65	$4,600-	$ 4,600-

5. LICENSED PRACTICAL NURSE - PERMANENT PLACEMENT
15% at a salary of $30K

FEE. (THIS IS A ONE TIME PLACEMENT FEE FOR EACH PERMANENTLY PLACED RN OR LPN PLACED BY THE VENDOR.)

THIS WILL BE A PROGRESSIVE AWARD CONTRACT. AWARD WILL BE MADE FROM THE LOWEST TO THE HIGHEST GRAND TOTAL FOR RN'S, LPN'S, CNA'S, AND HSW'S MEETING SPECIFICATION.

Without direct hire fees 4,586,016

****** THIS IS THE END OF RFQ BHS14022 ****** TOTAL: 4,596,816

SIGNATURE	TELEPHONE	DATE
Melanie J. Stewart	877.856.5457	8.6.13
TITLE: Director, Operations	FEIN: 470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

AUREUS® MEDICAL GROUP

Health Care Staffing Services Certification by The Joint Commission

Aureus Medical
C&A Plaza
13609 California Street
Omaha, Nebraska 68130
1.800.456-5857
Ph: 402.891.1118
Fax: 402.895.7812
www.aureusmedical.com

August 6, 2013

Roberta Wagner
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

Dear Ms. Wagner:

Re: Solicitation No. BHS14022
Nursing Services – Various Locales as indicated by Order

Included in this fax is our completed bid proposal for the above-referenced Solicitation.
Attachments are as follows:

1. **SEALED BID – COST**
   Contains all pages of the original Solicitation (7.10.13) and Addendum (7.26.13) completed with pricing information, Pricing Page, Vendor Preference Certificate, Purchasing Affidavit, Certification & Signature Page, and Addendum Acknowledgement Form.

2. **SEALED BID – TECHNICAL**
   Contains documentation requested by Solicitation.

I want to clarify our corporate structure to aid in understanding our support documentation:
Parent Company: **C&A Industries, Inc.**
DBA: **Aureus Medical Group**
Aureus Nursing, LLC is one of multiple LLC Divisions within Aureus Medical Group.

We look forward to ***continuing*** our services of providing quality staffing services to West Virginia Health & Human Services, and look forward to earning another award.

Sincerely,

Roxanne L. Stanard
Director, Medical Operations/QA
Aureus Medical Group
C&A Plaza
13609 California Street
Omaha, NE 68154-5233
(402) 891-1118, Ext. 6009
rstanard@aureusmedical.com

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

   [✓] A pre-bid meeting will not be held prior to bid opening.

   [ ] A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

   [ ] A **MANDATORY PRE-BID** meeting will be held at the following place and time:

   All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

   An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: 7/24/2013 - end of business

Submit Questions to: Roberta A. Wagner
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305
Fax: 304-558-4115
Email: roberta.a.wagner@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130,
Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID
BUYER: State of WV Health & Human Resources
SOLICITATION NO.: BHS14022
BID OPENING DATE: 8.13.13
BID OPENING TIME: 1:30 PM
FAX NUMBER: 304.558.4115

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus [2] convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: [ ] Technical
[✓] Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time:	08/13/2013 @ 1:30 P.M.
Bid Opening Location:	Department of Administration, Purchasing Division 2019 Washington Street East P.O. Box 50130, Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.

   2.1 "Agency" or **"Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

   2.2 "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.

   2.3 "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

   2.4 "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

   2.5 "Purchase Order" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.

   2.6 "Solicitation" means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.

   2.7 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

   2.8 "Vendor" or **"Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

[✓] **Term Contract**

Initial Contract Term: This Contract becomes effective on [date of award]

and extends for a period of [one (1)] year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to [two (2)] successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

[ ] **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within [ ] days.

[ ] **One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.

[ ] **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

   [✓] **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

   [✓] **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

   [ ] **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

   [ ] **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

   [ ] **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

[ ] **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of [ ]. The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

[ ] **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under $100,000. Personal or business checks are not acceptable.

[ ] **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

[✓] **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

[✓] **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

[✓] **Commercial General Liability Insurance:** [1,000,000.00] or more.

[ ] **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

[✓]	Bodily injury (including death) $500,000.00 per person with a minimum of $1,000,000.00 per occurrence.
[✓]	Property damage with a minimum of $1,000,000.00 per occurrence.
[✓]	Professional liability with a minimum of $1,000,000.00 per occurrence.
[ ]	
[ ]	

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

[✓] **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[✓]	RN's - valid WV Registered Nurse License
[✓]	LPN's - valid WV Licensed Practical Nurse License
[✓]	CNA's - valid WV Certificate as Certified Nurse Assistant
[✓]	Must show proof of at least one (1) year of acute psychiatric inpatient practice.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or $5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount [ ] for [ ] [ ].

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.

14. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the $125 fee if applicable.

15. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

16. **FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

17. **PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."

18. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

19. **DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.

20. **INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.

21. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

22. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

23. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

24. **CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.

25. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

26. **TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

27. **APPLICABLE LAW**: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

28. **COMPLIANCE**: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.

29. **PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

30. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

31. **MODIFICATIONS**: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**

32. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

33. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

34. **ASSIGNMENT**: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

35. **WARRANTY**: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

36. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

37. **BANKRUPTCY**: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. **[RESERVED]**

39. **CONFIDENTIALITY**: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/default.html.

40. **DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

    If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondiclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. **LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

42. **ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the

purchasing agency tenders the initial payment to Vendor.

43. **VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

    The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

44. **PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

    [ ] Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

45. **VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting,

    supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

46. **INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered

by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

47. **PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of $1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

48. **ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

49. **CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

50. **REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

[✓] Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

[ ] Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state

repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. **PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or

such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars ($2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. **PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance

with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars ($50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Bureau for Behavioral Health & Health Facilities (BHHF) to establish an open-end "locum-tenens" Registered Nurse(s), Licensed Practical Nurse(s), Certified Nursing Assistant(s), Health Services Worker(s) to comply with staffing needs of the seven (7) State owned and operated facilities listed below and the West Virginia Children's Home, which is located in Elkins, WV.

   Lakin Hospital (long term care facility) (LTC)
   11522 Ohio River Road
   West Columbia, WV 25287

   Jackie Withrow Hospital (LTC)
   105 S. Eisenhower Drive
   Beckley, WV 25801

   John Manchin Sr. Health Care Center (LTC)
   401 Guffey Street
   Fairmont, WV 26554

   Welch Community Hospital (acute care/long term care facility)
   454 McDowell Street
   Welch, WV 24801

   William R. Sharpe Hospital (acute psychiatric care facility)
   936 Sharpe Hospital Road
   Weston, WV 26452

   Hopemont Hospital (LTC)
   150 Hopemont Drive
   Terra Alta, WV 26764

   Mildred Mitchell-Bateman Hospital (acute care psychiatric care facility)
   1530 Norway Avenue
   Huntington, WV 25705

   WV Children's Home
   230 Heavner Avenue
   Elkins, WV 26241

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

   2.1"Contract Services" means the list of services identified in Section IV, Subsection 1 below.

   2.2 "Pricing Page" means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.

2.3 "RFQ" means the official request for quotation published by the Purchasing Division and identified as BHS14022.

2.4 "RN" means Registered Nurse.

2.5 "LPN" means Licensed Practical Nurse.

2.6 "CNA" means Certified Nursing Assistant.

2.7 "HSW" means Health Services Worker.

2.8 "Agency" means Bureau for Behavioral Health & Health Facilities (BHHF) and all State owned and operated Facilities.

3. QUALIFICATIONS: Vendor(s) must have the following minimum qualifications.

3.1
a. RN's must hold a valid WV Registered Nurse License.
b. LPN's must hold a valid WV Licensed Practical Nurse License.
c. CNA's must possess a valid Certification as a WV Certified Nurse Assistant.

3.2 Must have at least one (1) year working experience in the area to be assigned.

3.3 Must have knowledge of Federal & State Long Term Care (LTC) regulations.

3.4 Must have a current Cardiopulmonary Resuscitation (CPR) Card.

3.5 Current Non-Violent Crisis Prevention Intervention (NVCPI) Card, not a requirement for Long Term Care facilities.

4. GENERAL REQUIREMENTS:

4.1 Mandatory Contract Services Requirements: Vendor shall provide Contract Services with the desired services listed below on an open-end contract. Desired services must meet or exceed the mandatory requirements listed below.

4.1.1 Registered Nurse(s) Services

Vendor shall provide documentation to the facility Bureau for Behavioral health and Health Facilities (BHHF) or Bureau for Children and Families (BCF) a competency assessment which include age-specific and cultural competencies for services provided for patients. RN(s) must have at least one (1) year of working experience in the area assigned.

4.1.1.1 RN(s) must be Licensed by the West Virginia Board of Nurses

4.1.1.2 RN(s) must have a minimum of one (1) year experience in Psychiatric Nursing, if assignment is for an acute psychiatric care facility.

4.1.1.3 RN(s) must have a minimum of one (1) year experience as a Long Term Care facility RN, if assignment is for a Long Term Care facility.

4.1.1.4 RN(s) must oversee the work of inexperienced (RN) Registered Nurse(s), (LPN) Licensed Practical Nurse(s), (CNA) Certified Nursing Assistant, (HSW) Health Service Worker.

4.1.1.5 RN(s) must participate in Treatment Team Meetings to develop Individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.

4.1.1.6 RN(s) must administer medications as prescribed by treating Physician(s).

4.1.1.7 RN(s) must ensure timely documentation into patient's electronic medical records, per the policies and procedures and common practice of the particular facility utilizing the staff, this will be discussed in great detail during the hospital/facility orientation.

4.1.1.8 RN(s) must oversee all medical related emergencies.

4.1.1.9 RN(s) may testify in court and commitment hearing when found appropriate and deemed necessary. The psychiatric physician must be present however nurse(s) must be available if needed to testify.

4.1.1.10 RN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality laws, and the HIPPA Regulations.

4.1.2 Licensed Practical Nurse(s) Services

4.1.2.1 LPN(s) must be licensed by the West Virginia Board of Nurses.

4.1.2.2 LPN(s) must assist professional nursing & medical staff in providing direct nursing care to patients, including medical treatments, administering medications, giving injections, and assisting in care planning and recording.

4.1.2.3 LPN(s) must take and record temperatures, blood pressure, pulse and respirations; collect specimens for testing; administer medications according to the Physician Order.

4.1.2.4 LPN(s) must ensure timely documentation into patients' electronic medical records, per the policies, procedures and common practices of the assigned facility that will be discussed in great detail during the hospital/facility orientation.

4.1.2.5 LPN(s) must screen patients and record medical information; assist physician and registered nurse in examinations and treatments; set up and clean examination area; give injections and immunizations; instruct patients/clients in the use of medications and possible side effects.

4.1.2.6 LPN(s) will provide for the emotional and physical comfort and safety of the patients/clients.

4.1.2.7 LPN(s) must assist in response to medical and psychiatric emergencies.

4.1.2.8 LPN(s) must assist patients with activities of daily living such as grooming and personal hygiene.

4.1.2.9 LPN(s) may testify in court and commitment hearing when found appropriate and deemed necessary. The psychiatric physician must be present however nurse(s) must be available if needed to testify.

4.1.2.10 LPN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality laws, and the HIPPA Regulations.

4.1.2.11 LPN(s) must have successfully completed a course in Intravenous therapy and training in venipuncture which permits the LPN(s) to start Intravenous fluids.

4.1.3 Certified Nursing Assistant Services

4.1.3.1 CNA(s) must be certified and in good standing with the WV Nurse Aide Registry.

4.1.3.2 CNA(s) must have a minimum of one (1) year experience in Long Term Care.

4.1.3.3 CNA(s) must have a minimum of one (1) year experience and working knowledge of the concepts of mental health, health disorders and related physical conditions and related treatment approach.

4.1.3.4 CNA(s) will be responsible for direct care services to residents in a Nursing Home Setting, Psychiatric Care Setting and Acute Care Setting or facility setting.

4.1.3.5 CNA(s) must provide both physical and psychological support and assistance with daily activities and maintain a therapeutic interaction with the residents.

4.1.3.6 CNA(s) must have a High School Diploma or GED

4.1.4 Health Services Worker services

4.1.4.1 HSW(s) must have a minimum of one (1) year experience and working knowledge of the concepts of mental health, health disorders and related physical conditions and related treatment approach.

4.1.4.2 HSW(s) must have a minimum of one (1) year experience in Long Term Care.

4.1.4.3 HSW(s) must have a High School Diploma or GED.

4.2.1 VENDOR RESPONSIBILITES:

4.2.1.1. Successful vendor must be a qualified healthcare professional to accommodate the Facility's needs.

4.2.1.2 Successful vendor must provide healthcare staffing as requested by the Facility to be compatible with week-to-week needs. Assignments also may be for specified period of time as agreed upon in writing.

4.2.1.3 Successful vendor must provide hourly rates that are inclusive of all federal, state, and local withholding taxes, social security & Medicare taxes, as well as all unemployment compensation, workers compensation, general and professional liability premiums.

4.2.1.4 Successful vendor shall provide the Facility with information on each healthcare staff member according to the state and federal standards, including applications. These must be sent to the facility along with the listing of possible candidates to interview:
Non-Violent Crisis Prevention Intervention (NVCPI) Certification; Cardiopulmonary Resuscitation (CPR) Certification; references; confidentiality agreement and other requested documents such as current physical examination, immunization records, negative 9-panel drug screening and licensure confirmation. No nurse providing services to any Facility under this agreement will have been investigated and substantiated by a Board of Nursing or currently subject to discharge resulting from an investigation by a Board of Nursing.

Successful vendor and healthcare staff must comply with all Agency policies and procedures.

4.2.1.5 Successful vendor shall ensure the following regarding the staff to be provided:

A. Has completed the required training and education,
B. Possess a current valid certification and professional license and with the State of West Virginia, and
C. Have proof of recent acute psychiatric experience in a psychiatric setting, and
D. Meet current Agency immunization requirements for purified protein derivative (PPD) and Hepatitis B Series.

4.2.1.6 Successful Vendor must incorporate into the bid, all inclusive fees, any anticipated costs, traveling expenses, administrative and overhead cost.

4.2.1.7 The hospital will not allow any previous employee who was dismissed for disciplinary or performance reasons by any DHHR Facility or Office to return and work through the staffing vendor.

4.2.1.8 Successful vendor will have 48 hours (2 days) to respond to our initial contact requesting staffing, vendor must provide the Facility a list of potential candidates for staffing needed at the Facility within 72 hours (3 days) of the initial notification of need.

After the 3-day period, we would conduct interviews, review their certifications, and at that time we will determine which applicants we would offer a staffing position.

4.3.1 DUTIES AND RESPONSIBILITIES OF THE FACILITIES

4.3.1.1 Facility will notify the successful vendor of the number and specialty of the nursing staff needed for an assignment and the estimated length of the assignment.

4.3.1.2 Successful vendor staff shall work under the Facility Supervision. The Facility shall be solely responsible to provide each staff with day-to-day guidance in the execution of staff's professional responsibilities at the Facility.

4.3.1.3 Agency reserves the right to terminate a nurse providing services to the facility whether it is that the need for staffing ends or it is determined that their performance is not in the best interest and well-being of the patient care.

4.3.1.4 If the Facility requests an LPN but the successful vendor provides a RN to cover the request, the agency will pay the LPN rate.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide the Agencies with a purchase price for the Contracted Services. The Contract will be a progressive award with multiple vendors. Award will be made from low bid to high and usage will be in the same manner. If the low bid cannot provide the needs of the Facility at the requested time, the second low bid will be contacted and then the next low bid, etc. We will allow 48 hours for vendor to determine if they will be able to meet our needs.

5.2 Pricing Pages: Vendor should complete the Pricing Page by providing the unit cost; total cost; and pricing for permanent placement fee" for all of the following positions: RN(s), LPN(s), CNA(s) and HSW(s). Vendor should complete the Pricing Page in its entirety as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

The Pricing Pages contain a list of Desired Services and estimated purchase volume. The estimated purchase volume for each service represents the approximate volume of anticipated services.

Notwithstanding the foregoing, the Purchasing Division may correct errors as its discretion. Vendor should type the information into the Pricing Page to prevent errors in the evaluation.

6. **PERFORMANCE:** Vendor and Agency's shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Facility. In the event that this contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. **PAYMENT:** Facility shall pay an hourly rate for all Contract Services performed under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this Contract. Such costs will not be paid by the Facility.

9. **HOLIDAYS:** Generally, the following official holidays are observed:

New Year's Day	January 1
Martin Luther King Day	January 21
President's Day	February 18
Memorial Day	May 27
West Virginia Day	June 20
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 14
Veteran's Day	November 11
Thanksgiving	November 28 – 29
Christmas Eve (1/2 Day)	December 24
Christmas Day	December 25
New Year's Eve (1/2 Day)	December 31

10. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

10.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

10.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

10.3. Vendor shall notify the Agency immediately of any lost, stolen, or missing card or key.

10.4. Anyone performing under this Contract will be subject to Agency security protocol and procedures.

10.5. Vendor shall inform all staff of the Facility security protocol and procedures.

11. VENDOR DEFAULT:

11.1. The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request

11.2. The following remedies shall be available to the Agency upon default.

11.2.1. Cancellation of the Contract.

11.2.2. Cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

12.1. Contract Manager: During the performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Richard Kousgaard

Telephone Number: 800.856.5457, Ext. 2248

Fax Number: 877.553.0660

Email Address: rkousgaard@aureusmedical.com

BHS14022 Pricing Page

Item #	Level of Psychiatric Nursing	Estimated # of Hours	Unit Price	Extended Price
#1	**Registered Nurse (RN)**			
	A. Regular Hours	20,000	$ 60.00	$ 1,200,000
	B. Overtime Hours	3,000	$ 90.00	$ 270,000
	C. Holiday Hours	104	$ 90.00	$ 9,360
#2	**Licensed Practical Nurse (LPN)**			
	A. Regular Hours	20,000	$ 48.00	$ 960,000
	B. Overtime Hours	3,000	$ 72.00	$ 216,000
	C. Holiday Hours	104	$ 72.00	$ 7,488
#3	**Certified Nursing Assistant (CNA)**			
	A. Regular Hours	20,000	$ 39.00	$ 780,000
	B. Overtime Hours	3,000	$ 58.50	$ 175,500
	C. Holiday Hours	104	$ 58.50	$ 6,084
#4	**Health Services Worker (HSW)**			
	A. Regular hours	20,000	$ 39.00	$ 780,000
	B. Overtime Hours	3,000	$ 58.50	$ 175,500
	C. Holiday Hours	104	$ 58.50	$ 6,084
	GRAND TOTAL			$ 4,586,016
#5	**Permanent Placement Fee:***			
	Registered Nurse		$ $6,200	$ 6,200 15% of $42K salary
	Licensed Practical Nurse		$ $4,600	$ 4,600 15% of $30K salary

***One time placement fee for each permanently placed employee by the vendor.**

NOTE: This one time placement fee is not included in the evaluation for award.

Rates are all inclusive

This is a progressive award contract and the award will be made to the Vendors with the lowest GRAND TOTAL to the highest GRAND TOTAL (respectively) meeting the required mandatory specifications. EXAMPLE: Lowest will be Vendor "A", second lowest will be Vendor "B"... and so on.

Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

The number of hours is only an estimation to be used for bid, we may require more or less hours than stated above.

Please Print Information Below.

Company Name: Aureus Medical Group (Aureus Nursing, LLC)

Sales Representative: Richard Kousgaard

Vendor Address: 13609 California St., Omaha, NE 68154

Vendor Phone: 800.856.5457, Ext. 2248

Email Address: rkousgaard@aureusmedical.com

Remit to Address: 13609 California St, Omaha, NE 68154

Roxanne L. Stanaud
SIGNATURE

8.6.13
DATE

Roxanne L. Stanaud, Director of Operations & QA

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

AUG 0 1 2013

NUMBER	PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR
*507114642 01 402-891-1118
AUREUS NURSING LLC
13609 CALIFORNIA ST

OMAHA NE 68154

SHIP TO
HEALTH AND HUMAN RESOURCES
VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED
07/26/2013

BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				1) TO ANSWER QUESTIONS SUBMITTED.		
				2) TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 1		
0001	20,000	HR		964-65	$60.00	$1,200,000
				1A. REGISTERED NURSE(RN) LOCUM-TENENS, REGULAR HRS.		
0002	3,000	HR		964-65	$90.00	$ 270,000
				1B. REGISTERED NURSE(RN) LOCUM-TENENS, OVERTIME HRS.		
0003	104	HR		964-65	$90.00	$ 9,360
				1C. REGISTERED NURSE(RN) LOCUM-TENENS, HOLIDAY HRS.		

SIGNATURE	TELEPHONE	DATE
[signature]	877.856.5477	8.6.13
TITLE: Director, Operations	FEIN: 470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
BHS14022	2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	20,000	HR		964-65	$48.00	$960,000
	2A. LICENSED PRACTICAL NURSE(LPN) LOCUM-TENENS, REGULAR HOURS.					
0005	3,000	HR		964-65	$72.00	$216,000
	2B. LICENSED PRACTICAL NURSE(LPN) LOCUM-TENENS, OVERTIME HOURS.					
0006	104	HR		964-65	$72.00	$7,488
	2C. LICENSED PRACTICAL NURSE(LPN) LOCUM-TENENS, HOLIDAY HOURS.					
0007	20,000	HR		948-55	$39.00	$780,000
	3A. CERTIFIED NURSING ASSISTANT(CNA) LOCUM-TENENS, REGULAR HOURS.					

SIGNATURE	TELEPHONE	DATE
Catherine Stewart	877.856.5457	8.6.13
TITLE: Director, Operations	FEIN: 470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
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Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
BHS14022	3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
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304-558-0067

VENDOR
*507114642 01 402-891-1118
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VARIOUS LOCALES AS
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DATE PRINTED
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BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0008	3,000	HR		948-55	$58.50	$ 175,500
	3B. CERTIFIED NURSING ASSISTANT(CNA) LOCUM-TENENS, OVERTIME HOURS.					
0009	104	HR		948-55	$58.50	$ 6,084
	3C. CERTIFIED NURSING ASSISTANT(CNA) LOCUM-TENENS, HOLIDAY HOURS.					
0010	20,000	HR		948-55	$ 39.00	$ 780,000
	4A. HEALTH SERVICES WORKER(HSW) LOCUM-TENENS, REGULAR HOURS.					
0011	3,000	HR		948-55	$58.50	$ 175,500
	4B. HEALTH SERVICES WORKER(HSW) LOCUM-TENENS, OVERTIME HOURS.					

SIGNATURE	TELEPHONE	DATE
Catherine J Howard	877.856.5457	8.6.13
TITLE: Director Operations	FEIN: 470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
BHS14022	4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR
*507114642 01 402-891-1118
AUREUS NURSING LLC
13609 CALIFORNIA ST

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VARIOUS LOCALES AS
INDICATED BY ORDER

DATE PRINTED
07/26/2013

BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0012	104	HR		948-55	$58.50	$ 6,084
	4C. HEALTH SERVICES WORKER(HSW) LOCUM-TENENS,					
	HOLIDAY HOURS.					
0013	1	EA		964-65	$6,200-	$ 6,200-
	5. REGISTERED NURSE - PERMANENT PLACEMENT FEE				15% at a salary of $42K.	
0014	1	EA		964-65	$4,600-	$ 4,600-
	5. LICENSED PRACTICAL NURSE - PERMANENT PLACEMENT FEE. (THIS IS A ONE TIME PLACEMENT FEE FOR EACH PERMANENTLY PLACED RN OR LPN PLACED BY THE VENDOR.)				at a salary of $30K	
	THIS WILL BE A PROGRESSIVE AWARD CONTRACT. AWARD WILL BE MADE FROM THE LOWEST TO THE HIGHEST GRAND TOTAL FOR RN'S, LPN'S, CNA'S, AND HSW'S MEETING SPECIFICATION.					

SIGNATURE	TELEPHONE	DATE
[signature]	877.856.5457	8.6.13
TITLE: Director, Operations	FEIN: 470592910	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: BHS14022
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as BHS14022 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[ ] Modify bid opening date and time

[ ] Modify specifications of product or service being sought

[X] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

Description of Modification to Solicitation: See attached

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM #1

BHS14022

1. **Question:** **Once this bid is awarded, will this superseded the bid that Mildred Mitchell already has in place that was just awarded (MMB13100F)? How will this work if here are two vendor lists (MMB13100F and BHS14022) for them specifically and also for Hopemont's CNA bid that we were just awarded as a part of?**

   Answer: Once the existing contracts run their one year term and expire, they won't be renewed and BHS14022 will pick up at that point. Because each of the different contracts provide different things and have different expiration dates, the usage of BHS14022 will not be at full force until the existing contracts run out of their initial terms. Bateman will use their contract until it expires Hopemont will use their contract until it expires; etc. Anyone not having a contract will use the BHS14022 once it's approved.

2. **Question:** **General Terms and Conditions, Section 8, Insurance. The RFQ lists separate requirements for "Commercial General Liability Insurance", "Bodily Injury" and "Property Damage". Vendor maintains one policy of general liability insurance with limits of $1,000,000 per incident and $3,000,000 in the aggregate. Is this acceptable?**

   Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

3. **Question:** **General Terms and Conditions, Section 8, Insurance. Vendor's professional liability policy of insurance has a $3,000,000 annual aggregate per provider. Is this acceptable Attorney General?**

   Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

4. Question: General Terms and Conditions, Section 12, Liquidated Damages. Will this provision apply to this RFQ? If so, under what circumstances will Vendor be required to pay liquidated damages and in what amount?

Answer: Not Applicable

5. Question: General Terms and Conditions, Section 17, Payment. What are the payment terms for this RFQ?

Answer: Net 30

6. Question: General Terms and Conditions, Section 39, Confidentiality. It may be necessary for Vendor to disclose some confidential information to third parties in order to perform Vendor's duties under the RFP (i.e., third party insurance carriers). Is this provision negotiable?

Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

7. Question: General Terms and Conditions, Section 45, Vendor Relationship, second sentence. Vendor's nurses may be working under the direction of State physicians. Is the State agreeable to removing "solely" from this sentence?

Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

8. Question: General Terms and Conditions, Section 45, Vendor Relationship, third sentence. Vendor is a healthcare staffing agency and not a medical provider. As such, Vendor does not clinically supervise the nurses furnished by Vendor. Is the State agreeable to adding this clarification to this language?

Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

9. Question: General Terms and Conditions, Section 45, Vendor Relationship, last sentence. Vendor can agree to indemnify and hold harmless the State and Agency as required, but only to the extent such claim arises out of Agency's failure to comply with this Section 45. Vendor will not furnish the State or Agency with a defense. Further, Vendor's obligation to indemnify and hold harmless is contingent upon timely notice of such a claim from the State or Agency. Is this provision negotiable?

Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

10. Question: General Terms and Conditions, Section 46, Indemnification. Vendor's obligation to indemnify and hold harmless the State and Agency must be limited to the proportionate liability or relative share of negligence allocated to Vendor based on the negligent acts or omissions of its employees, agents or representatives only. Is this provision negotiable?

Answer: Note any exception in your bid. Only the Attorney General can negotiate other than the standard Terms and Conditions.

11. Question: Specifications, Section 4.2.1.1. These provision requires that Vendor be a qualified healthcare professional to accommodate the Facility's needs. Vendor is a healthcare staffing agency who will be furnishing the requested medical services via employed healthcare professionals. Is this acceptable?

Answer: Bureau agrees with this interpretation.

12. Question: **Considering this bid is an RFQ as opposed to an RFP, how many original and copies of the completed RFQ is desired? Should the cost and technical be submitted separately?**

Answer: The vendor must provide anything that was a mandatory requirement to meet specifications. (licenses, certifications, insurance certificates, etc .) Per the Instructions to Vendors page 7 of the RFQ, one cost original and 2 convenience copies are requested.

13. Question: **Should vendors identify the bid type as either technical or cost on the face of each bid envelope submitted considering this is an RFQ response?**

Answer: No

14. Question: **If vendors are not local to the State of West Virginia, please explain how we are to complete the Vendor Preference Certificate located on page 30 of the RFQ.**

Answer: Vendor can only complete the parts of the VPC section that pertain to them. It nothing pertains to them, they sign the form and submit it blank with NA on it.

15. Question: **How accurate are the hours presented and do you know how they are broken down per facility?**

Answer: Hours presented are estimates only. Actual needs of each facility, will be provide, whether greater or less than estimate.

16. Question: **Is this being awarded to single or multiple vendors?**

Answer: Multiple

17. Question: **Was a vendor or vendors providing comprehensive services for all 7 facilities before? If so, which vendors at what rates?**

Answer: No previous contract for all 7 facilities.

18. Question: **Do vendors have to provide service to all 7 or can they specify which of the 7 they are able to service?**

Answer: Partial bids will be accepted.

19. Question: **What are the duties and responsibilities of the Health Services Worker? Details were provided in the RFQ on the LPNs and CNAs; however, the HSWs will require further explanation regarding their daily responsibilities. What specific licensure requirements, if any, are needed for the HSW position?**

Answer: HSW's placed in the LTC facilities must be Certified Nursing Assistant's, no specific licensure is required to be placed in the Acute Care Facilities (Welch Community Hospital-Acute Care Unit, William R. Sharpe Hospital and Mildred Mitchell-Bateman Hospital.)

20. Question: **Non-Violent Crisis Prevention Intervention (NVCPI) Certification. Do all nurses staffed for the acute psychiatric care facilities listed in this RFQ require "active" certification prior to submission as candidates for these assignments? Or will these facilities provide training for these nurses to receive this certification? Generally in our experience, we have found that our client's facilities have provided this certification training. Who is responsible for the costs associated with this training, the vendor (Maxim) or the facility (State of West Virginia)?**

Answer: No they do not have to be certified prior to submission. The training will be provided by the facilities at no cost to the vendor.

21. Question: To offer the State of West Virginia the best value for this contract, can the State provide the current vendor's (incumbent) pricing for our comparison? Who are the incumbent vendors at each of the seven facilities listed in the RFQ? If there are multiple awardees, can the State rank them in order of preference, per facility

Answer: See attached spreadsheet.

22. Question: Does the State have Clinical Supervisors as well as Directors in place at each facility?

Answer: Yes

Bureau for Children & Families BHS14022

RFQ #	VENDOR	POSITION	RATE OF PAY/HR
BCF131189	US Nursing Network	RN	$34.50

Bureau for Behavioral Health & Healt Facilities

Hopemont Hospital

HOP13070A	Saunders Staffing Inc	RN	$40.75
HOP13070A	"	LPN	$27.71
HOP13070B	JayKay Inc	RN	$38.00
"	"	LPN	$28.00
HOP13070CC	OC Services Corp	RN	$43.48
HOP13070CC	"	LPN	$25.23
HOP13122A	JayKay Inc	CNA	$18.49
HOP13122B	Choice Staffing CNA	CNA	$23.00
HOP13122CC	Maxim HealthCare Services Inc	CNA	$24.00
HOP13122DD	Aurous Nursing LLC	CNA	$38.00

Mildred Mitchell-Bateman Hospital

MMB10069E	Maxim HealthCare Services Inc	RN	$42.00
MMB10069E	"	LPN	$32.00
MMB10069I	Aureus Nursing LLC	RN	$61.00
MMB10069I	"	LPN	$46.00
MMB13100C	Management Registry Inc	RN	$45.51
MMB13100C	"	LPN	$29.66
MMB13100D	Worldwide Travel Staffing Ltd.	RN	$46.00
MMB13100D	"	LPN	$39.00
MMB13100F	Aureus Nursing LLC	RN	$61.00
MMB13100F	"	LPN	$46.00

ATTACHMENT B

INSURANCE
Certificate of Insurance
Aureus Medical
Aureus Nursing, LLC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/22/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Mardi Whitley
SilverStone Group 11516 Miracle Hills Drive Omaha NE 68154	PHONE (A/C, No, Ext): 402.964.5567 FAX (A/C, No): 402-557-6322 E-MAIL ADDRESS: mwhitley@ssgi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Insurance Company	37478
INSURER B : Zurich Insurance Co.	16535
INSURER C : Granite State Insurance Co.	23809
INSURER D : NATIONAL UNION FIRE INSURANCE COMPA	51908
INSURER E :	
INSURER F :	

INSURED	
C & A Industries, Inc. (See Named Insured Listing) 13609 California St., Ste 500 Omaha NE 68154	C&AIND-

COVERAGES **CERTIFICATE NUMBER:** 999285248 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	GENERAL LIABILITY			LEX003692497-6	6/1/2013	6/1/2014	EACH OCCURRENCE	$1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$10,000
	X $10,000 Ded.						PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$1,000,000
								$
A	AUTOMOBILE LIABILITY			91UUNUY6306	6/1/2013	6/1/2014	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
D	X UMBRELLA LIAB X OCCUR			EXS6916158(14)	6/1/2013	6/1/2014	EACH OCCURRENCE	$10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$10,000,000
	X DED RETENTION $ 10,000						Over GL/Prof/	$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			WC3434780-11	1/1/2013	1/1/2014	X WC STATU-TORY LIMITS X OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Staffing Medical Professional Liability Occurrence Form			HHA6914793(14)	6/1/2013	6/1/2014	$1M/$3M $500,000	Occ/Agg SIR

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Named Insured Listing:
C&A Industries, Inc.
Aureus Medical Management Services, LLC(AMMS)
Aureus Radiology, LLC
dba Aureus Allied Health
dba Aureus Medical Group
See Attached...

CERTIFICATE HOLDER

To Whom It May Concern
.
. . .

CANCELLATION 30 days

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeffrey E Barnes

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AGENCY CUSTOMER ID: C&AIND-

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
SilverStone Group		C & A Industries, Inc. (See Named Insured Listing) 13609 California St., Ste 500 Omaha NE 68154
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Aureus Nursing, LLC
dba Aureus Healthcare
dba Aureus Medical Group
dba Aureus International, LLC
Aureus Healthcare One, LLC
FOCUSONE Solutions, LLC
Honeydew, LLC(Building Owner)
7 Court, LLC (Building Owner)
LCKC, LLC

Crime Coverage:
Carrier: Great American Insurance Company
Policy Number: TBD
Policy term: 6-1-13 to 6-1-14
Employee Dishonesty limit: $3,000,000
Client Coverage Limit: $3,000,000
Deductible: $50,000

Technology Errors & Omissions Liability/Network Security/Privacy and Media
Carrier: Indian Harbor Insurance Company
Policy Number: MTP0034324
Policy Period: 6-1-13 to 6-1-14
Each Claim limit: $3,000,000
Aggregate: $3,000,000
Deductible: $50,000

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SEALED BID

BID TYPE: TECHNICAL

BUYER: State of West Virginia
Health & Human Resources
2019 Washington Street East
PO Box 50130
Charleston, WV 25305-0130
Phone: 304.558.0067
Fax: 304.558.4115

RFQ NO. BHS14022

BID OPENING DATE: 8.13.13

BID OPENING TIME: 1:30 PM EST

TECHNICAL PROPOSAL

TABLE OF CONTENTS

INTRODUCTION
PAST PERFORMANCE
INSURANCE
LICENSES, CERTIFICATIONS, PERMITS, & EXPERIENCE – RNs, LPNs, CNAs

ATTACHMENTS

A **PAST PERFORMANCE**
- **Letter of Reference, Ms. Patricia Hamilton, RN-BC**
- **Employee Assignment Appraisals – Mildred Mitchell Bateman**

B **CORPORATE CERTIFICATE OF INSURANCE**

C **LICENSES, CERTIFICATIONS, PERMITS, EXPERIENCE**
- **2 RN Candidates**
- **2 LPN Candidates**
- **2 CNA Candidates**

D **TECHNICAL CAPABILITIES – Aureus Medical**

E **VENDOR REGISTRATION – State of West Virginia , 6.2013**

INTRODUCTION

Aureus Nursing, LLC is a division of the Aureus Medical Group, solely dedicated to the nationwide staffing of professional nurses and nursing-related positions to healthcare facilities nationwide.

The **AUREUS MEDICAL GROUP** is wholly owned and operated by **C&A Industries, Inc.**, with corporate offices in Omaha, NE. C&A Industries, Inc. was founded in 1969 and incorporated in the State of Nebraska in 1977. It is privately held and has been under the direction of the same local owner since its inception.

PAST PERFORMANCE

"Our mission is to be the staffing provider and employer of choice by helping people and companies achieve their goals."
Aureus Medical's Mission Statement

Consistent with our corporate mission cited above, Aureus Medical strives to understand and tailor its staffing services to the specific needs of its client hospitals. Of the various locales cited in this Solicitation, Aureus has provided nursing services to Mildred Mitchell-Bateman Hospital (MMBH) since 200, and has made two (2) on-site visits to the facility campus (August of 2009 and 2012) to attempt to obtain a good understanding of position requirements, the staffing environment, and staffing needs.

From June through December 2009. Aureus Medical provided a total of 12 psychiatric nurses (10 RNs and 2 LPNs) to MMBH. From July of 2012 to the present, we have provided a total of 36 psychiatric nurses: 23 RNs and 13 LPNs. Based on this past performance, we are providing you with evaluation feedback on the quality of our services in **ATTACHMENT A**:

- Letter of Reference dated 11.7.12 from Ms. Patricia Hamilton, RN-BC
  Director of Nursing, MMBH .
- Sampling of Appraisals received for Nurses working at MMBH

Aureus has successfully supplemented MMBH's existing staff with qualified nurses bringing psychiatric experience from a variety of backgrounds. Aureus has contributed to expansion and changing needs of MMBH.

As a full service staffing firm, Aureus brings the following advantages to MMBH:

- The recruiting power of a nationwide firm covering all 50 states.
- Nurse staffing experience spanning over 20 years.
- Quality nurses. Aureus consistently ranks high in the quality of our nurses, rated by nursing supervisors and managers in client facilities nationwide.
- Experience and resources to staff almost any healthcare position needed by MMBH, inclusive of allied health and physicians.
- Esteemed national standing in the healthcare staffing industry, initially receiving The Joint Commission's HCSS (Health Care Staffing Services) Certification.

CORPORATE CERTIFICATE OF INSURANCE

As requested by the Solicitation Contract, Section 8 of "General Terms & Conditions", Aureus Medical is providing their Corporate Certificate of Insurance in **ATTACHMENT B.**

As cited in the Introduction to this Proposal, Aureus Nursing, LLC is part of Aureus Medical, and their name appears on the 2nd page of the Certificate document.

LICENSES, CERTIFICATIONS, PERMITS, EXPERIENCE

Required documents cited in the Solicitation Contract, Section 8 of "General Terms & Conditions" include:

1. Professional State of WV Nursing License (RN, LPN)
2. WV Certification for CNAS
3. Proof of minimum of one (1) year acute psychiatric experience

In **ATTACHMENT C** to this proposal, we are providing 6 candidate profiles for your reference meeting the requirements cited above (2 RNs, 2 LPNs, 2 CNAs).

TECHNICAL CAPABILITIES

We are providing the overall technical capabilities of Aureus Medical in **ATTACHMENT D**.

VENDOR REGISTRATION

As requested by the Solicitation Contract, Section 14 of "General Terms & Conditions", Aureus Nursing, LLC is providing their Vendor Registration, dated 6.19.2013 in **ATTACHMENT E.**

ATTACHMENT A

- Letter of Reference dated 11.7.12 from Ms. Patricia Hamilton, RN-BC Director of Nursing, MMBH .
- Sampling of Appraisals received for Nurses working at MMBH

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Earl Ray Tomblin
Governor

Bureau for Behavioral Health & Health Facilities
MILDRED MITCHELL – BATEMAN HOSPITAL
1530 Norway Avenue
Huntington, WV 25705
Telephone: (304) 525-7801 Fax: (304) 528-5958

Rocco S. Fucillo
Cabinet Secretary

MEMORANDUM

FROM: Patricia Hamilton, RN-BC
Director of Nursing

SUBJECT: AUREUS Medical Group

DATE: November 7, 2012

Mildred Mitchell-Bateman Hospital has had the pleasure of working with Aureus Medical Group in providing RN and LPN contract nurses. We have established a very good rapport with Richard Kousgard, Account Manager for the Nursing Division. To date, our facility has 16 RNs and 14 LPNs on staff from Aureus.

Aureus Medical Group has provided our facility with professional and quality nursing staff. Aureus staff promptly addresses and resolves any issue that may arise.

Furthermore, Aureus Medical Group has always been quick to respond to our individual needs, has promptly forwarded necessary paperwork, and has had no incidents with our Human Resource Department. Richard Kousgard has visited our site twice to meet our staff.

Overall, our facility has had a good working relationship with Aureus Medical Group and staff.

PH/tme

AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street,
Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: [redacted]

Appraisal Provided By

Evaluator:

Title: Nurse Manager A6

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 145

Form Status: **Complete**

Assignment

Job Order: 12-322157

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/27/2012 **to** 02/28/2013 Last Update Date: 11/29/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	○	◉	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	◉	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	◉	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	◉	○	○

Comments

Patient Care

(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)

Comments

Professional Ethics

(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)

Comments

Clinical and Technical Skills

(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

CONFIDENTIAL: This information is strictly confidential and complies with the Privacy Act of 1974 and Fair Credit Reporting Act notices and requirements. It is for employment related purposes and must not be released to a third party without the express written consent from the candidate/employee.

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Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation

For: [redacted]

Appraisal Provided By

Evaluator:

Title: NURSE MANAGER

Evaluator Company: MILDRED MITCHELL BATEMAN HOSPI

Phone: 304-525-7801

Form Status: **Complete**

Assignment

Job Order: 09-242348

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Appraisal Period (mm/dd/yyyy) : 06/22/2009 **to** 12/12/2009

Last Update Date: 8/10/2009

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	○	◉	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	○	◉	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	○	◉	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	○	◉	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	○	◉	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	◉	○	○

Comments

Patient Care

(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)

Comments

Professional Ethics

(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)

Comments

Clinical and Technical Skills

(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

Great Worker. Pleasure to have supervised her.

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C&A Plaza,13609 California Street,
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Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

[redacted]

Appraisal Provided By

Evaluator:

Title: Nursing Manager

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 229

Form Status: **Complete**

Assignment

Job Order: 12-321403

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/27/2012 **to** 11/24/2012 Last Update Date: 10/11/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	◉	○	○
Comments						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	◉	○	○
Comments						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Comments	The staff member has learned the hospital charting and medication administration system very well.					
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Comments						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	◉	○	○
Comments	He has shown professionalism in dealing with the patient population.					
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	◉	○	○	○

Comments

Patient Care

(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)

Comments

Professional Ethics

(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)

Comments

Clinical and Technical Skills

(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Excellent

Overall Employee Rating

Comments

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AUREUS MEDICAL GROUP

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Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: [redacted]

Appraisal Provided By

Evaluator:

Title: Director OF Nursing

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 229

Form Status: **Complete**

Assignment

Job Order: 12-323801

Assignment Discipline: MED-Nursing

Assignment Position: RN-Psychiatric

Assignment Specialty: RN-TELEMETRY

Assignment Period (mm/dd/yyyy) : 10/29/2012 **to** 02/28/2013 Last Update Date: 1/7/2013

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	○	◉	○
Comments						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	○	◉	○
Comments						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	○	◉	○
Comments						
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Comments						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	◉	○	○
Comments						
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	○	◉	○
Comments						

Comments

Patient Care ○ ○ ○ ○ ◉ ○

(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)

Comments

Professional Ethics ○ ○ ○ ○ ◉ ○

(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)

Comments

Clinical and Technical Skills ○ ○ ○ ◉ ○ ○

(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)

Comments

Assessment & Analysis ○ ○ ○ ◉ ○ ○

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills ○ ○ ○ ◉ ○ ○

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation ○ ○ ○ ◉ ○ ○

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating ○ ○ ○ ○ ◉ ○

Comments

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AUREUS MEDICAL GROUP

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Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: [redacted]

Appraisal Provided By

Evaluator:

Title: Nurse Manager A6/Interim Nurse Manage

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 145

Form Status: **Complete**

Assignment

Job Order: 12-321403

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/27/2012 **to** 02/28/2013 Last Update Date: 11/29/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	◉	○	○	○
Comments						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	◉	○	○
Comments						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Comments						
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	◉	○	○	○
Comments						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	◉	○	○	○
Comments						
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	◉	○	○
Comments						

Patient Care

(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)

Comments

Professional Ethics

(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)

Comments

Clinical and Technical Skills

(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street,
Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: [redacted]

Appraisal Provided By

Evaluator:

Title: A6 Nurse Manager

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 145

Form Status: **Complete**

Assignment

Job Order: 12-319515

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/13/2012 **to** 11/10/2012 Last Update Date: 10/9/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	◉	○	○
Comments						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	◉	○	○
Comments						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Comments						
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Comments						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	◉	○	○
Comments						
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	◉	○	○
Comments						

Patient Care ○ ○ ○ ◉ ○ ○

(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)

Comments

Professional Ethics ○ ○ ○ ◉ ○ ○

(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)

Comments

Clinical and Technical Skills ○ ○ ○ ◉ ○ ○

(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)

Comments

Assessment & Analysis ○ ○ ○ ◉ ○ ○

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills ○ ○ ○ ◉ ○ ○

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation ○ ○ ◉ ○ ○ ○

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating ○ ○ ○ ◉ ○ ○

Comments

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August 7, 2013

Review Board Recommendation – [redacted]

I have reviewed the employee records of [redacted] and her termination from Reliant Rehab. [redacted] has 19 years of experience. This was her first assignment with Aureus. Her references rate her "4" to "5". She passed the PTA Competency. Her skills are marked predominantly competent and proficient.

Cause for Review:

1. Lack of productivity and treating patients with "activities that weren't working toward a goal". Counseled twice for this.
2. Retaliatory after counseling, making threats.
3. Unprofessional behavior towards DOR.

[redacted] submitted three statements. She did not address her productivity or her patient treatment. She instead addressed her professional differences with the some of the other staff including the DOR. She listed treatment times that patients were charged for, times that other staff went to lunch or took breaks and times that other staff left the facility. She alleges that patients were being charged for more hours than they were actually receiving therapy. She also states that other staff were talking about her inappropriately and documented her interaction with the DOR when she confronted her about "talking about me and whispering to another therapist the day before in front of patients". She states she had multiple conversations with patients about their dissatisfaction regarding their therapy and the amount of time spent with them by the therapist.

[redacted] obviously had a personality conflict with the DOR and she became involved in interoffice politics that overshadowed patient care. As a traveler, [redacted] should have directed patient concerns to the appropriate staff and not been monitoring the performance of other staff. She was not there as a manager, and she should have focused on her own job and providing therapy. I recommend we retain [redacted] with the following Counseling Form:

1. Counsel [redacted] on professionalism. She is on assignment to provide therapy, and she needs to focus on patient care and stay out of interoffice politics. Unprofessional behavior can cause others to question her clinical abilities.
2. If in the future [redacted] has conflicts during an assignment or is concerned about the care being provided to patients she needs to bring that to the attention of her Account Manager.
3. [redacted] will obtain and maintain ratings of "3" and above on future assignments.

[redacted]
QA Specialist
Aureus Medical
13609 California St.
Omaha, NE 68154
800-456-5857 x6427

ATTACHMENT C

LICENSES, CERTIFICATIONS, PERMITS, EXPERIENCE

- **2 RNs**
- **2 LPNs**
- **2 CNAs**

AUREUS MEDICAL GROUP

Health Care Staffing Services Certification by The Joint Commission

Aureus Nursing, LLC
2425 South 171st Street
Omaha, NE 68130
1.800.856.0375
Ph: 402.938.2050
Fax: 402.895.7812

Christopher Easterling, RN

Work Experience:

08/2012 – Present

Mildred Mitchell Bateman Hospital, Huntington, WV
Psych, RN (Aureus travel assignment)
- **Client Population:** 110-Bed State Psych Mental Hospital
- **Duties:** Majority of the patients are wards of the state. See adult patients 18 years of age or older. Five units: Forensics, Geri, Substance abuse and two General Admission units. All levels of acuities. Worked in the General Admissions units. See patients that other facilities refused. Float if needed.

06/2012 – 07/2012

Central Regional, Butner, NC
Psych, RN Charge (travel assignment)
- **Unit Size:** 12:1 Patient Ratio
- **Client Population:** 23- Bed Facility
- **Duties:** Borderline personalities, schizophrenia and dementia patients. Float to prison/criminal ward. Record management. Pass Meds/ Assessment of patients. Computer Charting.

03/2012 – 06/2012

Central Prison, Raleigh, NC
Psych, RN (travel assignment)
- **Duties:** Adult population. Behavioral issues, substance abuse. Medication pass, injections, auditing, chart checks.

09/2011 – 02/2012

Evansville State Hospital, Evansville, IN
Psych, RN (travel assignment)
- **Duties:** Cares for adults with disorders such as behavioral disorders, borderline personality disorders, schizophrenic and dementia disorders. Floats to geriatric-care/fragile unit/elderly/debilitated patients and prison/criminal ward. Uses paper charting and Pocmar medication system.

06/2011 – 09/2011

Evansville Psychiatric Childrens Center, Evansville, IN
Children/Early Adolescent Psych RN (travel assignment)
- **Unit Size:** 14-Bed Male Unit; 14-Bed Female Unit
- **Duties:** Provided medical care for patients ages 5-13. Used paper charting and Pocmar medication system.

01/2011 – 06/2011

St. Mary's Health Center, St. Louis, MO
Psych, RN (Aureus travel assignment)
- **Client Population:** 450- Bed Level I Trauma Center
- **Duties:** Floated between Geriatric and Adult Behavioral Health Units. Use Epic computer charting.

09/2010 – 01/2011

SSM St. Josephs Health Center, St. Charles, MO
Psych, RN (Aureus travel assignment)
- **Client Population:** 364- Bed Level II Trauma Center
- **Duties:** Acute behavioral health services for adult, adolescent and geriatric patients. Float to a 74-Bed chemical dependency unit. Utilized Epic computer charting.

06/2010 – 09/2010

Natividad Medical Center, Salinas, CA
Psych, RN (Aureus travel assignment)
- **Unit Size:** 22-Bed Mental Health Unit
- **Client Population:** 17- Bed Acute Care Facility
- **Duties:** State licensed, locked, adult acute psychiatric facility. Inpatient services provide acute mental health in a safe, structured, pleasant and secure environment.

02/2010 – 05/2010

Cheyenne Medical Center, Cheyenne, WY
Adult Psych, RN (travel assignment)
- **Unit Size:** 18- Bed Psych Unit; 1:8 Patient Ratio
- **Client Population:** 400- Bed Hospital

10/2009 – 01/2010

Northwest Health Science Center, Amarillo, TX
Adult Acute Psych Unit, RN (travel assignment)
- **Unit Size:** 18-Bed Psych Unit; 1:18 Patient Ratio.
- **Client Population:** 500-Bed Hospital
- **Duties:** Floats to General Adult Psych Unit 15 Beds.

07/2009 – 10/2009

VA San Diego Medical Center, San Diego, CA
Inpatient Psych, RN (travel assignment)
- **Unit Size:** 30-Bed Unit; 1:15 Patient Ratio.
- **Duties:** Geriatric, brain damage, Alzheimer's, depression, acute adult patients 18-80+, & alcoholism. Used BCMA Program (medication) & CPRS (computer charting).

01/2009 – 06/2009

Moreno Valley Community Hospital, Moreno Valley, CA
Psych, RN (travel assignment)
- **Unit Size:** 24-Bed Unit; 1:5-6 Patient Ratio.
- **Duties:** Center for Behavioral Medication. Assessing patients, crisis intervention counseling, computerized charting-Health Connect, oversaw group participation. Typical patients: Low functioning, bi polar, schizophrenia, depression, suicide, eating disorders, & homicidal.

04/2008 – 12/2008

Kern Medical Center, Bakersfield, CA
Psych, ER RN (travel assignment)
- **Unit Size:** Psych ER 1:3 Patient Ratio. ER extension 1:5 Patient Ratio. 12-Bed Unit.
- **Duties:** Floated to inpatient psych. Blood draws, IV's. monitoring vital signs, watching for serious complications, management of aggressive behavior, assessments, supportive contact, giving meds and assessing impact of meds on client. Typical patients: suicidal, homicidal, acutely psychotic.

01/2008 – 04/2008

Northridge Hospital, Northridge, CA
Psych, RN (travel assignment)
- **Unit Size:** 25-Bed Unit 1:6 Patient Ratio.
- **Duties:** Assessing patients, crisis intervention counseling. Oversaw group participation. Typical patients: manic depressant, drug dependent, alcoholic, bi polar, schizophrenia, depression, suicide, & homicidal.

06/2007 – 12/2007

Western Medical Center, Anaheim, CA
Psych, RN (travel assignment)
- **Unit Size:** 23-24-Bed Unit 1:5-6 Patient Ratio.
- **Duties:** General Adult Unit. Assessing patients, crisis intervention counseling, computerized charting-Health Connect, oversaw group participation. Typical patients: Low functioning, bi polar, schizophrenia, depression, suicide, eating disorders, and homicidal.

04/2007 – 06/2007

Hall Brooke Hospital, Westport, CT
Psych, RN (travel assignment)
- **Unit Size:** 15-25-Bed Unit 1:6 Patient Ratio.
- **Duties:** Floated to eating disorder, adolescent, and adult.

01/2007 – 04/2007

Alexian Brothers Behavioral Health Hospital, Hoffman Estates, IL
Psych, RN (travel assignment)
- **Unit Size:** 10-30-Bed Unit 1:9-10 Patient Ratio.
- **Duties:** Floated to woman's, alcohol, adolescent, and hi and low functioning geriatric pass meds to multiple units, assessed patients, demanded a lot of flexibility.

04/2005 – 01/2007

UCLA Harbor MC, Torrance, CA
Psych, RN (travel assignment)
- **Unit Size:** 32-Bed Unit 1:6 Patient Ratio.
- **Duties:** Floated back and forth to In Patient Units and ER Psych 1:2 very acute patients, fresh patients off the street, emergency assessments, bi lingual.

01/2005 – 04/2005

Olive View Hospital, Sylmar, CA
Psych, RN (travel assignment)
- **Unit Size:** 18-Bed Unit 1:6 Patient Ratio.
- **Duties:** In patient adult unit mood disorders, psychotic, schizophrenic, more physical aggressive patients

04/2004 – 12/2004

Lincoln Regional Center, Lincoln, NE
Psych, RN (travel assignment)
- **Unit Size:** 23-Bed Unit 1:6-7 Patient Ratio.
- **Duties:** In patient adult unit. Floated to forensic unit 2:1 patient ratio. Taking orders, assessments, geriatric unit, mood disorders, psychotic, schizophrenic.

12/2003 – 03/2004

Medical Center, McKinney, TX
Psych, RN (travel assignment)
- **Unit Size:** 18-Bed Unit 1:6 Patient Ratio.
- **Duties:** Geriatric, thought & mood disorders, depression, schizophrenic, brain damage, Alzheimer's, pain assessment.

01/2000 – 11/2003

Charter Real, Overland Park, KS
Adolescent, Adult Psych (PRN)
- **Unit Size:** 12-13 Bed Unit 1:5-6 Patient Ratio.

Education:

08/1984 – 03/1986

NW University, Chicago, IL
Bachelor of Science Degree in Nursing

Certifications:

CPR/BLS
APT
CPI

Name: **Christopher Easterling**

Recruiter: **Chelsea Searcey**

Aureus Medical

Psychiatric Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Adolescent Psych	0	0	0	0	■
Adult Psych	0	0	0	0	■
Charge Nurse	0	0	0	0	■
Chemical Dependency/Detox	0	0	0	0	■
Geriatric Psych	0	0	0	0	■
Long Term Care	0	0	0	0	■
Rehab	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	■	0
Charge Role	0	0	0	■	0
Computerized Charting Systems	0	0	0	■	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Administration of Blood Products: Packed Red Blood Cells	0	0	■	0	0
Administration of Blood/Blood Products: Whole Blood	0	0	■	0	0
Drawing Blood from Central Line	0	0	■	0	0
Drawing Venous Blood	0	0	■	0	0
Management of Patient with Hyperalimentation	0	0	■	0	0
Management of Patient with IV	0	0	■	0	0
Starting IV's with: Angiocath	0	0	■	0	0
Starting IV's with: Butterfly	0	0	0	■	0
Starting IV's with: Heparin Loc	0	■	0	0	0

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Admission	0	0	0	0	■
Initial Nursing Assessment / Care Plan	0	0	0	0	■
Initial Treatment Plan	0	0	0	0	■
Neurological Vital Signs	0	0	0	0	■
Nursing Diagnoses	0	0	0	0	■
Nursing Reassessment and Care Planning Update	0	0	0	0	■
Suicide Risk Assessment	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Alcohol Dependency	0	0	0	0	■
Drug Dependency	0	0	0	0	■

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Electroconvulsive Therapy	0	0	0	0	■
Hallucinations	0	0	0	0	■
Manic Behavior	0	0	0	0	■
Med-Psych Patient	0	0	0	0	■
Organic Disorder	0	0	0	0	■
Partial Hospital/Intensive Outpatient Program	0	0	0	0	■
Seclusion and Restraints	0	0	0	0	■
Seizure Disorder	0	0	0	0	■
Suicidal Behavior	0	0	0	0	■
Tracheostomy	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Active Participation in Multi-Disciplinary Staffing	0	0	0	0	■
Assist with Lumbar Puncture	0	0	■	0	0
Cardiopulmonary Resuscitation	0	0	0	■	0
Charge Nurse Experience	0	0	■	0	0
Charting: Behavioristic	0	0	0	0	■
Charting: Treatment/Goal Oriented	0	0	0	0	■
Discharge Planning	0	0	0	0	■
Electroconvulsive Therapy	0	0	0	0	■
Group Therapy Leader	0	0	0	0	■
Insertion & Care of Straight Foley Catheter: Female	0	0	0	0	■
Insertion & Care of Straight Foley Catheter: Male	0	0	0	0	■
Management of Assaultive Behavior	0	0	0	0	■
Management of Drug/Alcohol Detox	0	0	0	0	■
Multi-Disciplinary Treatment Team	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Bag and Mask	0	0	■	0	0
O2 Therapy & Medication Delivery Systems: External CPAP	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Face Masks	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Inhalers	0	■	0	0	0
O2 Therapy & Medication Delivery Systems: Nasal Cannula	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Portable O2 Tank	0	0	0	0	■
O2 Therapy/Medication Delivery Systems: Tracheostomy Collar	0	0	■	0	0

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Christopher Easterling** Digital Signature: Aug 6 2012 2:15PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 07/2012

Name: **Christopher Easterling**

Recruiter: **Chelsea Searcey**

Aureus Medical

Psychiatric Skills CheckList

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Oro-Naso-Pharyngeal Suctioning	0	0	0	0	■
Participation in Milieu Therapy	0	0	0	0	■
Patient Teaching	0	0	0	0	■
Psychiatric Emergency Response Team	0	0	0	0	■
Psychiatric Home Health	0	0	0	0	■
Rapid Tranquilization	0	0	0	0	■
Restraints/ Application/ Assessment of: Ambulatory Cuffs	0	0	0	0	■
Restraints/ Application/ Assessment of: Full Restraints	0	0	0	0	■
Restraints/ Application/ Assessment of: Wrist Restraints	0	0	0	0	■
Telephonic Crisis Intervention	0	0	0	0	■
Therapeutic Communication Skills	0	0	0	0	■
Tube Feeding	0	0	0	0	■

Medications	0	1	2	3	4
Heparin	0	0	0	0	■
Intramuscular Injections	0	0	0	0	■
Management of Extrapyramidal Symptoms	0	0	0	0	■
Oral	0	0	0	0	■
Oral Psychotropics	0	0	0	0	■
Rectal	0	0	0	0	■
Subcutaneous Injections	0	0	0	0	■
Unit Dose	0	0	0	0	■
Z-technique	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	■	0	0	0	0
2-Infant (30 days - 1 year)	■	0	0	0	0
3-Toddler (1 - 3 years)	0	0	0	0	■
4-Preschooler (3 - 5 years)	0	0	0	0	■
5-School age children (5 - 12 years)	0	0	0	0	■
6-Adolescents (12 - 18 years)	0	0	0	0	■
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

General Practitioner Procedures	0	1	2	3	4
Order / Perform Diagnostic Procedures	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	0	0	0	■
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	0	0	0	■
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	■	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	0	0	■	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Christopher Easterling** Digital Signature: Aug 6 2012 2:15PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 07/2012

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C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Christopher Easterling [redacted]

Taken by:	Megan J Andersen	**Date:**	7/1/2009 11:17:38 AM
Reference Provided By:			
Name:			
Title:	Clinical Nurse Manager		
Reference Known:	From: 2009 To: 2009	**Work Phone:**	
Company/Facility:	Moreno Valley Community Hospital	**Cell Phone:**	
Overall Rating:	3	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	3.083

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment:

2. Will you please provide the following information?

   Job Title: Registered Nurse

   Dates of Employment From: 01/2009 mm/yyyy To: 06/2009 mm/yyyy

   Comment: Travel Assignment

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Chris was on the 30 bed Locked Adult Psychiatric Unit. His documentation was done by computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	(●)	( )	( )	( )
Comments						
Initiative	( )	( )	(●)	( )	( )	( )
Comments						
Dependability	( )	( )	(●)	( )	( )	( )
Comments						
Professionalism	( )	( )	(●)	( )	( )	( )
Comments						
Communication Skills	( )	( )	(●)	( )	( )	( )
Comments						

Ability to identify/solve problems	○	○	◉	○	○	○

Comments

Ability to multi-task/meet deadlines	○	○	◉	○	○	○

Comments

Ability to get along with others	○	○	◉	○	○	○

Comments

Attitude (Towards work and others)	○	○	◉	○	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○

Comments

Technical/Clinical/Assessment Skills	○	○	◉	○	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	◉	○	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

I have no comments.

Reason for leaving?

Comments

Christopher's assignment ended.

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Fax: (402) 895-7812

Professional Reference

For: Christopher Easterling [redacted]

Taken by:	Megan J Andersen	**Date:**	10/6/2009 8:19:44 AM
Reference Provided By:			
Name:			
Title:	Team Lead		
Reference Known:	From: 2009 To: 2009	**Work Phone:**	
Company/Facility:	VA San Diego Medical Center	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.167

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
   Comment: Team Lead
2. Will you please provide the following information?
   Job Title: Registered Nurse
   Dates of Employment From: 07/2009 mm/yyyy To: 10/2009 mm/yyyy
   Comment: Travel Assignment, Present Employee (10/06/09)
   Attendance: (●) Acceptable ( ) Unacceptable
   Comment:
   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer
   If not, why?
   Salary/Rate of Pay
3. Describe his/her job duties/responsibilities
   Chris provided nursing care for the Geriatric and Adult Psychiatric Units. He also floated to the ICU and Step-down Units. His documentation was done by computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments						
Initiative	( )	( )	( )	(●)	( )	( )
Comments: Chris was always willing and ready to do anything I asked of him.						
Dependability	( )	( )	( )	(●)	( )	( )
Comments						
Professionalism	( )	( )	( )	(●)	( )	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

Ability to identify/solve problems

Comments

Chris thinks in the terms of problem solving.

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

Chris is very easy to get along with

Attitude (Towards work and others)

Comments

Chris does not complain and wouldn't ever turn down an assignment.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○

Comments

Chris was very good with the Psych patients. He was non threatening.

Technical/Clinical/Assessment Skills

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Chris was open to assignments, and because of that he got a little bit of everything.

Reason for leaving?

Comments

Chris' assignment is ending.

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Fax: (402) 895-7812

Professional Reference

For: Christopher Easterling [redacted]

Taken by:	Megan J Andersen	**Date:**	1/14/2010 9:37:35 AM
Reference Provided By:			
Name:			
Title:	Supervisor		
Reference Known:	From: 2009 To: 2009	**Work Phone:**	
Company/Facility:	VA San Diego Medical Center	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.25

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: Charge Nurse

2. Will you please provide the following information?

   Job Title: Registered Nurse

   Dates of Employment From: 07/2009 mm/yyyy To: 10/2009 mm/yyyy

   Comment: Travel Assignment

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Chris provided nursing care for 2 South, the 38 bed Geriatric and Adult Psychiatric Unit. His documentation was done by computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	(●)	( )	( )	( )
Comments						
Initiative	( )	( )	( )	(●)	( )	( )
Comments						
Dependability	( )	( )	( )	(●)	( )	( )
Comments						
Professionalism	( )	( )	( )	(●)	( )	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

Ability to identify/solve problems	○	○	○	◉	○	○

Comments

Ability to multi-task/meet deadlines	○	○	○	◉	○	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Chris was a nice guy, and did a good job.

Reason for leaving?

Comments

Chris' assignment ended.

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Fax: (402) 895-7812

Professional Reference

For: Christopher Easterling [redacted]

Taken by: Amanda N Hansen
Date: 6/8/2010 2:24:09 PM

Reference Provided By:
Name:
Title: Nursing Manager

Reference Known: From: 2010 To: 2010
Company/Facility: Cheyenne Medical Center
Overall Rating: 4
Form Status: Complete

Work Phone:
Cell Phone:
Home Phone:
Average Rating: 4.333

1. What was your relationship with the Candidate?
(•) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
Comment:

2. Will you please provide the following information?
Job Title: Registered Nurse
Dates of Employment From mm/yyyy To mm/yyyy
Comment:
Christopher was here for about 2.5 months before he left in May, 2010.

Attendance
(•) Acceptable ( ) Unacceptable
Comment:

Would you rehire?
(•) Yes ( ) No ( ) Not able or willing to answer
If not, why?

Salary/Rate of Pay

3. Describe his/her job duties/responsibilities
Christopher cared for patients in our Behavioral Health Department. His charting was performed by hand and on the computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(•)	( )	( )
Comments						
Initiative	( )	( )	( )	(•)	( )	( )
Comments						
Dependability	( )	( )	( )	(•)	( )	( )
Comments						
Professionalism	( )	( )	( )	(•)	( )	( )
Comments						
Communication Skills	( )	( )	( )	( )	(•)	( )
Comments						

Ability to identify/solve problems

Comments

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

Christopher was a great team player.

Attitude (Towards work and others)

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○
Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

I would give him a 4.5.

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Christopher will do a good job anywhere he goes.

Reason for leaving?

Comments

Christopher was here through an agency.

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Fax: (402) 895-7812

Assignment Performance Evaluation

For: Christopher Easterling [redacted]

Appraisal Provided By

Evaluator:

Title: STAFFING COORDINATOR

Evaluator Company: NATIVIDAD MEDICAL CENTER

Phone: 831-759-6566

Assignment

Job Order: 10-257074

Assignment Discipline: MED-Nursing

Assignment Position: RN-Psychiatric

Assignment Specialty:

Appraisal Period (mm/dd/yyyy) : 06/14/2010 to 09/18/2010

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	◉	○	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	◉	○	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	◉	○	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	◉	○	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	◉	○	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	◉	○	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	◉	○	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	◉	○	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	◉	○	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Christopher Easterling [redacted]

Taken by:	Andrea K Eisenhart	**Date:**	1/18/2012 9:23:37 AM

Reference Provided By:

Name:

Title: DON

Reference Known:	From: 2011 To: 2011	**Work Phone:**	
Company/Facility:	Evansville Psychiatric Children's Facili	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.75

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I am the DON.

2. Will you please provide the following information?

   Job Title: RN- Psychiatric

   Dates of Employment From: 6/2011 mm/yyyy To: 9/2011 mm/yyyy

   Comment: I worked with him from 6/2011-9/2011.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire: (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Christopher was responsible for normal patient care for a 28 bed psychiatric long term residential facility. His charting was done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments: He was very willing and eager to learn.						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

Ability to identify/solve problems

Comments

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

He got along great with others and was a great team player.

Attitude (Towards work and others)

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○
Technical/Clinical/Assessment Skills	○	○	○	◉	○	○

Comments

He was excellent with his patients.

Comments

I would give him a 4.5.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Christopher would be an excellent addition to any facility. I wish he would come back.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

His contract was up.

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Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Christopher Easterling [redacted]

Taken by:	Andrea K Eisenhart	**Date:**	8/13/2012 1:15:29 PM

Reference Provided By:

Name:

Title: RN Supervisor

Reference Known:	From: 2012 To: 2012	**Work Phone:**	
Company/Facility:	Central Prision	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.667

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I am a RN Supervisor.

2. Will you please provide the following information?

   Job Title: RN- Psych

   Dates of Employment From: 3/2012 mm/yyyy To: 6/2012 mm/yyyy

   Comment: I worked with him from 3/2012-6/2012.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Christopher was responsible for normal patient care for psych patients. Her charting was done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments						

Ability to identify/solve problems	○	○	○	◉	○	○

Comments

Ability to multi-task/meet deadlines	○	○	○	◉	○	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

I have no further comments at this time.

Reason for leaving?

Comments

I'm not sure.

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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Christopher Easterling [redacted]

Appraisal Provided By

Evaluator:

Title: Director OF Nursing

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 229

Assignment

Job Order: 12-321423

Assignment Discipline: MED-Nursing

Assignment Position: RN-Psychiatric

Assignment Specialty: RN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/27/2012 to 02/28/2013

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	◉	○	○	○
Comments: he normally comes to work as per schedule. However he was tardy a couple of times. No discipline warranted at this time.						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	◉	○	○	○
Comments: he s flexible with his schedule and he does do whatever assignment he is assigned						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	◉	○	○	○
Comments: he is generally organized and could get the job done.						
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	◉	○	○	○
Comments: he does have the initiative to do new processes.						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	◉	○	○	○
Comments: he does establishes rapport with patients						
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	◉	○	○	○
Comments:						
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)*	○	○	○	◉	○	○
Comments: he does deliver good, comprehensive patient care to his patients						
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)*	○	○	◉	○	○	○
Comments: meets criteria						
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	◉	○	○	○

Comments

he does have knowledge with regards to the technical level for which a psychiatric nurse operates.

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

He does good assessments before taking a plan into action.

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

He does uses sound, professional judgment when trying to resolve issues involving patients

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

He generally meets documentation requirements however he needs to be critical with his documentation concerning special procedures like nursing assessments, psychiatric emergencies, EMT's.

Overall Employee Rating

Comments

generally meets expectations. (updated per phone)

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HEALTHCARE PROVIDER

Healthcare Provider



American Heart Association®

Chris Easterling

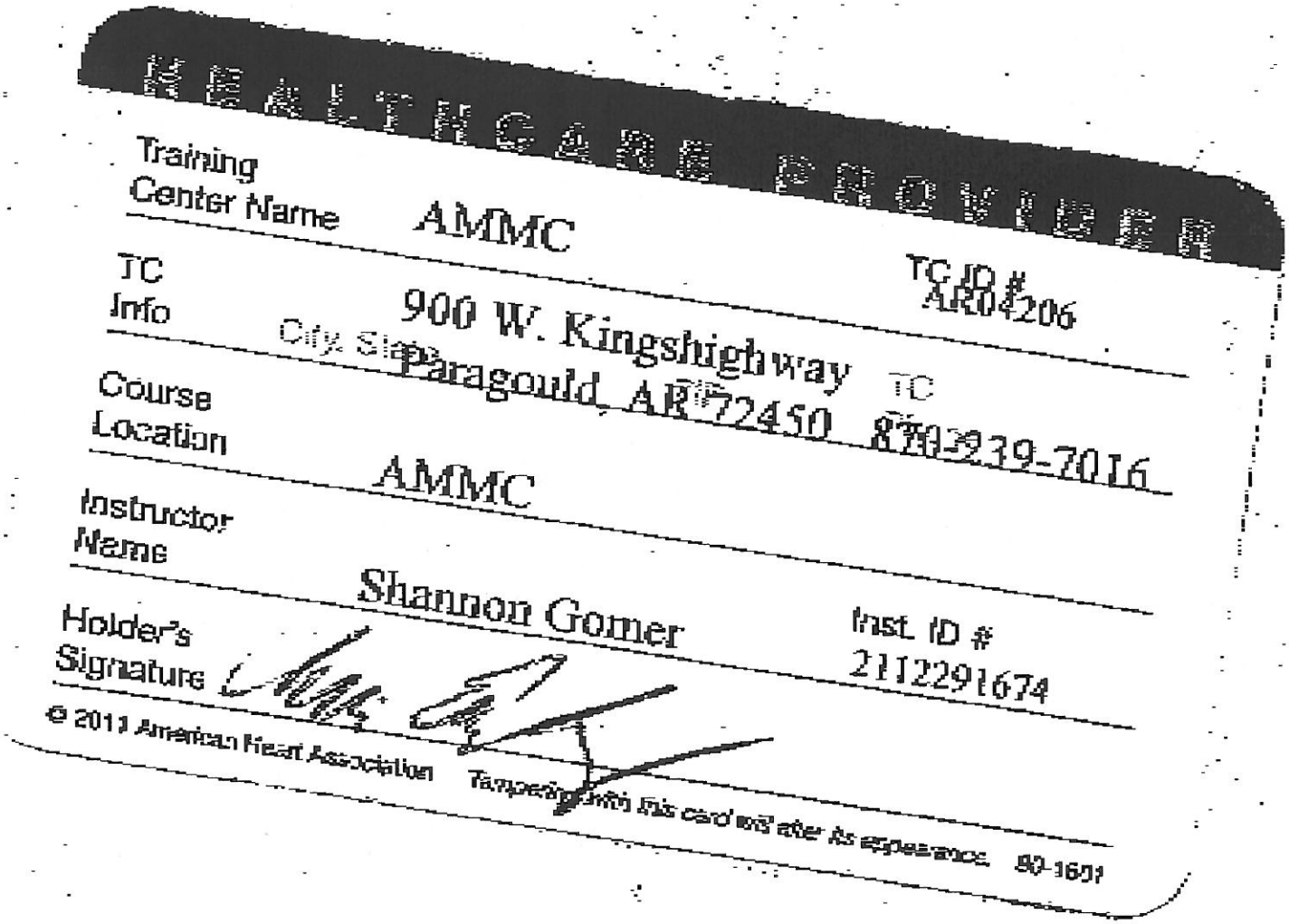
This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

02/27/2012

Issue Date

02/28/2014

Recommended Renewal Date



HEARTSAVER PROVIDER

Training Center Name: AMMC

TC Info: 900 W. Kingshighway TC
City, State: Paragould, AR 72450 870-239-7016

TC ID #: AR04206

Course Location: AMMC

Instructor Name: Shannon Gomer

Inst. ID #: 2112291674

Holder's Signature:

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Tampering with this card will alter its appearance. 80-1601

cpi Blue Card™

Chris Easterling

has completed 4 hours of training in the *Nonviolent Crisis Intervention*® training program.

8/2013
Expiration Date

Instructor

Certificate

Of Continuing Education

Issued By

Flex Ed

Education Department

3340 Riverside Drive, Suite F

CHINO, CA

CHRIS EASTERLING

Dept# 12-F

Has Completed the Following Course

ASSAULTIVE BEHAVIOR MANAGEMENT (AB508)

Monday, January 19, 2009 through Monday, January 19, 2009

CE's 4.00 Contact Hours 4.00 Class-Length 4.00

By George Cardoso

George Cardoso

FLEX-ED (909) 464-2289 CALIF. CEP# 08593

CERTIFICATE MUST BE RETAINED BY LICENSEE FOR FOUR YEARS FROM DATE OF ISSUANCE

WWW.FLEXED.COM

TopClsCertFast Produced by "The Education Tracker" Software

Dep

Jo 22 LK Loma Linda Hosp

FAX Agency 1-402-895-7812

Western Schools is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Approved Boards and Agencies:
California Board of Registered Nursing (provider #14367), California Board of Vocational Nurses and Psychiatric Technicians (provider #V-10498), District of Columbia Board of Nursing (provider #50-2165), Florida Board of Nursing (provider #50-2165), Iowa Board of Nursing (provider #227), Kentucky Board of Nursing (provider #70029), Louisiana Board of Nursing (provider #LSBN10), West Virginia Board of Examiners for Registered Professional Nurses (provider #WV1996-0076RN)

Contact hours were calculated using 60-minute hours. Nurses licensed in Iowa, and in other states that calculate contact hours based on a 50-minute hour, are awarded 3.8 contact hours for this course.

Western Schools

Certificate of Completion

This will certify that

Attendee Name
CHRIS EASTERLING

License Number
543262

has successfully completed

N: Disaster Mental Health: Preparation, Training & Practice

for Continuing Education credit in the amount of 3 *Contact Hours*

Date Of Issuance: March 24, 2011

Verifier: Robert Sample

Robert Sample, Administrator
Western Schools
400 Manley St
W Bridgewater, MA 02379
800-618-1670

Attendee Name and Address

CHRIS EASTERLING
2008 SAVANNAH CIR
O FALLON, MO 63368

Retain this certificate for your records.

EASTERLING, CHRISTOPHER

License Information

Address: CHICAGO, IL
License Number: [redacted]
Primary Status: Active
Secondary Status: N/A
License First Issued: 11/4/2012
License Expiration Date: 10/31/2013
License Renewal: N/A

Disciplinary Information: No disciplinary information in file.
Permanent license.

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AUREUS MEDICAL GROUP

Health Care Staffing Services Certification by The Joint Commission

Aureus Nursing, LLC
2425 South 171st Street
Omaha, NE 68130
1.800.856.0375
Ph: 402.938.2050
Fax: 402.895.7812

Sherry Shannon, RN

Work Experience:

08/2012 – Present

Mildred Mitchell Bateman Hospital, Huntington, WV
RN, Psych (Aureus travel assignment)
- **Client Population:** 110-Bed State Psych Mental Hospital
- **Duties:** Majority of the patients are wards of the state. See adult patients 18 years of age or older. Five units: Forensics, Geri, Substance abuse and two General Admission units. All levels of acuities. Work in the General Admissions units. See patients that other facilities refused. Float if needed.

04/2012 – 07/2012

City Hospital, Martinsburg, WV
RN – Psych (Aureus travel assignment)
- **Unit Size:** 19-Bed Adult Unit
- **Client Population:** 210-Bed, Level III Trauma Center
- **Duties:** Dual diagnosis, lots of overdoses/detox, suicide watch, and some geriatric psych patients.

11/2012-04/2012

Private Duty Nursing, Ann Arbor, MI
RN – Home Health
- **Duties:** Care for patients in their home. Help with mental and physical rehab and medication administration. Assist with any daily activities if needed.

07/2011-10/2011

VA Ann Arbor Hospital, Ann Arbor, MI
RN – Psych (Aureus travel assignment)
- **Unit Size:** 15-Bed Unit
- **Client Population:** 186-Bed hospital
- **Duties:** Cared for Adult and Geriatric patients. Patients included general psych, a lot PTSD and closed head injuries, substance abuse and Duo-diagnosis. Did ECT on the unit. Veteran-focused unit.

01/2011-06/2011

Battle Creek Health Systems, Battle Creek, MI
RN – Psych (Aureus travel assignment)
- **Client Population:** 200+-Bed hospital
- **Duties:** General Psych duties. Hospital provides emergency psychiatric services.

11/2010-12/2010

City Hospital, Martinsburg, WV
RN – Psych Crisis (Aureus travel assignment)
- **Client Population:** Level II Trauma Center
- **Duties:** Performed Psych evaluations for ER patients to determine admission or outpatient community referrals/follow-up. Created treatment plan for those admitted. Led and held the therapeutic educational/process groups for inpatient treatments

08/2010-09/2010

Allegiance Hospital, Jackson, MI
RN – Psych (Aureus travel assignment)
- **Unit Size:** 22-Bed Adult Acute; 10-Bed Geri Psych
- **Client Population:** 350-Bed, Level II Trauma Facility
- **Duties:** Adult to geriatric acute Psych patients. Assisted with intake process in determining if patients were eligible for admittance to psych unit.

06/2010-07/2010

Prairie St. John's Hospital, Fargo, ND
RN –Psych (travel assignment)
- **Unit Size:** 30-Bed units
- **Duties:** Floated between Adolescent and PEDS. There was also an Adult unit. Mostly CD patients. Explosive emotional disorders as well.

06/2010-06/2010

Mercy Hospital, Minneapolis, MN
RN –Psych (travel assignment)
- **Unit Size:** 40-Bed Adult Psych unit.
- **Duties:** Worked strike.

02/2010-05/2010

Vermont State Hospital, Waterbury, VT
RN – Inpatient Psych (travel assignment)
- **Unit Size:** 31-Bed Unit
- **Client Population:** 91-Bed Hospital
- **Duties:** Care for acute and chronically ill patients and work with drug and alcohol detoxification. Work with adolescents and adults.

06/2009-12/2009

Mildred Mitchell Bateman Hospital, Huntington, WV
RN –Acute Chronic Adult Psych (Aureus travel assignment)
- **Unit Size:** 30-Bed Unit
- **Client Population:** 100-Bed State Psych Facility
- **Duties:** Involved in Team and Individual treatment plans. Float to other units as needed.

12/2008-06/2009

Children's Care Hospital and Schools, Sioux Falls, SD
RN – Psych, Pediatrics (Aureus travel assignment)
- **Unit Size:** 32-Bed Sub-acute Unit
- **Client Population:** 144-Bed Residential Children's Hospital
- **Duties:** Care for children aged 1-21. Severely mentally impaired patient population, congenital brain injuries, high-risk respiratory problems and tube feedings.

11/2008-12/2008	***St. Mary's Health Center***, St. Louis, MO *RN – Psych (Aureus travel assignment)* - **Unit Size:** 35-Bed Unit - **Duties:** Worked on an adult and geriatric floor with a patient ratio of 10:1.
09/2008-10/2008	***Anoka Regional Metro Treatment Center***, Minneapolis, MN *RN – Psych (travel assignment)* - **Unit Size:** 28-Bed Unit - **Duties:** Worked with severely mentally ill patients with a patient ratio of 12:1.
06/2008-08/2008	***Private Duty***, Petoskey, MI *RN – Home Health* - **Duties:** Performed daily/PRN physical/mental assessments, medication administration, dosing, and monitoring total physical care.
09/2007-06/2008	***Port Huron Hospital***, Port Huron, MI *RN – Psych (Aureus travel assignment)* - **Unit Size:** 14-Bed Unit - **Duties:** Worked with patients from adolescent through geriatrics. Patient Ratio of 9:1.
07/2007-09/2007	***Private Duty***, Harbor Springs, MI *RN – Home Health*
06/2006-07/2007	***Private Duty***, Harbor Springs, MI *RN – Home Health* - **Duties:** Performed daily/PRN physical/mental assessments, medication administration, dosing, and monitoring total physical care.
09/2006-05/2007	***Grandvue Medical Care Facility***, East Jordan, MI *RN – Alzheimer's Unit* - **Duties:** Provided primary care for residents with advanced stages of Alzheimer's disease, medication administration, treatments, daily physical and mental assessments, oversaw and directed work of 5-6 LPN's, and computer charting.
04/1999-10/2005	***Northern Michigan Hospital***, Petoskey, MI *Psych Tech* - **Duties:** Assist nursing staff with care of mental health patients in a locked ward. Patient intake/admissions, one-on-one care for patients. Facilitate therapeutic evening group, charting, and direct patient care as required.

Education:

09/2002 – 06/2006	***Northcentral Michigan College***, Petoskey, MI *Associates Degree in Nursing*

Certifications: ***CPR/BLS***

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Case Management Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Areas	0	1	2	3	4
Ambulatory Care	■	0	0	0	0
Behavioral Health	0	0	0	■	0
Disease Specific / Wound Care	0	0	0	■	0
Emergency Department	■	0	0	0	0
Home Health / Hospice	0	0	■	0	0
Hospital / Acute Care	■	0	0	0	0
Life Care Planning	■	0	0	0	0
Managed Care / Insurance	■	0	0	0	0
Medicare	■	0	0	0	0
Obstetrics	■	0	0	0	0
Oncology	■	0	0	0	0
Psychiatric	0	0	0	0	■
Rehab / LTAC	■	0	0	0	0
Social Work	■	0	0	0	0
Vocational Rehab / Disability	■	0	0	0	0
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Computerized Charting Systems	0	0	0	0	■

Case Management Functions

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General	0	1	2	3	4
Assess & address psychosocial needs (e.g., patient, family, environment)	0	0	0	■	0
Assist managing & negotiating the financial aspects of care & funding sources	0	0	■	0	0
Conduct continuing education of clients, family, and caregivers	0	0	0	■	0
Conduct intake assessments	0	0	0	■	0
Coordinate patient discharge planning including family/community resources	0	0	0	■	0
Coordinate post-discharge follow-up	0	0	0	■	0
Develop & deliver patient education e.g., self-advocacy, safety, behavior mod	0	0	0	■	0
Ensure patients are admitted, transitioned to the appropriate level of care	0	0	■	0	0
Identification of gaps in care and initiating interventions	0	0	0	■	0
Implement collaborative practice models incl. service providers	0	0	■	0	0
Implement population identification processes when appropriate	0	0	■	0	0

Case Management Functions

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General	0	1	2	3	4
Link with community resources & provide referrals	0	0	■	0	0
Monitor patient care plans relative to measurable goals & outcomes	0	0	0	■	0
Promote the use of evidence-based care, as available	0	0	0	■	0

Management of Data - Paper and Electronic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Aggregate Data	0	1	2	3	4
Analysis (e.g., cost-benefit analysis)	0	0	■	0	0
Application	0	0	■	0	0
Collection	0	0	0	■	0
Evaluation	0	0	0	■	0
Reporting	0	0	0	■	0
Individual Data	0	1	2	3	4
Analysis (e.g., cost-benefit analysis)	0	0	■	0	0
Application	0	0	■	0	0
Collection, Chart Reviews, Audits	0	0	0	■	0
Evaluation	0	0	0	■	0
Reporting	0	0	0	■	0

Resource management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Support Services	0	1	2	3	4
Educational services	0	0	0	■	0
Emergency assistance-e.g., food, clothing, medications, housing, transportation	0	0	■	0	0
Legal services	0	0	■	0	0
Public health services (e.g., reporting communicable diseases)	0	0	■	0	0
Social services-e.g., protective services, food stamps, financial counseling	0	0	■	0	0
Vocational services	0	0	■	0	0
Voluntary/charitable/religious organization services	0	0	0	■	0
Level of Care Options	0	1	2	3	4
Acute care (e.g., hospital, long-term acute care, acute rehabilitation)	0	0	■	0	0
Assisted living facility/home	0	0	■	0	0
Custodial long-term care	0	0	0	■	0
Home care (e.g., hospice, skilled care, private duty, infusion)	0	0	■	0	0

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Sherry Shannon** Digital Signature: Dec 2 2012 11:31AM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Case Management Skills CheckList

Resource management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Level of Care Options	0	1	2	3	4
Outpatient treatment facilities (e.g., infusion, rehabilitation, wound care)	0	0	■	0	0
Subacute care (e.g., skilled nursing facility, subacute rehabilitation)	■	0	0	0	0
Medical Supplies	0	1	2	3	4
Durable medical equipment (DME)/maintenance	0	0	0	■	0
Medical disposable supplies	0	0	0	0	■
Pharmaceuticals	0	0	0	0	■

Case & Utilization Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Responsibilities / Experience	0	1	2	3	4
Authorization and certification	■	0	0	0	0
Benefit design/coverage	■	0	0	0	0
Concurrent review	■	0	0	0	0
Contract interpretation and negotiation	■	0	0	0	0
CPT Coding	■	0	0	0	0
CSR – Continued Stay Review	■	0	0	0	0
Denial and appeals process	■	0	0	0	0
Disability Review	■	0	0	0	0
Discharge screening	0	0	■	0	0
DP / DCP - Discharge planning	0	0	■	0	0
PAC-Pre-Admission Certification	■	0	0	0	0
Preauthorization	■	0	0	0	0
Retrospective review	■	0	0	0	0
SSO – Second Surgical Opinion	■	0	0	0	0
Telephonic Case Management	■	0	0	0	0
Workers Compensation Case Management	■	0	0	0	0
Workers Compensation Review	■	0	0	0	0

Payor and Reimbursement Methods

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Experience	0	1	2	3	4
Bundled / unbundled rates	■	0	0	0	0
Capitated payments (fixed payments for covered services with defined timeframe)	■	0	0	0	0
Case-based payments (e.g., prospective payment for hospital reimbursement)	■	0	0	0	0
Disability insurance-e.g., short-term/long-term disability, SS Disability	■	0	0	0	0
Fee-for Service	■	0	0	0	0

Payor and Reimbursement Methods

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Experience	0	1	2	3	4
Government-Medicare, Medicaid, US Department of Veterans' Affairs, Tricare	■	0	0	0	0
Pay for Performance	■	0	0	0	0
Payment Options-e.g., fee for service, capitation, DRG's, subrogation	■	0	0	0	0
Private-e.g., PPO, HMO, POS-point of service provider, self-insured	■	0	0	0	0
State / County Employee Programs	■	0	0	0	0
Workers' compensation	■	0	0	0	0

Processes of Quality Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Responsibilities / Experience	0	1	2	3	4
Accreditation-e.g., NCQA, URAC, The Joint Commission	0	0	■	0	0
Benchmarking	■	0	0	0	0
Best practice profiling/evidence-based practice	■	0	0	0	0
Continuous quality improvement/performance improvement	■	0	0	0	0
Core measures	■	0	0	0	0
Health Plan Employer Data and Information Set (HEDIS)	■	0	0	0	0
Peer review (organizations/ombudsman)	■	0	0	0	0
Risk management	■	0	0	0	0
Use of process / outcome measurement, evaluation, and management tools	■	0	0	0	0
Variance tracking/outlier analysis	■	0	0	0	0

Case Management Tools

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Knowledge / Experience	0	1	2	3	4
Clinical Guidelines	0	0	■	0	0
Clinical Pathways / Care Practice algorithms	■	0	0	0	0
DRG Coding-Inpatient	■	0	0	0	0
DRG Coding-Outpatient	■	0	0	0	0
ICD-9 Coding-Inpatient	■	0	0	0	0
ICD-9 Coding-Outpatient	■	0	0	0	0
Interqual Review Criteria	■	0	0	0	0
Medicare Guidelines	■	0	0	0	0
Milliman Review Criteria	■	0	0	0	0
Robertson Review Criteria	■	0	0	0	0

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Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Case Management Skills CheckList

Case Management Tools

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Knowledge / Experience	0	1	2	3	4
Satisfaction Surveys	■	0	0	0	0
Screening Tools (e.g., CAGE, SF-36, BASIS 32, risk screening)	■	0	0	0	0
SIMS Review Criteria	■	0	0	0	0
Standards of Practice	■	0	0	0	0

Legal and Ethical Considerations

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Responsibilities / Experience	0	1	2	3	4
Access to care	■	0	0	0	0
Advanced directives	0	0	■	0	0
Confidentiality (e.g., HIPAA)	0	0	0	0	■
Conflict of interest	■	0	0	0	0
Documentation	0	0	0	0	■
Government policies and regulations-e.g., OSHA, ADA, EMT, EMTALA	0	0	■	0	0
Legal responsibilities-e.g., negligence, malpractice, informed consent	0	0	■	0	0
Patient rights (e.g., Bill of Rights, patient self determination)	0	0	■	0	0
Quality versus cost	■	0	0	0	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	0	■	0	0	0
2-Infant (30 days - 1 year)	0	■	0	0	0
3-Toddler (1 - 3 years)	0	0	■	0	0
4-Preschooler (3 - 5 years)	0	0	■	0	0
5-School age children (5 - 12 years)	0	0	■	0	0
6-Adolescents (12 - 18 years)	0	0	■	0	0
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	0	0	■	0
CHCS	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CPSI	0	0	■	0
Eclipsys	■	0	0	0
EPIC	0	0	■	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	■	0	0	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	0	■
OPUS	0	0	■	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Long-term Care Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Alzheimers Care	0	0	0	0	■
Chronic Illness Care	0	0	0	0	■
Gerontology	0	0	0	0	■
Home Health Care	0	0	■	0	0
Hospice	0	0	0	■	0
Medical-Surgical	0	0	■	0	0
Ostomy Care	0	0	0	■	0
Pain Management	0	0	0	0	■
Pediatric Rehab	■	0	0	0	0
Post-Acute Care	■	0	0	0	0
Psychiatric Care	0	0	0	0	■
Rehabilitation	0	0	■	0	0
Skilled Care	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Charge Role	0	0	0	0	■
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assessment of Peripheral Pulses	0	0	0	0	■
Basic & Life-Threatening Dysrhythmias	0	■	0	0	0
Cardiopulmonary Resuscitation (CPR)	0	0	■	0	0
Care of Resident with Internal Pacemaker	0	0	■	0	0
Heimlich Maneuver	0	0	0	0	■
Pacemaker Check: Telecommunication	■	0	0	0	0
Administration of Antiarrhythmics	0	1	2	3	4
Intramuscular	0	0	■	0	0
Intravenous	■	0	0	0	0
Oral	0	0	0	0	■
Administration of Antihypertensives	0	1	2	3	4
Intravenous	■	0	0	0	0
Oral	0	0	0	0	■
Administration of Nitrates	0	1	2	3	4
Oral	0	0	0	0	■
Topical	0	0	0	0	■
Cardiac Rehabilitation	0	1	2	3	4
Blood Pressure & Stress Management Counseling	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Cardiac Rehabilitation	0	1	2	3	4
Diabetes Counseling	0	0	0	0	■
Initial Patient Assessment – Medical History, EKG, etc.	0	0	0	■	0
Medication Counseling	0	0	0	0	■
Nutritional Counseling	0	0	0	0	■
Weight Management, Physical Activity Counseling	0	0	0	0	■

Dermatology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Common Skin Problems in Elderly	0	0	0	0	■
Recognizing Skin Changes of Elderly	0	0	0	0	■
Prevention and Treatment of Dermal Ulcers	0	1	2	3	4
External Causes-Pressure, Friction	0	0	0	0	■
Internal Causes (i.e., Poor Nutrition)	0	0	0	0	■
Use of Special Pressure Relief Devices	0	1	2	3	4
Air Fluidized Bed	0	0	0	0	■
Low Airloss Beds	0	0	0	0	■
Pressure Relief Mattress/Cushion	0	0	0	0	■
Wound Care	0	1	2	3	4
Dressing Changes	0	0	0	0	■
Irrigations	0	0	0	0	■

Endocrine

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Blood Glucose Monitoring	0	1	2	3	4
Blood Glucose Meter Device	0	0	0	0	■
Performing Fingersticks	0	0	0	0	■
Use of Visual Blood Glucose Strips	0	0	0	0	■
Insulin Administration	0	1	2	3	4
Mixed Insulins	0	0	0	0	■
Single Type	0	0	0	0	■

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Collection of: Urine Specimens	0	0	0	0	■
Collection of: Vaginal Cultures	0	0	0	■	0
Removal of Pessary	■	0	0	0	0
Administration of Tube Feedings	0	1	2	3	4
Feeding Pump	0	0	0	0	■

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Recruiter: **Richard A Kousgaard**

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Long-term Care Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Administration of Tube Feedings					
Gravity Infusion	0	0	0	0	■
Care of Resident with	0	1	2	3	4
A-V Shunt/Fistula Care	■	0	0	0	0
Dialysis Treatments	■	0	0	0	0
Nephrostomy Tube	■	0	0	0	0
Urinary Diversion - Ileal Conduit	■	0	0	0	0
Management of	0	1	2	3	4
Cecostomy Tubes	■	0	0	0	0
Gastrostomy Tubes	0	0	0	■	0
Jejunostomy Tubes	0	0	0	■	0
Nasogastric Tube Insertion & Care	0	1	2	3	4
Dobhoff	■	0	0	0	0
Levin	■	0	0	0	0
Salem Sump	■	0	0	0	0

Infection Control

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Aseptic Technique	0	0	0	0	■
Enteric Precautions	0	0	0	0	■
Genitourinary Precautions	0	0	0	0	■
Hazardous Waste/Sharps Disposal	0	0	0	0	■
Respiratory Precautions	0	0	0	0	■
Universal Precautions	0	0	0	0	■

Medication Administration

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Controlled Substance Administration	0	0	0	0	■
Controlled Substance Count & Security	0	0	0	0	■
IV Additives	■	0	0	0	0
IV Antibiotics	■	0	0	0	0
Syringe Count	0	0	0	0	■
Unit Dose	0	0	0	0	■
Medications	0	1	2	3	4
Ophthalmic	0	0	0	0	■
Optic	0	0	0	0	■
Rectal	0	0	0	0	■
Topical	0	0	0	0	■
Vaginal	0	0	0	0	■

IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Discontinuing Peripheral IV's	0	0	0	0	■
Inserting IV's	0	■	0	0	0
Mixing IV's	■	0	0	0	0
Regulating IV's	0	■	0	0	0

Musculoskeletal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Application of Orthotic Devices	0	0	■	0	0
Application of Prosthetic Devices	0	0	■	0	0
Cast Care	0	0	■	0	0
Circulation Checks	0	0	0	0	■
Gait Retraining	0	0	0	■	0
Range of Motion Exercises	0	0	0	■	0
Transfer Techniques	0	0	0	■	0
Use of Assistive Devices -Walker,QuadCane	0	0	0	■	0
Use of Hoyer Lift	0	0	0	■	0
Care of Resident with	0	1	2	3	4
Amputation	0	0	■	0	0
Arthritic/Rheumatic Disease	0	0	0	■	0
Neuromuscular Disease	0	0	0	■	0
Total Joint Replacement	0	0	■	0	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Administration of: Anticonvulsants	0	0	0	0	■
Assessing Levels of Consciousness	0	0	0	0	■
Care of Resident with a Stroke	0	0	0	■	0
Reality Orientation	0	0	0	0	■
Seizure Precautions	0	0	0	0	■
Suicide Precautions	0	0	0	0	■
Use of Restraints	0	0	0	0	■
Care of Resident with Behaviors of	0	1	2	3	4
Agitation	0	0	0	0	■
Anxiousness	0	0	0	0	■
Combativeness	0	0	0	0	■
Halllucinations-Auditory,Olfactory,Visual	0	0	0	0	■
Suicidal Ideations	0	0	0	0	■
Wandering	0	0	0	0	■

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Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Conduct patient assessments, make recommendations, care of:	0	1	2	3	4
Goals of rehabilitation (e.g., considering prognosis)	0	0	■	0	0
Peristomal skin complications	0	0	■	0	0
Pouching and/or containment strategies	0	0	■	0	0
Stomal complications	0	0	■	0	0
Urinary/fecal diversion postop complications	0	0	■	0	0
Customize teaching based on age, knowledge level, culture, etc.	0	1	2	3	4
Bowel dysfunction-e.g., diverticular disease, bowel disease, incontinence	0	0	■	0	0
Gastrointestinal and genitourinary cancers	0	0	■	0	0
Genetic and congenital diseases-e.g., polyposis, imperforate anus, spina bifida	0	0	■	0	0
Necrotizing enterocolitis	0	■	0	0	0
Strategies to minimize odor	0	■	0	0	0
Urinary dysfunction –e.g., cystitis, incontinence, neurogenic bladder	0	0	■	0	0
Colostomy	0	1	2	3	4
Identify appropriate candidates for irrigation	0	0	■	0	0
Identify plan of care based on type of colostomy	0	0	■	0	0
Instruct patient in dietary modifications to prevent constipation / reduce gas	0	0	■	0	0
Prepare patient for reanastamosis and takedown	0	0	■	0	0
Teach irrigation techniques	0	0	■	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Ileostomy	0	1	2	3	4
Patient teaching to prevent blockage, correction of fluid/electrolyte imbalances	0	0	■	0	0
Prepare patient for reanastamosis and takedown	0	0	■	0	0
Recommend and/or perform ileostomy lavage	0	■	0	0	0
Teach management of retained distal segment of bowel	0	■	0	0	0
Urostomy	0	1	2	3	4
Instruct patients in mucus & fluid management, nighttime control	0	■	0	0	0
Manage stents	0	■	0	0	0
Obtain urine specimens	0	■	0	0	0

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Urostomy	0	1	2	3	4
Teach patients signs and symptoms of urinary tract infections	0	0	0	0	■
Patient Teaching for:	0	1	2	3	4
Abcess	0	■	0	0	0
Continent Cutaneous Fecal Diversions	0	■	0	0	0
Continent Urinary Diversions	0	■	0	0	0
Fistulas	0	■	0	0	0
Ileal Pouch Anal Anastamosis (IPAA)	0	■	0	0	0
Orthotopic Neobladder	0	■	0	0	0
Percutaneous Tubes and Drains	0	■	0	0	0
Percutaneous Tubes and Drains	0	1	2	3	4
Assess and manage patency and placement	0	■	0	0	0
Initiate measures to prevent tube migration	0	■	0	0	0
Manage dislodgment	0	■	0	0	0
Perform chemical cauterization	0	■	0	0	0
Prevention & management of peritubular skin breakdown	0	0	■	0	0
Recommend stabilization method	0	■	0	0	0
Replace a gastrostomy tube in an established tract	0	■	0	0	0
Continence Care	0	1	2	3	4
Assess normal micturition and defecation and age-related changes	0	0	■	0	0
Assess sexual/reproductive function-e.g., obstetric, menopause, sexual habits	0	0	■	0	0
Identify type of bowel dysfunction-e.g., infection, rectocele, obstruction	0	0	■	0	0
Identify urinary dysfunction-e.g., infection, prolapse, prostate, fistula	0	0	■	0	0
Perform Physical Examinations including urogenital, pelvic, rectal exams)	■	0	0	0	0
Review & interpret patient bladder/bowel diaries	■	0	0	0	0
Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
EMG studies	0	0	■	0	0
Endoscopic procedures (including cystoscopy)	0	0	■	0	0
Pad testing	0	0	■	0	0
Post-void residual urine measurement (by catheter or bladder scan)	0	0	0	■	0
Provoked stress maneuver (cough test)	0	0	■	0	0
Q-tip test	■	0	0	0	0

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Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
Radiologic procedures (e.g., KUB, voiding cystometrogram, renal ultrasound)	■	0	0	0	0
Urine studies	0	0	■	0	0
Urodynamics (e.g. cystometrogram, uroflowmetry)	■	0	0	0	0
Urinary Incontinence- Patient Teaching	0	1	2	3	4
Bladder and bowel training program	0	0	0	■	0
Dietary and fluid management (including bladder irritants)	0	0	0	■	0
Emptying maneuvers	0	0	0	■	0
Skin care - topical treatment for prevention	0	0	0	■	0
Teach and/or perform the following management techniques:	0	1	2	3	4
Biofeedback	■	0	0	0	0
Catheterization-e.g., clean intermittent, indwelling	0	0	0	0	■
Electrical stimulation	■	0	0	0	0
Environmental modifications (e.g., bedside commode, urinal, clothing)	0	0	0	0	■
Pelvic muscle exercises	0	0	0	■	0
Pessaries	■	0	0	0	0
The "knack" contraction method	■	0	0	0	0
Toileting programs (e.g., scheduled toileting, prompted voiding)	0	0	0	■	0
Urge suppression techniques (e.g., quick flicks)	■	0	0	0	0
Vaginal weights	■	0	0	0	0
Bowel Dysfunctions – Patient Teaching	0	1	2	3	4
Bowel cleansing	0	0	0	0	■
Containment devices/pouches	0	0	0	0	■
Lifestyle modifications (e.g., diet, fluids, exercise)	0	0	0	0	■
Pelvic muscle exercises	0	0	0	0	■
Pharmacologic management of bowel dysfunction	0	0	0	0	■
Prevention strategies to maintain optimal bowel function	0	0	0	0	■
Sensory motor re-education (including biofeedback)	■	0	0	0	0
Skin protection	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assess physical/psychological strengths/weaknesses of the patient/resident	0	0	0	■	0
Care of patient/resident w/Opioid withdrawal	0	0	0	■	0
Conduct pain assessments	0	0	0	■	0
Identify & document Pain Management interventions & results	0	0	0	■	0
Implement non-invasive Pain Management interventions	0	0	0	■	0
Patient & Family counseling	0	0	0	■	0
Patient referrals to Pain Management program as needed	0	0	0	■	0
Monitor care, side effects & tolerance	0	1	2	3	4
Adjuvant side effects(CNS effects, renal, liver)	0	0	0	0	■
Non-Opioid side effects (GI upset or bleed, renal, liver, delerium)	0	0	0	0	■
Opioid side effects-pruritis, dermatitis, constipation, respiratory depression	0	0	0	0	■

Psychological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Behavior Therapy-e.g., self-awareness, modification, delusion mgmt	0	0	0	0	■
Communication Enhancement (relationship-building, socialization)	0	0	0	0	■
Coping Assistance-e.g., body image, fear, anxiety, grief, self-esteem	0	0	0	0	■
Family Counseling	0	0	0	0	■

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Care of the Resident w/ Tracheostomy	0	0	0	■	0
Chest Physiotherapy	0	0	0	■	0
Collection of Sputum Specimens	0	0	0	■	0
Incentive Spirometry	0	0	0	0	■
Inserting an Oral Airway	■	0	0	0	0
Intermittent Positive Pressure Breathing Treatment	0	0	0	■	0
Oxygen Delivery Devices	0	0	0	■	0
Suctioning	0	1	2	3	4
Nasotracheal	0	0	■	0	0
Oropharyngeal	0	0	■	0	0
Tracheal	0	0	0	0	■

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Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Sensory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Application of Hearing Aid Devices	0	0	0	0	■
Care of					
Contact Lens	0	■	0	0	0
Dentures	0	0	0	0	■
Prosthetic Eyes	0	■	0	0	0
Care of Resident with					
Blindness	0	0	0	■	0
Cataracts	0	0	0	0	■
Hearing Loss	0	0	0	0	■
Macular Degeneration	0	0	0	■	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Differential Assessment for etiologic factors	0	0	0	0	■
Initial - diversity, age, medications	0	0	0	0	■
Nutrition	0	0	0	0	■
Pain	0	0	0	0	■
Patient goals & factors affecting care	0	0	0	0	■
Phase of wound healing	0	0	0	■	0
Wound characteristics	0	0	0	■	0
Patient / Caregiver Teaching	0	1	2	3	4
Care and prevention strategies (e.g., trauma, foot care)	0	0	0	■	0
Control of risk factors	0	0	0	■	0
Lifestyle changes to maximize perfusion	0	0	0	■	0
Patient referral for orthotics and shoes	0	0	0	■	0
Pharmacologic measures to maximize perfusion	0	0	0	■	0
Dressing Selection & Dressing Changes	0	1	2	3	4
Bacteria	0	0	0	■	0
Containment	0	0	0	■	0
Moisture	0	0	0	■	0
Odor Control	0	0	0	■	0
Wound Debridement Experience	0	1	2	3	4
Autolytic	■	0	0	0	0
Chemical cauterization	■	0	0	0	0
Enzymatic (i.e., chemical)	■	0	0	0	0
Mechanical	0	0	0	■	0
Sharp instrument	■	0	0	0	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Wound Management					
Application of Topical Agents for periwound skin protection	0	0	0	■	0
Cleaning with prescribed solutions	0	0	0	■	0
Growth Factor treatment	■	0	0	0	0
Hydrotherapy, Pulsed Lavage	■	0	0	0	0
Hyperbaric oxygenation administration	■	0	0	0	0
Identify indications for wound culture	0	0	0	■	0
Initiate pain control measures	0	0	0	0	■
Negative Pressure therapy	■	0	0	0	0
Precautions to minimize risk of infection	0	0	0	0	■
Techniques to control edema	0	0	0	0	■
Use of bioengineered tissue products	■	0	0	0	0
Wound culture via non-invasive techniques (e.g., swab, aspirate)	0	0	0	0	■
Make recommendations for Topical Therapy	0	1	2	3	4
Atypical wounds	0	0	■	0	0
Autoimmune wounds	0	0	■	0	0
Neoplastic wounds	0	0	■	0	0
Surgical wounds	0	0	0	■	0
Traumatic wounds	0	0	0	■	0
Make recommendations for treatment of skin damage in:	0	1	2	3	4
Allergic reactions	0	0	0	■	0
Bacterial and Fungal Skin Infections	0	0	0	■	0
Chemical trauma	0	0	0	■	0
Mechanical trauma	0	0	0	■	0
Thermal injury (E.G., Radiation)	■	0	0	0	0
Make recommendations to manage systemic factors:	0	1	2	3	4
Glucose control	0	0	0	0	■
Immunosuppression	0	0	0	0	■
Nutrition	0	0	0	0	■
Perfusion	0	0	0	0	■
Pressure Ulcers	0	1	2	3	4
Initiate measures for control of shear and friction	0	0	0	0	■
Initiate plan for control of incontinence	0	0	0	0	■
Recommend measures to promote mobility	0	0	0	0	■
Risk assessment	0	0	0	0	■

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Aureus Medical

Long-term Care Skills CheckList

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Pressure Ulcers	0	1	2	3	4
Stage pressure ulcers	0	0	0	0	■
Turning and repositioning	0	0	0	0	■
Use of support surfaces (e.g., mattresses, overlays, seating devices)	0	0	0	0	■

Lower Extremity Ulcers	0	1	2	3	4
Ankle-brachial index (ABI)	0	0	■	0	0
Arterial insufficiency	0	0	■	0	0
Assess and differentiate types	0	0	■	0	0
Bandages (wraps)	0	0	0	0	■
Capillary refill	0	0	0	0	■
Dermatitis	0	0	0	0	■
Dynamic compression therapy (e.g., pumps)	0	■	0	0	0
Edema	0	0	0	0	■
Foot Deformity (e.g., Charcot changes, hammer toes)	0	0	0	0	■
Monitor for infection	0	0	0	0	■
Pulses	0	0	0	0	■
Risk assessment	0	0	0	0	■
Sensorimotor status - monofilament, range of motion	0	0	0	■	0
Skin & Toes assessment	0	0	0	0	■
Static compression therapy	0	0	0	0	■
Therapeutic support stockings	0	0	0	0	■
Toe pressure	0	0	0	■	0
Transcutaneous oxygen pressure (TcPO2)	■	0	0	0	0
Venous insufficiency	0	0	0	■	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Adolescents (12 - 18 years)	0	0	0	■	0
2-Young adults (18 - 39 years)	0	0	0	0	■
3-Middle adults (39 - 64 years)	0	0	0	0	■
4-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	0	0	■	0
CHCS	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CPSI	0	0	■	0
Eclipsys	■	0	0	0
EPIC	0	0	■	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	■	0	0	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	0	■
OPUS	0	0	■	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Aureus Medical

Medical-Surgical Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Cardiac	0	0	■	0	0
Neurology	0	0	■	0	0
OB/GYN	0	■	0	0	0
Oncology	0	■	0	0	0
Orthopedics	0	■	0	0	0
Pediatrics	0	0	■	0	0
Psychiatry	0	0	0	0	■
Rehabilitation	0	0	■	0	0
Surgical	0	0	■	0	0
Telemetry	■	0	0	0	0
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Charge Role	0	0	0	0	■
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Auscultation (Rate, Rhythm)	0	0	0	0	■
Blood Pressure/Non-Invasive	0	0	0	0	■
Doppler	0	0	■	0	0
Heart Sounds/Murmurs	0	■	0	0	0
Pulses/Circulation Checks	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Angina	0	0	■	0	0
Cardiac Arrest	■	0	0	0	0
Cardiomyopathy	0	0	■	0	0
Carotid Endarterectomy	0	■	0	0	0
Congestive Heart Failure (CHF)	0	0	0	■	0
Femoral-Popliteal Bypass	0	■	0	0	0
Myocarditis	■	0	0	0	0
Post Acute MI (24-48 Hours)	■	0	0	0	0
Post Angioplasty	■	0	0	0	0
Post Cardiac Cath	■	0	0	0	0
Post Cardiac Surgery	■	0	0	0	0
Thrombophlebitis	0	0	0	■	0
Equipment & Procedures	0	1	2	3	4
Pacemaker: Permanent	0	0	■	0	0
Pacemaker: Temporary	0	■	0	0	0
Telemetry: Basic 12 Lead Interpretation	■	0	0	0	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Telemetry: Basic Arrhythmia Interpretation	■	0	0	0	0
Telemetry: Lead Placement	0	0	■	0	0
Medications	0	1	2	3	4
Heparin Drip	■	0	0	0	0
Oral & IVP Antihypertensives	0	0	0	0	■
Oral & Topical Nitrates	0	0	0	0	■
Oral Anticoagulants	0	0	0	0	■

Endocrine/Metabolic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
S/S Diabetic Coma	0	0	0	■	0
S/S Insulin Reaction	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Diabetes Mellitus	0	0	0	0	■
Disorders of Adrenals-Addison's Disease	0	■	0	0	0
Disorders of Pituitary -Diabetes Insipidus	0	0	0	0	■
Hyperthyroidism -Grave's Disease	0	■	0	0	0
Hypothyroidism	0	0	■	0	0
Thyroidectomy	0	■	0	0	0
Equipment & Procedures	0	1	2	3	4
Blood Glucose Monitoring: Electronic Measuring Device	0	0	0	0	■
Blood Glucose Monitoring: Performing Finger Stick	0	0	0	0	■
Blood Glucose Monitoring: Visual Blood Glucose Strips	0	0	0	0	■
Indwelling Insulin Pump	■	0	0	0	0
Medications	0	1	2	3	4
Insulin	0	0	0	0	■
Oral Hypoglycemics	0	0	0	0	■
Steroids	0	0	0	0	■
Thyroid	0	0	0	0	■

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Abdominal/Bowel Sounds	0	0	0	0	■
Fluid Balance	0	0	0	0	■
Nutritional Status	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bowel Obstruction	0	0	■	0	0

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Aureus Medical

Medical-Surgical Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Colostomy/Ileostomy	0	0	0	■	0
Corpak and Dobhoff Feeding Tubes	0	0	0	0	■
Feeding Pump	0	0	0	0	■
Gastrostomy Tube	0	0	0	0	■
GI Bleeding	0	0	■	0	0
GI Surgery	0	0	■	0	0
Gravity Tube Feeding	0	0	0	0	■
Hepatitis	0	0	■	0	0
Inflammatory Bowel Disease	0	0	■	0	0
Invasive Diagnostic Testing	■	0	0	0	0
Jejunostomy Tube	0	0	0	0	■
Liver Failure	0	■	0	0	0
Nasogastric Tube	■	0	0	0	0
Paralytic Ileus	■	0	0	0	0
Salem Sump to Suction	■	0	0	0	0
Saline Lavage	■	0	0	0	0
T-Tube	■	0	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	0	0	0	■	0
Blood Count	0	0	0	■	0

Infectious Diseases

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
AIDS	0	0	0	■	0
Hepatitis	0	0	0	■	0
Lyme Disease	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Fever Management	0	0	0	0	■
Isolation	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Blood Count	0	0	0	■	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Glasgow Coma Scale	0	0	0	■	0
Level of Consciousness	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Aneurysm Precautions	■	0	0	0	0
Basal Skull Fracture	■	0	0	0	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Closed Head Injury	0	■	0	0	0
Coma	0	■	0	0	0
Delirium Tremens / DTs	0	0	0	0	■
Encephalitis	■	0	0	0	0
Externalized Ventriculoperitoneal Shunts	■	0	0	0	0
Meningitis	■	0	0	0	0
Neuromuscular Disease	0	0	0	■	0
Post Craniotomy	■	0	0	0	0
Seizures	0	0	0	■	0
Spinal Cord Injury	0	0	■	0	0
Stroke / CVA	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Assist with Lumbar Puncture	0	■	0	0	0
Use of Hyper/Hypothermia Blanket	0	■	0	0	0
Medications	0	1	2	3	4
Anticonvulsants	0	0	0	0	■

Oncology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Nutritional Status	0	0	0	0	■
Pain Control	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bone Marrow Transplant	■	0	0	0	0
Fresh Oncologic Surgery	■	0	0	0	0
Inpatient Chemotherapy	■	0	0	0	0
Inpatient Hospice	0	0	■	0	0
Leukemia	0	■	0	0	0
Radiation Implant	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Reverse Isolation	0	0	0	■	0
Medications	0	1	2	3	4
Chemotherapy	■	0	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	0	0	0	■	0
Blood Counts	0	0	0	■	0

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Circulation Checks	0	0	0	0	■

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Aureus Medical

Medical-Surgical Skills CheckList

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Gait	0	0	0	0	■
Range of Motion	0	0	0	0	■
Skin	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Amputation	0	0	■	0	0
Arthroscopic Surgery	0	0	■	0	0
Cast	0	0	■	0	0
Osteoporosis	0	0	0	■	0
Pinned Fractures	0	■	0	0	0
Rheumatic/Arthritic Disease	0	0	0	■	0
Total Hip Replacement	0	0	■	0	0
Total Knee Replacement	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Continuous Passive Motion Devices	0	0	■	0	0
Support Devices: Cane	0	0	0	■	0
Support Devices: Cervical Collar	0	0	0	■	0
Support Devices: Gait Belt	0	0	0	■	0
Support Devices: Prosthetic	0	0	0	■	0
Support Devices: Sling	0	0	0	■	0
Support Devices: Transfer Boards	0	0	0	■	0
Support Devices: Walker	0	0	0	0	■
Support Devices: Wheelchair	0	0	0	0	■
Traction	■	0	0	0	0

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Pain Level/Tolerance	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Epidural Anesthesia/Analgesia	■	0	0	0	0
IV Conscious Sedation	■	0	0	0	0
Narcotic Analgesia	0	0	0	■	0
Patient Controlled Analgesia: PCA Pump	0	■	0	0	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
Broviac	■	0	0	0	0
Groshong	■	0	0	0	0
Hickman	■	0	0	0	0
Peripheral Line/Dressing	■	0	0	0	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
PICC Line	■	0	0	0	0
Portacath	■	0	0	0	0
Quinton	■	0	0	0	0
IV Administration & Management	0	1	2	3	4
Albumin	■	0	0	0	0
Cryoprecipitate	■	0	0	0	0
Drawing Blood from Central Line / PICC Line	■	0	0	0	0
Drawing Venous Blood	■	0	0	0	0
Nutritional Therapy (e.g., TPN, lipids)	■	0	0	0	0
Packed Red Blood Cells	■	0	0	0	0
Plasma	■	0	0	0	0
Starting IV's with: Angiocath	■	0	0	0	0
Starting IV's with: Butterfly	■	0	0	0	0
Starting IV's with: Heparin Lock	■	0	0	0	0
Whole Blood	■	0	0	0	0

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Breath Sounds	0	0	0	0	■
Rate and Work of Breathing	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bronchoscopy	■	0	0	0	0
COPD	0	0	0	0	■
Fresh Tracheostomy	■	0	0	0	0
Lobectomy	■	0	0	0	0
Pneumonectomy	■	0	0	0	0
Pneumonia	0	0	0	■	0
Pulmonary Embolism	■	0	0	0	0
Thoracotomy	■	0	0	0	0
Tuberculosis	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Airway Devices/Suctioning: Endotracheal Tube/Suctioning	0	0	0	■	0
Airway Devices/Suctioning: Nasal Airway/Suctioning	0	0	0	■	0
Airway Devices/Suctioning: Oropharyngeal/Suctioning	0	0	0	■	0
Airway Devices/Suctioning: Sputum Specimen Collection	0	0	0	■	0
Airway Devices/Suctioning: Tracheostomy/Suctioning	0	0	0	■	0

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Medical-Surgical Skills CheckList

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Assist with Intubation	■	0	0	0	0
Assist with Thoracentesis	■	0	0	0	0
Care of Patient with a Chest Tube: Assist with Set-Up & Insertion	■	0	0	0	0
Care of Patient with a Chest Tube: Measuring and Emptying	■	0	0	0	0
Care of Patient with a Chest Tube: Removal	■	0	0	0	0
Care of the Patient on a Ventilator	0	0	■	0	0
Chest Physiotherapy	0	0	0	0	■
Incentive Spirometry	0	0	0	0	■
O2 Therapy & Medication Delivery: Bag and Mask	0	0	0	■	0
O2 Therapy & Medication Delivery: External CPAP	0	0	0	■	0
O2 Therapy & Medication Delivery: Face Masks	0	0	0	■	0
O2 Therapy & Medication Delivery: Inhalers	0	0	0	0	■
O2 Therapy & Medication Delivery: Nasal Cannula	■	0	0	0	0
O2 Therapy & Medication Delivery: Portable O2 Tank	0	0	■	0	0
O2 Therapy & Medication Delivery: Tracheostomy Collar	0	0	■	0	0
Oximetry	0	0	0	0	■
Interpretation of Lab Results	**0**	**1**	**2**	**3**	**4**
Arterial Blood Gas (ABG)	0	0	■	0	0
Blood Chemistry	0	0	0	■	0
Blood Count	0	0	0	■	0

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Arterio Venous Fistula/Shunt	■	0	0	0	0
Fluid Balance	0	0	■	0	0
Care of the Patient with	**0**	**1**	**2**	**3**	**4**
Diversion/Ileal Conduit Nephrostomy	■	0	0	0	0
Hemodialysis	■	0	0	0	0
Nephrectomy	■	0	0	0	0
Peritoneal Dialysis	0	■	0	0	0
Renal Failure	0	■	0	0	0
Renal Transplant	■	0	0	0	0
TURP	■	0	0	0	0
Urinary Tract Infection	0	0	0	0	■

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Bladder Irrigations: Continuous	0	■	0	0	0
Bladder Irrigations: Intermittent	0	■	0	0	0
Catheter Care: 3-Way Foley	■	0	0	0	0
Catheter Care: Supra-Pubic	0	■	0	0	0
Insertion/Care of Straight / Foley Catheter: Male	0	0	0	0	■
Insertion/Care of Straight/Foley Catheter: Female	0	0	0	0	■
Specimen Collection: 24 Hour	0	0	0	0	■
Specimen Collection: Routine	0	0	0	0	■
Interpretation of Lab Results	**0**	**1**	**2**	**3**	**4**
BUN	0	0	0	■	0
Creatinine	0	0	0	■	0
Electrolytes	0	0	0	■	0

Wound Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Skin for Impending Breakdown	0	0	0	0	■
Stasis Ulcers	0	0	0	■	0
Surgical Wound Healing	0	0	0	■	0
Care of the Patient with	**0**	**1**	**2**	**3**	**4**
Burns	■	0	0	0	0
Pressure Sores	0	0	0	■	0
Staged Decubitus Ulcers	0	0	0	■	0
Surgical Wounds with Drain(s)	0	0	0	■	0
Traumatic Wounds	■	0	0	0	0
Equipment & Procedures	**0**	**1**	**2**	**3**	**4**
Air Fluidized, Low Airloss Beds	0	0	■	0	0
Sterile Dressing Changes	0	0	0	■	0
Wound Care/Irrigations	0	0	0	■	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	■	0	0	0	0
2-Infant (30 days - 1 year)	■	0	0	0	0
3-Toddler (1 - 3 years)	0	0	0	■	0
4-Preschooler (3 - 5 years)	0	0	0	■	0
5-School age children (5 - 12 years)	0	0	0	■	0
6-Adolescents (12 - 18 years)	0	0	0	■	0
7-Young adults (18 - 39 years)	0	0	0	0	■

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Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Medical-Surgical Skills CheckList

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	0	0	■	0
CHCS	■	0	0	0
CPSI	0	0	■	0
Eclipsys	■	0	0	0
EPIC	0	0	■	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	■	0	0	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	0	■
OPUS	0	0	■	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Recruiter: **Richard A Kousgaard**

Aureus Medical

Nurse Educator Skills CheckList

Summary of Experience

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Educator Experience	0	1	2	3	4
Cardiovascular	■	0	0	0	0
Cath Lab	■	0	0	0	0
Community/Public Health	■	0	0	0	0
Coronary Care	■	0	0	0	0
Diabetes	0	0	■	0	0
Dialysis	■	0	0	0	0
Endoscopy	■	0	0	0	0
ER Skill	■	0	0	0	0
Home Health	■	0	0	0	0
ICU	■	0	0	0	0
Labor & Delivery	■	0	0	0	0
Legal Ethics	■	0	0	0	0
Long-term Care	0	0	0	■	0
Medical-Surgical	■	0	0	0	0
Neonatal ICU	■	0	0	0	0
Neurology	■	0	0	0	0
Obstetrics	■	0	0	0	0
Oncology	■	0	0	0	0
OR-Perioperative	■	0	0	0	0
Orthopedics	■	0	0	0	0
PACU-Recovery Room	■	0	0	0	0
Pediatric	■	0	0	0	0
Pediatric ICU	■	0	0	0	0
Post-partum & Newborn Nursery	■	0	0	0	0
Psychiatric	0	0	0	0	■
Radiology	■	0	0	0	0
Rehabilitation	■	0	0	0	0
Senior Health	0	0	0	■	0
Step-down	■	0	0	0	0
Telemetry	■	0	0	0	0

Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	■	0	0
Computerized Charting Systems	0	0	■	0	0

Facilitates Learning

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Create opportunities for learners to develop critical thinking/reasoning skills	0	0	0	■	0
Develop collegial working relationships w/students, colleagues, clinical staff	0	0	■	0	0

Facilitates Learning

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Implement continuous improvement strategies to improve teaching practices	0	0	■	0	0
Implement variety of teaching strategies to meet needs and outcomes	0	■	0	0	0
Participate in curriculum design, development of courses, programs of study	0	■	0	0	0
Use information technology skillfully to support the teaching-learning process	0	0	■	0	0

Learner Development and Socialization

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Assist learners to develop the ability to engage in self and peer evaluation	■	0	0	0	0
Engage in effective advisement and counseling strategies with learners	■	0	0	0	0
Experience with unique learning needs (e.g., multicultural, disadvantaged)	■	0	0	0	0
Foster the cognitive, psychomotor, and affective development of learners	■	0	0	0	0
Provide resources to learners that help meet their individual learning needs	■	0	0	0	0

Assessment and Evaluation Strategies

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Demonstrate skill in design and use of tools for assessing clinical practice	0	■	0	0	0
Develop evidence-based assessments and evaluations	■	0	0	0	0
Implement evidence-based assessment & evaluation strategies	■	0	0	0	0
Use assessment and evaluation data to enhance the teaching-learning process	■	0	0	0	0

Outcomes

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Create & maintain community/clinical partnerships to support educational goals	■	0	0	0	0
Define curriculum program outcomes and evaluation strategies	■	0	0	0	0
Design, implement program assessment models to promote continuous improvement	■	0	0	0	0
Develop competency statements	■	0	0	0	0

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Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Nurse Educator Skills CheckList

Outcomes

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Document outcomes of the educational process	■	0	0	0	0
Implement curriculum revision by applying relevant change theories, strategies	■	0	0	0	0
Revise the curriculum based on assessment of program outcomes & learner needs	■	0	0	0	0
Write learning objectives and selects appropriate learning activities	■	0	0	0	0

Change Agent and Leader

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Advocates for nursing and nursing education in the political arena	■	0	0	0	0
Develop networks and partnerships to enhance education programs	■	0	0	0	0
Evaluate organizational effectiveness in nursing education	■	0	0	0	0
Implement strategies for organizational change	■	0	0	0	0
Incorporate goals of the educational program with institutional goals	■	0	0	0	0
Promote innovative practices in educational environments	■	0	0	0	0
Take on leadership roles to enhance the visibility & contributions of nursing	■	0	0	0	0

Continuous Quality Improvement in the Nurse Educator Role

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas of Experience	0	1	2	3	4
Actively participates in professional development opportunities	■	0	0	0	0
Balances teaching, scholarship & service demands of the role of educator	■	0	0	0	0
Mentors and supports faculty colleagues	■	0	0	0	0
Use feedback gained from self, peer, student & administrative evaluation	■	0	0	0	0
Use knowledge of legal & ethical issues as a basis for designing curriculum	■	0	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CarePoint - Guardian Rx	■	0	0	0
Cerner	0	0	■	0
CHCS	■	0	0	0
CPSI	0	0	■	0
Eclipsys	■	0	0	0
EPIC	0	0	■	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	■	0	0	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	0	■
OPUS	0	0	■	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Pediatric Skills CheckList

Summary of Experience

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Areas	0	1	2	3	4
Medical	0	0	0	■	0
Oncology	0	0	■	0	0
Orthopedics	0	0	■	0	0
Pediatrics	0	0	0	■	0
PICU	0	■	0	0	0
Rehabilitation	0	■	0	0	0
Surgical	0	0	■	0	0
Telemetry	0	■	0	0	0
Clinical Skills	0	1	2	3	4
Cardiovascular	0	0	■	0	0
Endocrine Metabolic	0	0	■	0	0
Gastrointestinal	0	0	■	0	0
Hematology/Oncology	0	0	■	0	0
Infectious Diseases	0	0	■	0	0
Medication Administration	0	0	0	0	■
Neurological/Orthopedics	0	0	■	0	0
Pain Management	0	0	0	0	■
Phlebotomy/ IV Therapy	■	0	0	0	0
Pulmonary	0	0	■	0	0
Renal Genitourinary	0	0	■	0	0
Wound Management	0	0	■	0	0
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Charge Role	0	0	0	■	0
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Auscultation (Rate, Rhythm, Volume)	0	0	0	0	■
Blood Pressure/Non-Invasive	0	0	0	0	■
Heart Sounds/Murmurs	0	0	0	0	■
Perfusion	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bacterial Endocarditis	0	0	0	■	0
Cardiac Arrest	0	0	■	0	0
Cardiomyopathy	0	0	■	0	0
Congenital Heart Defects/Disease	0	0	0	■	0
Congestive Heart Failure	0	0	■	0	0
Myocarditis	0	■	0	0	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Pericarditis	0	■	0	0	0
Post Cardiac Catheterization	0	■	0	0	0
Post Cardiac Surgery	0	■	0	0	0
Rheumatic Fever	0	■	0	0	0
Shock	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Basic EKG Interpretation	0	0	■	0	0
Non-Invasive Cardiac Monitoring	0	0	■	0	0
Medications	0	1	2	3	4
Digoxin (Lanoxin)	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Arterial Blood Gases	0	0	0	0	■
Hemoglobin & Hematocrit	0	0	0	0	■

Endocrine Metabolic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Evaluation/Assessment	0	0	■	0	0
Care of the Patient with	0	1	2	3	4
Adrenal Disorders	0	0	■	0	0
Cushings Syndrome	0	0	■	0	0
Juvenile Diabetes	0	0	0	■	0
Pituitary Disorders	0	0	■	0	0
Thyroid Malfunction	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Blood Glucose Testing	0	0	0	0	■
Medications	0	1	2	3	4
Growth Hormone	0	■	0	0	0
Insulin	0	0	0	0	■
Thyroid	0	0	0	■	0
Interpretation of Lab Results	0	1	2	3	4
Blood Glucose	0	0	0	■	0
Thyroid Studies	0	0	0	■	0

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Abdominal	0	0	0	0	■
Nutritional Status	0	0	0	0	■

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Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Pediatric Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Anal Fissure	0	0	■	0	0
Cleft Lip/Palate	0	■	0	0	0
Colostomy	0	0	0	■	0
Diaphragmatic Hernia	0	0	■	0	0
Failure to Thrive (FTT)	0	0	0	■	0
Gastroenteritis/Dehydration	0	0	0	■	0
Gastroesophageal Reflux	0	0	0	■	0
Gastrointestinal Bleeding	0	0	■	0	0
Ileostomy	0	0	0	■	0
Intestinal Parasites	0	0	■	0	0
Necrotizing Enterocolitis (NEC)	■	0	0	0	0
Pyloric Stenosis	■	0	0	0	0
Surgical Abdomen	0	0	0	■	0
Ulcerative Colitis	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Feedings: Bottle	0	0	0	0	■
Feedings: Breast	0	0	0	■	0
Feedings: Central Hyperalimentation	0	■	0	0	0
Feedings: Gavage	0	0	0	■	0
Feedings: Peripheral Hyperalimentation	0	0	■	0	0
Gastrostomy/Button	0	0	0	■	0
I-Tubes	0	0	0	■	0
Jejunal Feeding	0	0	0	■	0
NG and Sump Tubes to Suction	0	■	0	0	0
Penrose Drains	0	0	0	■	0
Placement of Naso/Orogastric Tube	0	0	■	0	0
Wound Irrigation/Dressing Change	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Serum Electrolytes	0	0	0	■	0

Hematology/Oncology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Nutritional Status	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Anemia	0	0	0	■	0
Bone Marrow Transplant	■	0	0	0	0
Depressed Immune System	0	0	■	0	0
Disseminated Intravascular Coagulation (DIC)	■	0	0	0	0
Hemophilia	■	0	0	0	0

Hematology/Oncology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Hodgkins Disease	■	0	0	0	0
Infectious Mononucleosis	0	0	■	0	0
Leukemia	■	0	0	0	0
Malignant Tumors	■	0	0	0	0
Sickle Cell Anemia	■	0	0	0	0
Spleen Trauma/Splenectomy	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Reverse Isolation	0	0	0	■	0
Medications	0	1	2	3	4
Prednisone	0	0	■	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	0	0	0	■	0
Blood Counts	0	0	0	■	0

Infectious Diseases

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
AIDS	0	0	■	0	0
Common Childhood – Communicable Diseases	0	0	0	■	0
Cytomegalo Virus (CMV)	■	0	0	0	0
Hepatitis	0	0	0	■	0
Kawasaki Disease	0	0	■	0	0
Lyme Disease	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Fever Management	0	0	0	0	■
Isolation	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Blood Count	0	0	0	0	■

Medication Administration

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Children	0	1	2	3	4
Calculation of Pediatric Doses	0	0	0	■	0
Eye/Ear Instillations	0	0	0	0	■
Knowledge of Emergency Drugs	0	0	■	0	0
Knowledge of Routine Pediatric Drugs	0	0	■	0	0
Metered Dose Inhaler	0	0	0	0	■

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Recruiter: **Richard A Kousgaard**

Aureus Medical

Pediatric Skills CheckList

Neurological/Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Level of Consciousness	0	0	■	0	0
Care of the Patient with					
Battered Child Syndrome	0	0	0	■	0
Closed Head Trauma	0	0	0	■	0
Clubfoot	■	0	0	0	0
Encephalitis	0	0	0	■	0
Febrile Seizures	0	0	0	0	■
Meningitis	0	0	■	0	0
Multiple Sclerosis	0	0	■	0	0
Multiple Trauma	0	0	■	0	0
Near Drowning	0	0	■	0	0
Neuromuscular Disease	0	0	0	■	0
Osteogenic Sarcoma	■	0	0	0	0
Osteomyelitis	■	0	0	0	0
Spinal Cord Injury	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Application of Splints	0	0	0	■	0
Assist with Lumbar Puncture	0	■	0	0	0
Cast	■	0	0	0	0
ICP Monitoring	■	0	0	0	0
Pinned Fractures	■	0	0	0	0
Traction	■	0	0	0	0
Medications	0	1	2	3	4
Clonopin (Clonazapam)	0	0	0	0	■
Corticosteroids	0	0	0	0	■
Dilantin (Phenytoin)	0	0	0	0	■
Phenobarbital	0	0	0	0	■
Tegretol (Carbamazepine)	0	0	0	0	■
Valium (Diazepam)	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Pain Level/Tolerance	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Epidural Anesthesia/Analgesia	0	0	■	0	0
IV Conscious Sedation	■	0	0	0	0
Narcotic Analgesia	■	0	0	0	0

Phlebotomy IVTherapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Care of the Patient with					
Central Line/Catheter/Dressing: Broviac	0	■	0	0	0
Central Line/Catheter/Dressing: Groshong	0	■	0	0	0
Central Line/Catheter/Dressing: Hickman	0	■	0	0	0
Central Line/Catheter/Dressing: Portacath	0	■	0	0	0
Central Line/Catheter/Dressing: Quinton	0	■	0	0	0
Cutdown Line/Dressing	0	■	0	0	0
Peripheral Line/Dressing	0	■	0	0	0
Equipment & Procedures	0	1	2	3	4
Administration of Blood Products: Packed Red Blood Cells	0	■	0	0	0
Administration of Blood/Blood Products: Cryoprecipitate	0	■	0	0	0
Administration of Blood/Blood Products: Whole Blood	■	0	0	0	0
Drawing Blood from Central Line	0	■	0	0	0
Drawing Venous Blood	0	0	■	0	0
Starting IV's with: Angiocath	0	■	0	0	0
Starting IV's with: Butterfly	0	■	0	0	0
Starting IV's with: Heparin Lock	0	0	■	0	0

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Breath Sounds	0	0	0	■	0
Rate and Work of Breathing	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Asthma	0	0	0	0	■
Bronchiolitis (RSV)	0	0	0	0	■
Bronchopulmonary Dysplasia (BPD)	0	0	0	0	■
Cystic Fibrosis	■	0	0	0	0
Epiglottitis	■	0	0	0	0
LTB/Croup	■	0	0	0	0
Pertussis	■	0	0	0	0
Pneumonia	0	0	0	■	0
Tonsilitis	0	0	0	■	0
Tuberculosis	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Airway Management Devices/Suctioning: Bulb Syringe	0	0	0	0	■
Airway Management Devices/Suctioning: Oral Airway/Suctioning	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Sherry Shannon** Digital Signature: Dec 2 2012 11:53AM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Pediatric Skills CheckList

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Airway Mgmt Devices/Suctioning: Nasal Airway/Suctioning	0	0	0	0	■
Airway Mgmt Devices/Suctioning: Tracheostomy/Suctioning	0	0	0	0	■
Apnea Monitor	0	0	0	0	■
Chest Physiotherapy	0	0	0	0	■
Chest Tubes	0	■	0	0	0
End Tidal CO2	0	■	0	0	0
O2 Therapy Delivery Systems: Face Mask	0	0	0	0	■
O2 Therapy Delivery Systems: Hood	0	■	0	0	0
O2 Therapy Delivery Systems: Isolette	0	■	0	0	0
O2 Therapy Delivery Systems: Nasal Cannula	0	0	0	0	■
O2 Therapy Delivery Systems: Tent	0	■	0	0	0
O2 Therapy Delivery Systems: Tracheostomy Collar	0	0	0	0	■
Oximeter	0	0	0	0	■
Water Seal Drainage System	0	■	0	0	0
Medications	0	1	2	3	4
Alupent (Meraproteranol)	0	0	0	0	■
Aminophylline (Theophylline)	0	0	0	0	■
Isuprel (Isoproterenol)	0	0	0	0	■
Ventolin (Albuterol)	0	0	0	0	■

Renal Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Fluid Balance	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Circumcision	0	0	0	0	■
Glomerulonephritis	0	■	0	0	0
Hemodialysis	■	0	0	0	0
Hemolytic Uremic Syndrome (HUS)	■	0	0	0	0
Hypospadias	0	0	■	0	0
Ileal Conduit	■	0	0	0	0
Infantile Polycystic Disease	■	0	0	0	0
Kidney Transplant	■	0	0	0	0
Nephrotic Syndrome	■	0	0	0	0
Peritoneal Dialysis	■	0	0	0	0
Renal Failure	■	0	0	0	0
Urinary Tract Infection	0	0	0	0	■
Wilms Tumor	■	0	0	0	0

Renal Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Assist with Suprapubic Tap	■	0	0	0	0
Catheter Care & Insertion: Female	0	0	0	0	■
Catheter Care & Insertion: Indwelling	0	0	0	0	■
Catheter Care & Insertion: Male	■	0	0	0	0
Catheter Care & Insertion: Other	■	0	0	0	0
Catheter Care & Insertion: Straight	0	0	0	0	■
Collection of Urine Specimen	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
BUN & Creatinine	0	0	0	0	■
Urinalysis	0	0	0	0	■

Wound Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Skin for Impending Breakdown	0	0	0	0	■
Stasis Ulcers	0	0	0	0	■
Surgical Wound Healing	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
1st Degree Burns	0	0	0	■	0
2nd Degree Burns	■	0	0	0	0
3rd Degree Burns	■	0	0	0	0
Pressure Sores	0	0	0	■	0
Staged Decubitus Ulcers	0	0	0	■	0
Sterile Dressing Changes	0	0	■	0	0
Surgical Wounds with Drain(s)	0	0	0	■	0
Traumatic Wound Care	0	■	0	0	0
Use of Air Fluidized, Low Airloss Beds	0	0	■	0	0
Wound Care/Irrigations	0	0	0	■	0

Miscellaneous

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Normal Laboratory Values	0	0	0	0	■
Recognize Signs of Abuse or Neglect	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Anorexia/Bulimia	0	0	■	0	0
Craniofacial Reconstruction	■	0	0	0	0
Depression	0	0	0	0	■
ENT Surgery	0	■	0	0	0
Eye Surgery	0	■	0	0	0
Ingestion of Foreign Body	■	0	0	0	0

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Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Pediatric Skills CheckList

Miscellaneous

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Ingestion of Poison or Toxins	■	0	0	0	0
Plastic Surgery	0	■	0	0	0
Suicidal Threats/Actions	0	0	0	0	■
Medications	0	1	2	3	4
Immunization Schedule	0	0	0	■	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	0	■	0	0	0
2-Infant (30 days - 1 year)	0	■	0	0	0
3-Toddler (1 - 3 years)	0	0	0	■	0
4-Preschoolder (3 - 5 years)	0	0	0	■	0
5-School age children (5 - 12 years)	0	0	0	■	0
6-Adolescents (12 - 18 years)	0	0	0	■	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	0	0	■	0
CHCS	■	0	0	0
CPSI	0	0	■	0
Eclipsys	■	0	0	0
EPIC	0	0	■	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	■	0	0	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	0	■
OPUS	0	0	■	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Last time I performed skills in this specialty area: 12/2012

Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Psychiatric Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Adolescent Psych	0	0	0	■	0
Adult Psych	0	0	0	0	■
Charge Nurse	0	0	0	■	0
Chemical Dependency/Detox	0	0	0	■	0
Geriatric Psych	0	0	0	0	■
Long Term Care	0	0	0	0	■
Rehab	0	0	■	0	0
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Charge Role	0	0	0	■	0
Computerized Charting Systems	0	0	0	0	■

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Administration of Blood Products: Packed Red Blood Cells	■	0	0	0	0
Administration of Blood/Blood Products: Whole Blood	■	0	0	0	0
Drawing Blood from Central Line	■	0	0	0	0
Drawing Venous Blood	0	0	■	0	0
Management of Patient with Hyperalimentation	0	0	■	0	0
Management of Patient with IV	0	0	■	0	0
Starting IV's with: Angiocath	■	0	0	0	0
Starting IV's with: Butterfly	0	■	0	0	0
Starting IV's with: Heparin Loc	0	■	0	0	0

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Admission	0	0	0	0	■
Initial Nursing Assessment / Care Plan	0	0	0	0	■
Initial Treatment Plan	0	0	0	■	0
Neurological Vital Signs	0	0	0	0	■
Nursing Diagnoses	0	0	0	0	■
Nursing Reassessment and Care Planning Update	0	0	0	0	■
Suicide Risk Assessment	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Alcohol Dependency	0	0	0	■	0
Drug Dependency	0	0	0	■	0

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Electroconvulsive Therapy	0	0	■	0	0
Hallucinations	0	0	0	0	■
Manic Behavior	0	0	0	0	■
Med-Psych Patient	0	0	0	■	0
Organic Disorder	0	0	0	0	■
Partial Hospital/Intensive Outpatient Program	0	0	■	0	0
Seclusion and Restraints	0	0	0	0	■
Seizure Disorder	0	0	0	■	0
Suicidal Behavior	0	0	0	■	0
Tracheostomy	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Active Participation in Multi-Disciplinary Staffing	0	0	0	0	■
Assist with Lumbar Puncture	0	■	0	0	0
Cardiopulmonary Resuscitation	0	■	0	0	0
Charge Nurse Experience	0	0	0	■	0
Charting: Behavioristic	0	0	0	0	■
Charting: Treatment/Goal Oriented	0	0	0	0	■
Discharge Planning	0	0	0	■	0
Electroconvulsive Therapy	■	0	0	0	0
Group Therapy Leader	0	0	0	■	0
Insertion & Care of Straight Foley Catheter: Female	0	0	0	0	■
Insertion & Care of Straight Foley Catheter: Male	0	0	0	0	■
Management of Assaultive Behavior	0	0	0	■	0
Management of Drug/Alcohol Detox	0	0	0	■	0
Multi-Disciplinary Treatment Team	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: Bag and Mask	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: External CPAP	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: Face Masks	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: Inhalers	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: Nasal Cannula	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: Portable O2 Tank	0	0	0	■	0
O2 Therapy/Medication Delivery Systems: Tracheostomy Collar	0	■	0	0	0

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Name: **Sherry Shannon**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Psychiatric Skills CheckList

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Oro-Naso-Pharyngeal Suctioning	0	■	0	0	0
Participation in Milieu Therapy	0	0	0	0	■
Patient Teaching	0	0	0	0	■
Psychiatric Emergency Response Team	0	0	0	■	0
Psychiatric Home Health	0	0	■	0	0
Rapid Tranquilization	0	0	■	0	0
Restraints/ Application/ Assessment of: Ambulatory Cuffs	0	0	0	0	■
Restraints/ Application/ Assessment of: Full Restraints	0	0	0	0	■
Restraints/ Application/ Assessment of: Wrist Restraints	0	0	0	0	■
Telephonic Crisis Intervention	0	■	0	0	0
Therapeutic Communication Skills	0	0	0	0	■
Tube Feeding	0	0	0	■	0

Medications	0	1	2	3	4
Heparin	0	0	0	0	■
Intramuscular Injections	0	0	0	0	■
Management of Extrapyramidal Symptoms	0	0	0	0	■
Oral	0	0	0	0	■
Oral Psychotropics	0	0	0	0	■
Rectal	0	0	0	0	■
Subcutaneous Injections	0	0	0	0	■
Unit Dose	0	0	0	0	■
Z-technique	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	■	0	0	0	0
2-Infant (30 days - 1 year)	■	0	0	0	0
3-Toddler (1 - 3 years)	0	0	0	■	0
4-Preschooler (3 - 5 years)	0	0	0	■	0
5-School age children (5 - 12 years)	0	0	0	■	0
6-Adolescents (12 - 18 years)	0	0	0	■	0
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

General Practitioner Procedures	0	1	2	3	4
Order / Perform Diagnostic Procedures	0	0	0	■	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	0	0	■	0
CHCS	■	0	0	0
CPSI	0	0	■	0
Eclipsys	■	0	0	0
EPIC	0	0	■	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	■	0	0	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	0	0	0	■
OPUS	0	0	■	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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FOCUSONE solutions

Supplemental Employee Assignment Appraisal

We at FocusOne Solutions, LLC continually strive to improve the quality of overall service we provide to you. Your input is vital to our organization. Please help us by responding to the following evaluation of the employee we recently provided to you.

Employee Name: Sherry Shannon

Appraisal Provided by: Judy Woodward, **Title: RN, Clinical Coordinator**

Signature: Judy Woodward, RN **Phone: 304-264-1230**

Company: City Hospital **Date: 11/6/12**

Please rate each of the following categories on the 1-5 scale indicated below.

	NEEDS IMPROVEMENT	BELOW EXPECTATIONS	MEETS EXPECTATIONS	ABOVE EXPECTATIONS	OUTSTANDING	NOT APPLICABLE
Assessment & Analysis *Collects pertinent data about the patient, procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate.* Comments:	☐ (1)	☐ (2)	☒ (3)	☐ (4)	☐ (5)	☐ NA
Clinical & Technical Skills *Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control practices.* Comments:	☐ (1)	☐ (2)	☒ (3)	☐ (4)	☐ (5)	☐ NA
Communication & Collaboration *Establishes effective rapport with patients, family, co-workers and other departments; provides age- and diversity-appropriate instructions & education to patients; collaborates with patients, family members, and other healthcare personnel to share information and foster a healing, caring environment.* Comments:	☐ (1)	☐ (2)	☒ (3)	☐ (4)	☐ (5)	☐ NA
Dependability *Attendance & punctuality in accordance with expectations; follows directions & departmental procedures; ability to work competently with limited supervision.* Comments:	☐ (1)	☐ (2)	☒ (3)	☐ (4)	☐ (5)	☐ NA
Documentation *Complete, accurate, timely, and in accordance with departmental policies and procedures.* Comments:	☐ (1)	☐ (2)	☒ (3)	☐ (4)	☐ (5)	☐ NA

Port Huron Hospital

1221 Pine Grove Avenue
P.O. Box 5011
Port Huron, MI 48061-5011

810.987.5000

June 12, 2008

To Whom It May Concern:

It is with great pleasure that I write this letter of reference for Sherry Shannon. Sherry is a travel nurse who worked as an RN on the Mental Health Unit at Port Huron Hospital for the last thirty nine weeks. During her time here, I have found Sherry to be very dependable, flexible and punctual. Sherry has a positive attitude, is a team player and is a pleasure to work with. She gives quality patient care and is very customer focused. I have extended Sherry's contract twice and would extend again if she were able to stay here in Port Huron.

I would recommend Sherry without hesitation for employment with your organization. Should you have any further questions, please feel free to contact me at (810) 989-3350.

Sincerely,

Michele Fox RN,C

Michele Fox, RN, C
Nurse Manager
Mental Health Services

AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Sherry R Shannon [redacted]

Taken by:	Christy A Baker	**Date:**	08/20/07
Reference Provided By:			
Name:			
Title:	Lead		
Reference Known:	From: 06/01/2006 To: 07/12/2007	**Work Phone:**	
Company/Facility:	Grandvue Medical Care Facility	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	Complete	**Average Rating:**	5

1. What was your relationship with the Candidate? (◉ Supervisor ○ Peer ○ Subordinate ○ HR ○ Other)
   Comment: Head of Special Needs
2. Will you please provide the following information?
   Job Title: Registered Nurse
   Dates of Employment From: mm/yyyy To: mm/yyyy
   Comment: I have worked with Sherry for a little over one year [as of 8-20-07].
   Attendance (◉ Acceptable ○ Unacceptable)
   Comment: Sherry has outstanding attendance.
   Would you rehire? (◉ Yes ○ No ○ Not able or willing to answer)
   If not, why?
   Salary/Rate of Pay
3. Describe his/her job duties/responsibilities
   Sherry is responsible for total patient care in the Medical Surgical Unit. She performs computerized charting.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	○	○	○	○	◉	○
Comments						
Initiative	○	○	○	○	◉	○
Comments: Sherry is always on top of everything.						
Dependability	○	○	○	○	◉	○
Comments						
Professionalism	○	○	○	○	◉	○
Comments						
Communication Skills	○	○	○	○	◉	○
Comments: The doctors enjoy working with her.						

Ability to identify/solve problems

Comments

Ability to multi-task/meet deadlines

Comments

Sherry is always very helpful.

Ability to get along with others

Comments

Attitude (Towards work and others)

Comments

She has an outstanding attitude.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Sherry has a good bedside manner.

Technical/Clinical/Assessment Skills

Comments

She has great assessments.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Sherry is a hard working, honest and dedicated nurse. She loves what she does. Sherry is a joy to work with. She also has a background in business which is an asset to her work.

Reason for leaving?

Comments

Sherry wants to try travel nursing.

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Fax: (402) 895-7812

Professional Reference

For: Sherry R Shannon [redacted]

Taken by: Christy A Baker **Date:** 07/12/07

Reference Provided By:
Name:
Title: Case Manager

Reference Known: From: 06/01/2006 To: 07/12/2007 **Work Phone:**
Company/Facility: Grandvue Medical Care Center **Cell Phone:**
Overall Rating: 5 **Home Phone:**
Form Status: Complete **Average Rating:** 4.667

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
   Comment:

2. Will you please provide the following information?
   Job Title: Registered Nurse and Charge Nurse
   Dates of Employment From: mm/yyyy To: mm/yyyy
   Comment:
   I have worked with Sherry on and off since 2001 through the present [as of 7-12-07].
   Attendance: (●) Acceptable ( ) Unacceptable
   Comment:
   Sherry has exceptional attendance.
   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer
   If not, why?
   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities
   Sherry is currently a private duty RN for elderly psychiatric patients. She has also worked as Charge RN in a Medical Ahlzeimers Unit and Psychiatric Tech with me. Sherry performs both handwritten and computerized charting.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments: Sherry is a delight to work with.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments: She is a go-getter.						
Dependability	( )	( )	( )	( )	(●)	( )
Comments:						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments:						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments: Sherry great documentation. She is straight to the point and has good spelling.						

Ability to identify/solve problems

Comments

She is not afraid to ask questions.

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

Sherry is a delight to work with.

Attitude (Towards work and others)

Comments

Sherry has a great sense of humor.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills					●	

Comments

Sherry is very good with Psychiatric patients. I think she has a lot of patients and is viewed as non-threatening by the patients.

Technical/Clinical/Assessment Skills

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating					●	

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Sherry is very bright and well educated. She is one of my favorite nurses.

Reason for leaving?

Comments

Sherry has a goal to try travel nursing.

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Fax: (402) 895-7812

Assignment Performance Evaluation

For: Sherry R. Shannon [redacted]

Appraisal Provided By

Evaluator:
Title: OPS DIRECTOR
Evaluator Company: CHILDRENS CARE HOSPITAL AND SCH(
Phone: 605-782-2363

Assignment

Job Order: 08-97420
Assignment Discipline: MED-Nursing
Assignment Position: RN-Psychiatric
Assignment Specialty: RN-PSYCHIATRIC

Appraisal Period (mm/dd/yyyy) : 12/16/08 to 6/13/09

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	◉	○	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	○	◉	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	◉	○	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	◉	○	○	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	◉	○	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	◉	○	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	○	◉	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	○	◉	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	◉	○	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

With Documentation, her nursing notes were hard to follow.

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Assignment Performance Evaluation

For: Sherry R. Shannon [redacted]

Appraisal Provided By

Evaluator:
Title: NURSE MGR
Evaluator Company: MILDRED MITCHELL BATEMAN HOSPIT/
Phone: 304-525-7801 734

Assignment

Job Order: 09-242346
Assignment Discipline: MED-Nursing
Assignment Position: RN-Psychiatric
Assignment Specialty: RN-PSYCHIATRIC

Appraisal Period (mm/dd/yyyy) : 6/15/09 to 12/12/09

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	○	◉	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	○	◉	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	◉	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	○	◉	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)*	○	○	○	◉	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)*	○	○	○	◉	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	◉	○	○

Comments

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

She's very open and very friendly. And, she's very flexible! [Completed by phone 8/24/09.]

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Fax: (402) 895-7812

Professional Reference

For: Sherry R. Shannon [redacted]

Taken by:	Amanda N Hansen	**Date:**	7/30/2010 10:20:18 AM

Reference Provided By:

Name:

Title: RN Supervisor

Reference Known:	From: 2009 To: 2010	**Work Phone:**	
Company/Facility:	Vermont State Hospital	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	Complete	**Average Rating:**	4.167

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment:

2. Will you please provide the following information?

   Job Title: Registered Nurse

   Dates of Employment From: mm/yyyy To: mm/yyyy

   Comment: Sherry was here for 13 weeks before she left in May, 2010.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Sherry worked in all areas of our Psychiatric Hospital. Her charting was done manually.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments						
Initiative	( )	( )	( )	(●)	( )	( )
Comments						
Dependability	( )	( )	( )	(●)	( )	( )
Comments						
Professionalism	( )	( )	( )	(●)	( )	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

Ability to identify/solve problems	○	○	○	◉	○	○
Comments						
Ability to multi-task/meet deadlines	○	○	○	◉	○	○
Comments						
Ability to get along with others	○	○	○	○	◉	○
Comments						
Attitude (Towards work and others)	○	○	○	○	◉	○
Comments						

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○
Comments						
Technical/Clinical/Assessment Skills	○	○	○	◉	○	○
Comments						

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○
Comments						

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Sherry has a very strong work ethic. She is a great employee.

Reason for leaving?

Comments

Sherry was here as a traveler and her contract was complete.

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Assignment Performance Evaluation

For: Sherry R. Shannon [redacted]

Appraisal Provided By

Evaluator:

Title: Psych Manager

Evaluator Company: City Hospital

Phone: (304) 264-1000 3010

Assignment

Job Order: 10-263710

Assignment Discipline: MED-Nursing

Assignment Position: RN-Psychiatric

Assignment Specialty: RN-INTENSIVE CARE

Appraisal Period (mm/dd/yyyy) : 11/08/2010 to 12/18/2010

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	○	◉	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	○	◉	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	○	◉	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	○	◉	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	◉	○	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	○	◉	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	◉	○	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	◉	○	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	◉	○	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Sherry R. Shannon [redacted]

Appraisal Provided By

Evaluator:

Title: Nurse Manager

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 294

Assignment

Job Order: 12-317693

Assignment Discipline: MED-Nursing

Assignment Position: RN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/13/2012 to 11/10/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	○	●	○
Comments: employee has had no issues with attendance. She readily volunteers for extra shifts to help with the unit's acuity.						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	●	○	○
Comments: She is willing to work as a health service worker especially when there is a big need. She is very flexible with her work assignments.						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	●	○	○	○
Comments: Ms. Shannon tries her very best to learn the appropriate processes especially with paperwork. She is still in the learning process however she shows eagerness to learn.						
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	●	○	○
Comments: enthusiastic about the job and tries to learn as much.						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	○	●	○
Comments: She truly shows care to the patients and staff.						
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	○	●	○
Comments: maintains a propfessional manner of dressing.						
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)*	○	○	○	●	○	○
Comments:						
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)*	○	○	○	○	●	○
Comments:						
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	●	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

still trying to learn all the needed paperwork.

Overall Employee Rating

Comments

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HEALTHCARE PROVIDER HEALTHCARE PROVIDER

Healthcare Provider

American Heart Association.

PEEL HERE

Sherry Shannon

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

April-2012
Issue Date

April-2014
Recommended Renewal Date

Training Center Name: Dean Transportation ctc
TC ID #: mi03712

TC Info: Deborah Collin
City, State: 517-646-8860 Phone

Course Location: 4812 Aurelius Rd.
Lansing, Mi. 48910

Instructor Name: Deborah Collin
Inst. ID #: 12060237262

Holder's Signature:

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This card contains unique security features to protect against forgery.

90-1801 3/11

cpi Blue Card™

SHERRY SIMMONS

has completed 4 hours of training in the *Nonviolent Crisis Intervention*® training program.

8/2013
Expiration Date

Instructor

SHANNON, SHERRY

License Information

Address: BOYNE CITY, MI
License Number: [redacted]
Primary Status: Active
Secondary Status: N/A
License First Issued: 10/2/2009
License Expiration Date: 10/31/2013
License Renewal: N/A

Disciplinary Information: No disciplinary information in file.
Permanent license.

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Fax: 402.895.7812

Melonie Demars

Total Cumulative Experience: **6.5 years**

Work Experience:

05/2012 – Present

DAMAR, Indianapolis, IN
LPN –Psych Unit
- **Duties:** Case management, care planning, diabetic planning/ management, Monitoring/managing medical staff, scheduling off site appointments, medication administration. Children with mild to severe mental health diagnosis, and self-injurious behavior. Behavioral management and education.

01/2011 – Present

Franklin County Sheriffs Dept, Columbus, OH
LPN – Triage
- **Duties:** Initial evaluation/triage. Vital signs, chronic care planning and management, medication administration and injectables. Safety watch/ suicidal preventative treatment and management of chemical dependency and detox.

06/2010 – 12/2010

Arizona State Hospital, Phoenix AZ
Staff LPN – Medical Surgical Psych Unit (PRN)
- **Unit Size:** 48-Bed Unit
- **Duties:** Deal with medical patients that have Psych issues. Also perform wound care, medication administration, chemical and physical restraints, post-op patients and tracheotomy tubes.

09/2010 – 12/2010

ASTC Kingman - Private Prison, Kingman, AZ
LPN - Corrections (PRN)
- **Duties:** Infirmary Assignment (medical surgical unit). Worked one on one for a special duty case. Worked with a tracheotomy patient who was doing Chemo and Radiation. Did all the monitoring and care for this patient.

02/2010 – 05/2010

North Carolina Dept. of Corrections, Maury, NC
LPN – Corrections (travel assignment)
- **Duties:** All cases go through Triage. Responsible for assessing all sick Calls and situations. Psych duties, suicide and mental health watches. Run the Blue Chronic Unit.

06/2009 – 12/2009

Mildred Mitchell Bateman Hospital, Huntington, WV
LPN – Psych (Aureus travel assignment)
- **Unit Size:** 30-Bed Unit
- **Client Population:** State Psychiatric Facility
- **Duties:** Work with patients that have psychiatric multiple diagnosis problems and also with Medical Surgical patients.

01/2009 – 06/2009

Villa Angela, Columbus, OH
Charge LPN – Psych
- **Unit Size:** 54-Bed Unit
- **Duties:** Worked with the adult and geriatric population. High acuity direct patient care, the Psych patients consisted of depression, drug overdose, suicide watch, tracheotomy care, tubes, wound care, G-tubes, and vent patients.

05/2008 – 05/2009

Kindred Hospital, Phoenix, AZ
LPN – Med Surg/Psych
- **Duties:** Responsible for High Acuity direct patient care, team nursing. Cardiac patients, telemetry, Vents, tracheotomy care, tubes, drains, wound care, Lab draws, IVs , Lab draws, swallow studies, and rehabilitation. In the Rehab/ Psych Unit worked with patients that were depressed, drug withdrawal, and vents.

09/2006 – 04/2008

Arizona Department of Corrections, Phoenix, AZ
LPN – ER/Corrections (travel assignment)
- **Duties:** Responsible for tracking and the monitoring of chronic care patients throughout prison complex and chart reviews of newly arrived inmates. Cared for a lot of psych patients, drug over doses, suicide watches, monitored patients with extensive psych (mental health) issues. First responder for medical emergencies throughout the prison complex. For the women's department was the Lead nurse.

12/2006 – 01/2008

Arizona Department of Corrections, Phoenix, AZ
LPN – Corrections (travel assignment)
- **Duties:** Lead nurse on high profile yards triaging medical needs/requests, monitoring and scheduling chronic care patients and scheduling for two yard doctors. Medicine administration, annual immunizations and new patient intake reviews/ chart noting.

06/2006 – 01/2007

West Valley Hospital, Avondale, AZ
LPN – Med Surg (travel assignment)
- **Unit Size:** 7:1 Patient Ratio
- **Duties:** Worked on the Med Surg and Tele floor. Patients included wound vacs, G-tubes, SCD's, tracheotomy care, DM monitoring, and injections.

03/2006 – 01/2007

Plaza Healthcare, Peoria, AZ
LPN – Med Surg/Wound Care (travel assignment)

- **Duties:** Managing 28 patients, medicine administration, wound care/dressing changes, daily hygiene, labs and dietary needs. Experienced with G-tubes, wound vac's, SCD's, tracheotomy care and cleaning, rectal tubes, catheters, Hoyer lifts, SVN treatments, DM monitoring, and injections. Activities assisted for was ROM exercises, game, and activity coordination.

Education:

03/2004 – 03/2006

North Central State College, Mansfield, OH
Licensed as a Practical Nurse

Certifications:

CPR/BLS

Name: **MELONIE DEMARS**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Alzheimers Care	0	0	0	0	■
Chronic Illness Care	0	0	0	■	0
Gerontology	0	0	■	0	0
Home Health Care	0	0	■	0	0
Hospice	0	0	0	■	0
Medical-Surgical	0	0	0	0	■
Ostomy Care	0	0	0	0	■
Pain Management	0	0	0	0	■
Pediatric Rehab	0	0	■	0	0
Post-Acute Care	0	0	0	■	0
Psychiatric Care	0	0	0	0	■
Rehabilitation	0	0	0	■	0
Skilled Care	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Charge Role	0	0	0	0	■
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assessment of Peripheral Pulses	0	0	0	0	■
Basic & Life-Threatening Dysrhythmias	0	0	0	0	■
Cardiopulmonary Resuscitation (CPR)	0	0	0	0	■
Care of Resident with Internal Pacemaker	0	0	0	■	0
Heimlich Maneuver	0	0	0	0	■
Pacemaker Check: Telecommunication	■	0	0	0	0
Administration of Antiarrhythmics	0	1	2	3	4
Intramuscular	0	0	0	0	■
Intravenous	■	0	0	0	0
Oral	0	0	0	0	■
Administration of Antihypertensives	0	1	2	3	4
Intravenous	■	0	0	0	0
Oral	0	0	0	0	■
Administration of Nitrates	0	1	2	3	4
Oral	0	0	0	0	■
Topical	0	0	0	0	■
Cardiac Rehabilitation	0	1	2	3	4
Blood Pressure & Stress Management Counseling	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Cardiac Rehabilitation	0	1	2	3	4
Diabetes Counseling	0	0	0	0	■
Initial Patient Assessment – Medical History, EKG, etc.	0	0	0	0	■
Medication Counseling	0	0	0	0	■
Nutritional Counseling	0	0	0	0	■
Weight Management, Physical Activity Counseling	0	0	0	■	0

Dermatology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Common Skin Problems in Elderly	0	0	0	0	■
Recognizing Skin Changes of Elderly	0	0	0	0	■
Prevention and Treatment of Dermal Ulcers	0	1	2	3	4
External Causes-Pressure, Friction	0	0	0	0	■
Internal Causes (i.e., Poor Nutrition)	0	0	0	0	■
Use of Special Pressure Relief Devices	0	1	2	3	4
Air Fluidized Bed	0	0	0	0	■
Low Airloss Beds	0	0	0	0	■
Pressure Relief Mattress/Cushion	0	0	0	0	■
Wound Care	0	1	2	3	4
Dressing Changes	0	0	0	0	■
Irrigations	0	0	0	0	■

Endocrine

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Blood Glucose Monitoring	0	1	2	3	4
Blood Glucose Meter Device	0	0	0	0	■
Performing Fingersticks	0	0	0	0	■
Use of Visual Blood Glucose Strips	0	0	0	0	■
Insulin Administration	0	1	2	3	4
Mixed Insulins	0	0	0	0	■
Single Type	0	0	0	0	■

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Collection of: Urine Specimens	0	0	0	0	■
Collection of: Vaginal Cultures	0	0	0	0	■
Removal of Pessary	■	0	0	0	0
Administration of Tube Feedings	0	1	2	3	4
Feeding Pump	0	0	0	0	■

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Aureus Medical

Long-term Care Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Administration of Tube Feedings					
Gravity Infusion	0	0	0	0	■
Care of Resident with					
A-V Shunt/Fistula Care	0	0	0	■	0
Dialysis Treatments	0	0	0	■	0
Nephrostomy Tube	0	0	0	■	0
Urinary Diversion - Ileal Conduit	0	0	■	0	0
Management of					
Cecostomy Tubes	■	0	0	0	0
Gastrostomy Tubes	0	0	0	0	■
Jejunostomy Tubes	0	0	0	0	■
Nasogastric Tube Insertion & Care					
Dobhoff	0	0	0	0	■
Levin	0	0	0	0	■
Salem Sump	0	0	0	0	■

Infection Control

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Aseptic Technique	0	0	0	0	■
Enteric Precautions	0	0	0	0	■
Genitourinary Precautions	0	0	0	0	■
Hazardous Waste/Sharps Disposal	0	0	0	0	■
Respiratory Precautions	0	0	0	0	■
Universal Precautions	0	0	0	0	■

Medication Administration

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Controlled Substance Administration	0	0	0	0	■
Controlled Substance Count & Security	0	0	0	0	■
IV Additives	0	0	0	0	■
IV Antibiotics	0	0	0	0	■
Syringe Count	0	0	0	0	■
Unit Dose	0	0	0	0	■
Medications					
Ophthalmic	0	0	0	0	■
Optic	0	0	0	0	■
Rectal	0	0	0	0	■
Topical	0	0	0	0	■
Vaginal	0	0	0	0	■

IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Discontinuing Peripheral IV's	0	0	0	0	■
Inserting IV's	0	0	0	0	■
Mixing IV's	0	0	■	0	0
Regulating IV's	0	0	0	0	■

Musculoskeletal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Application of Orthotic Devices	0	0	0	■	0
Application of Prosthetic Devices	0	0	0	■	0
Cast Care	0	0	0	0	■
Circulation Checks	0	0	0	0	■
Gait Retraining	0	0	0	■	0
Range of Motion Exercises	0	0	0	0	■
Transfer Techniques	0	0	0	0	■
Use of Assistive Devices -Walker,QuadCane	0	0	0	0	■
Use of Hoyer Lift	0	0	0	0	■
Care of Resident with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthritic/Rheumatic Disease	0	0	0	0	■
Neuromuscular Disease	0	0	0	0	■
Total Joint Replacement	0	0	0	0	■

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Administration of: Anticonvulsants	0	0	0	0	■
Assessing Levels of Consciousness	0	0	0	0	■
Care of Resident with a Stroke	0	0	0	0	■
Reality Orientation	0	0	0	0	■
Seizure Precautions	0	0	0	0	■
Suicide Precautions	0	0	0	0	■
Use of Restraints	0	0	0	0	■
Care of Resident with Behaviors of	0	1	2	3	4
Agitation	0	0	0	0	■
Anxiousness	0	0	0	0	■
Combativeness	0	0	0	0	■
Halllucinations-Auditory,Olfactory,Visual	0	0	0	0	■
Suicidal Ideations	0	0	0	0	■
Wandering	0	0	0	0	■

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Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Conduct patient assessments, make recommendations, care of:	0 1 2 3 4
Goals of rehabilitation (e.g., considering prognosis)	0 0 0 0 ■
Peristomal skin complications	0 0 0 0 ■
Pouching and/or containment strategies	0 0 0 0 ■
Stomal complications	0 0 0 0 ■
Urinary/fecal diversion postop complications	0 0 0 0 ■
Customize teaching based on age, knowledge level, culture, etc.	0 1 2 3 4
Bowel dysfunction-e.g., diverticular disease, bowel disease, incontinence	0 0 0 ■ 0
Gastrointestinal and genitourinary cancers	0 0 0 ■ 0
Genetic and congenital diseases-e.g., polyposis, imperforate anus, spina bifida	0 0 0 ■ 0
Necrotizing enterocolitis	0 0 0 ■ 0
Strategies to minimize odor	0 0 0 0 ■
Urinary dysfunction –e.g., cystitis, incontinence, neurogenic bladder	0 0 0 ■ 0
Colostomy	0 1 2 3 4
Identify appropriate candidates for irrigation	0 0 0 ■ 0
Identify plan of care based on type of colostomy	0 0 0 ■ 0
Instruct patient in dietary modifications to prevent constipation / reduce gas	0 0 0 0 ■
Prepare patient for reanastamosis and takedown	0 0 0 ■ 0
Teach irrigation techniques	0 0 0 ■ 0
Teach management of retained distal segment of bowel	0 0 0 ■ 0
Ileostomy	0 1 2 3 4
Patient teaching to prevent blockage, correction of fluid/electrolyte imbalances	0 0 0 ■ 0
Prepare patient for reanastamosis and takedown	0 0 0 ■ 0
Recommend and/or perform ileostomy lavage	0 0 0 ■ 0
Teach management of retained distal segment of bowel	0 0 0 ■ 0
Urostomy	0 1 2 3 4
Instruct patients in mucus & fluid management, nighttime control	0 0 0 0 ■
Manage stents	0 0 0 0 ■
Obtain urine specimens	0 0 0 0 ■

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Urostomy	0 1 2 3 4
Teach patients signs and symptoms of urinary tract infections	0 0 0 0 ■
Patient Teaching for:	0 1 2 3 4
Abcess	0 0 0 0 ■
Continent Cutaneous Fecal Diversions	0 0 0 0 ■
Continent Urinary Diversions	0 0 0 0 ■
Fistulas	0 0 0 0 ■
Ileal Pouch Anal Anastamosis (IPAA)	■ 0 0 0 0
Orthotopic Neobladder	■ 0 0 0 0
Percutaneous Tubes and Drains	0 0 0 0 ■
Percutaneous Tubes and Drains	0 1 2 3 4
Assess and manage patency and placement	0 0 0 0 ■
Initiate measures to prevent tube migration	0 0 0 0 ■
Manage dislodgment	0 0 0 0 ■
Perform chemical cauterization	0 0 0 0 ■
Prevention & management of peritubular skin breakdown	0 0 0 0 ■
Recommend stabilization method	0 0 0 0 ■
Replace a gastrostomy tube in an established tract	0 0 0 0 ■
Continence Care	0 1 2 3 4
Assess normal micturition and defecation and age-related changes	0 0 0 0 ■
Assess sexual/reproductive function-e.g., obstetric, menopause, sexual habits	0 0 0 0 ■
Identify type of bowel dysfunction-e.g., infection, rectocele, obstruction	0 0 0 0 ■
Identify urinary dysfunction-e.g., infection, prolapse, prostate, fistula	0 0 0 0 ■
Perform Physical Examinations including urogenital, pelvic, rectal exams)	0 0 0 0 ■
Review & interpret patient bladder/bowel diaries	0 0 0 0 ■
Diagnostic Testing: Prep & Teaching:	0 1 2 3 4
EMG studies	■ 0 0 0 0
Endoscopic procedures (including cystoscopy)	■ 0 0 0 0
Pad testing	0 0 0 0 ■
Post-void residual urine measurement (by catheter or bladder scan)	0 0 0 0 ■
Provoked stress maneuver (cough test)	0 0 0 0 ■
Q-tip test	■ 0 0 0 0

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Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
Radiologic procedures (e.g., KUB, voiding cystometrogram, renal ultrasound)	■	0	0	0	0
Urine studies	0	0	0	■	0
Urodynamics (e.g. cystometrogram, uroflowmetry)	■	0	0	0	0
Urinary Incontinence- Patient Teaching	0	1	2	3	4
Bladder and bowel training program	0	0	0	0	■
Dietary and fluid management (including bladder irritants)	0	0	0	0	■
Emptying maneuvers	0	0	0	0	■
Skin care - topical treatment for prevention	0	0	0	0	■
Teach and/or perform the following management techniques:	0	1	2	3	4
Biofeedback	0	0	0	0	■
Catheterization-e.g., clean intermittent, indwelling	0	0	0	0	■
Electrical stimulation	0	0	0	■	0
Environmental modifications (e.g., bedside commode, urinal, clothing)	0	0	0	0	■
Pelvic muscle exercises	0	0	0	0	■
Pessaries	■	0	0	0	0
The "knack" contraction method	■	0	0	0	0
Toileting programs (e.g., scheduled toileting, prompted voiding)	0	0	0	0	■
Urge suppression techniques (e.g., quick flicks)	0	0	0	0	■
Vaginal weights	■	0	0	0	0
Bowel Dysfunctions – Patient Teaching	0	1	2	3	4
Bowel cleansing	0	0	0	0	■
Containment devices/pouches	0	0	0	0	■
Lifestyle modifications (e.g., diet, fluids, exercise)	0	0	0	0	■
Pelvic muscle exercises	0	0	0	0	■
Pharmacologic management of bowel dysfunction	■	0	0	0	0
Prevention strategies to maintain optimal bowel function	■	0	0	0	0
Sensory motor re-education (including biofeedback)	0	0	0	0	■
Skin protection	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assess physical/psychological strengths/weaknesses of the patient/resident	0	0	0	0	■
Care of patient/resident w/Opioid withdrawal	0	0	0	0	■
Conduct pain assessments	0	0	0	0	■
Identify & document Pain Management interventions & results	0	0	0	0	■
Implement non-invasive Pain Management interventions	0	0	0	0	■
Patient & Family counseling	0	0	0	0	■
Patient referrals to Pain Management program as needed	0	0	0	0	■
Monitor care, side effects & tolerance	0	1	2	3	4
Adjuvant side effects(CNS effects, renal, liver)	0	0	0	0	■
Non-Opioid side effects (GI upset or bleed, renal, liver, delerium)	0	0	0	0	■
Opioid side effects-pruritis, dermatitis, constipation, respiratory depression	0	0	0	0	■

Psychological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Behavior Therapy-e.g., self-awareness, modification, delusion mgmt	0	0	0	0	■
Communication Enhancement (relationship-building, socialization)	0	0	0	0	■
Coping Assistance-e.g., body image, fear, anxiety, grief, self-esteem	0	0	0	0	■
Family Counseling	0	0	0	0	■

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Care of the Resident w/ Tracheostomy	0	0	0	0	■
Chest Physiotherapy	■	0	0	0	0
Collection of Sputum Specimens	0	0	0	0	■
Incentive Spirometry	0	0	0	0	■
Inserting an Oral Airway	0	0	0	0	■
Intermittent Positive Pressure Breathing Treatment	0	0	0	0	■
Oxygen Delivery Devices	0	0	0	0	■
Suctioning	0	1	2	3	4
Nasotracheal	0	0	0	0	■
Oropharyngeal	0	0	0	0	■
Tracheal	0	0	0	0	■

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Long-term Care Skills CheckList

Sensory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Application of Hearing Aid Devices	0	0	0	0	■
Care of					
Contact Lens	0	0	0	0	■
Dentures	0	0	0	0	■
Prosthetic Eyes	0	0	0	0	■
Care of Resident with					
Blindness	0	0	0	0	■
Cataracts	0	0	0	0	■
Hearing Loss	0	0	0	0	■
Macular Degeneration	■	0	0	0	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Differential Assessment for etiologic factors	0	0	0	■	0
Initial - diversity, age, medications	0	0	0	0	■
Nutrition	0	0	0	0	■
Pain	0	0	0	0	■
Patient goals & factors affecting care	0	0	0	0	■
Phase of wound healing	0	0	0	0	■
Wound characteristics	0	0	0	0	■
Patient / Caregiver Teaching	0	1	2	3	4
Care and prevention strategies (e.g., trauma, foot care)	0	0	0	0	■
Control of risk factors	0	0	0	0	■
Lifestyle changes to maximize perfusion	0	0	0	0	■
Patient referral for orthotics and shoes	0	0	0	0	■
Pharmacologic measures to maximize perfusion	0	0	0	0	■
Dressing Selection & Dressing Changes	0	1	2	3	4
Bacteria	0	0	0	0	■
Containment	0	0	0	0	■
Moisture	0	0	0	0	■
Odor Control	0	0	0	0	■
Wound Debridement Experience	0	1	2	3	4
Autolytic	■	0	0	0	0
Chemical cauterization	■	0	0	0	0
Enzymatic (i.e., chemical)	0	0	0	■	0
Mechanical	0	0	0	■	0
Sharp instrument	0	0	0	0	■

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Wound Management					
Application of Topical Agents for periwound skin protection	0	0	0	0	■
Cleaning with prescribed solutions	0	0	0	0	■
Growth Factor treatment	0	0	0	0	■
Hydrotherapy, Pulsed Lavage	0	0	0	0	■
Hyperbaric oxygenation administration	0	0	0	0	■
Identify indications for wound culture	0	0	0	0	■
Initiate pain control measures	0	0	0	0	■
Negative Pressure therapy	0	0	0	0	■
Precautions to minimize risk of infection	0	0	0	0	■
Techniques to control edema	0	0	0	0	■
Use of bioengineered tissue products	0	0	0	0	■
Wound culture via non-invasive techniques (e.g., swab, aspirate)	0	0	0	0	■
Make recommendations for Topical Therapy	0	1	2	3	4
Atypical wounds	0	0	0	0	■
Autoimmune wounds	0	0	0	0	■
Neoplastic wounds	0	0	0	0	■
Surgical wounds	0	0	0	0	■
Traumatic wounds	0	0	0	0	■
Make recommendations for treatment of skin damage in:	0	1	2	3	4
Allergic reactions	0	0	0	0	■
Bacterial and Fungal Skin Infections	0	0	0	0	■
Chemical trauma	0	0	0	0	■
Mechanical trauma	■	0	0	0	0
Thermal injury (E.G., Radiation)	0	0	■	0	0
Make recommendations to manage systemic factors:	0	1	2	3	4
Glucose control	0	0	0	0	■
Immunosuppression	0	0	0	0	■
Nutrition	0	0	0	0	■
Perfusion	0	0	0	0	■
Pressure Ulcers	0	1	2	3	4
Initiate measures for control of shear and friction	0	0	0	0	■
Initiate plan for control of incontinence	0	0	0	0	■
Recommend measures to promote mobility	0	0	0	0	■
Risk assessment	0	0	0	0	■

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Long-term Care Skills CheckList

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Pressure Ulcers	0	1	2	3	4
Stage pressure ulcers	0	0	0	0	■
Turning and repositioning	0	0	0	0	■
Use of support surfaces (e.g., mattresses, overlays, seating devices)	0	0	0	0	■
Lower Extremity Ulcers	0	1	2	3	4
Ankle-brachial index (ABI)	0	0	0	0	■
Arterial insufficiency	0	0	0	0	■
Assess and differentiate types	0	0	0	0	■
Bandages (wraps)	0	0	0	0	■
Capillary refill	0	0	0	0	■
Dermatitis	0	0	0	0	■
Dynamic compression therapy (e.g., pumps)	0	0	0	0	■
Edema	0	0	0	0	■
Foot Deformity (e.g., Charcot changes, hammer toes)	0	0	0	0	■
Monitor for infection	0	0	0	0	■
Pulses	0	0	0	0	■
Risk assessment	0	0	0	0	■
Sensorimotor status - monofilament, range of motion	0	0	0	0	■
Skin & Toes assessment	0	0	0	0	■
Static compression therapy	0	0	0	0	■
Therapeutic support stockings	0	0	0	0	■
Toe pressure	0	0	0	0	■
Transcutaneous oxygen pressure (TcPO2)	0	0	0	0	■
Venous insufficiency	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Adolescents (12 - 18 years)	0	0	0	■	0
2-Young adults (18 - 39 years)	0	0	0	0	■
3-Middle adults (39 - 64 years)	0	0	0	0	■
4-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
ADP Advanced MD	■	0	0	0
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Kareo	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	0	0	0	■
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Medical-Surgical Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Cardiac	0	0	0	0	■
Neurology	0	0	0	■	0
OB/GYN	0	■	0	0	0
Oncology	0	0	■	0	0
Orthopedics	0	0	■	0	0
Pediatrics	■	0	0	0	0
Psychiatry	0	0	0	0	■
Rehabilitation	0	0	0	■	0
Surgical	0	0	0	■	0
Telemetry	0	0	■	0	0
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	■	0	0	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Auscultation (Rate, Rhythm)	0	0	0	0	■
Blood Pressure/Non-Invasive	0	0	0	0	■
Doppler	0	0	0	0	■
Heart Sounds/Murmurs	0	0	0	0	■
Pulses/Circulation Checks	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Angina	0	0	0	■	0
Cardiac Arrest	0	0	0	0	■
Cardiomyopathy	0	0	0	■	0
Carotid Endarterectomy	0	0	■	0	0
Congestive Heart Failure (CHF)	0	0	0	0	■
Femoral-Popliteal Bypass	0	0	■	0	0
Myocarditis	0	0	■	0	0
Post Acute MI (24-48 Hours)	0	0	■	0	0
Post Angioplasty	0	0	0	■	0
Post Cardiac Cath	0	0	0	■	0
Post Cardiac Surgery	0	0	0	■	0
Thrombophlebitis	0	0	0	■	0
Equipment & Procedures	0	1	2	3	4
Pacemaker: Permanent	0	0	0	0	■
Pacemaker: Temporary	0	0	0	0	■
Telemetry: Basic 12 Lead Interpretation	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Telemetry: Basic Arrhythmia Interpretation	0	0	0	0	■
Telemetry: Lead Placement	0	0	0	0	■
Medications	0	1	2	3	4
Heparin Drip	■	0	0	0	0
Oral & IVP Antihypertensives	■	0	0	0	0
Oral & Topical Nitrates	0	0	0	0	■
Oral Anticoagulants	0	0	0	0	■

Endocrine/Metabolic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
S/S Diabetic Coma	0	0	0	0	■
S/S Insulin Reaction	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Diabetes Mellitus	0	0	0	0	■
Disorders of Adrenals-Addison's Disease	0	0	■	0	0
Disorders of Pituitary -Diabetes Insipidus	0	0	0	0	■
Hyperthyroidism -Grave's Disease	0	0	■	0	0
Hypothyroidism	0	0	0	■	0
Thyroidectomy	0	0	0	■	0
Equipment & Procedures	0	1	2	3	4
Blood Glucose Monitoring: Electronic Measuring Device	0	0	0	0	■
Blood Glucose Monitoring: Performing Finger Stick	0	0	0	0	■
Blood Glucose Monitoring: Visual Blood Glucose Strips	0	0	0	0	■
Indwelling Insulin Pump	0	0	0	0	■
Medications	0	1	2	3	4
Insulin	0	0	0	0	■
Oral Hypoglycemics	0	0	0	0	■
Steroids	0	0	0	0	■
Thyroid	0	0	0	0	■

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Abdominal/Bowel Sounds	0	0	0	0	■
Fluid Balance	0	0	0	0	■
Nutritional Status	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bowel Obstruction	0	0	0	0	■

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Name: **MELONIE DEMARS**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Medical-Surgical Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Colostomy/Ileostomy	0	0	0	0	■
Corpak and Dobhoff Feeding Tubes	0	0	0	0	■
Feeding Pump	0	0	0	0	■
Gastrostomy Tube	0	0	0	0	■
GI Bleeding	0	0	0	0	■
GI Surgery	0	0	0	0	■
Gravity Tube Feeding	0	0	0	0	■
Hepatitis	0	0	0	0	■
Inflammatory Bowel Disease	0	0	0	0	■
Invasive Diagnostic Testing	0	0	0	0	■
Jejunostomy Tube	0	0	0	0	■
Liver Failure	0	0	0	■	0
Nasogastric Tube	0	0	0	0	■
Paralytic Ileus	0	0	0	0	■
Salem Sump to Suction	0	0	0	0	■
Saline Lavage	0	0	0	0	■
T-Tube	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	0	0	0	■	0
Blood Count	0	0	0	■	0

Infectious Diseases

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
AIDS	0	0	0	■	0
Hepatitis	0	0	0	■	0
Lyme Disease	0	0	0	■	0
Equipment & Procedures	0	1	2	3	4
Fever Management	0	0	0	0	■
Isolation	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Blood Count	0	0	0	0	■

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Glasgow Coma Scale	0	0	0	0	■
Level of Consciousness	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Aneurysm Precautions	0	0	0	■	0
Basal Skull Fracture	0	0	0	■	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Closed Head Injury	0	0	0	■	0
Coma	0	0	0	■	0
Delirium Tremens / DTs	0	0	0	■	0
Encephalitis	0	0	0	■	0
Externalized Ventriculoperitoneal Shunts	0	0	0	■	0
Meningitis	0	0	0	■	0
Neuromuscular Disease	0	0	0	■	0
Post Craniotomy	0	■	0	0	0
Seizures	0	0	0	0	■
Spinal Cord Injury	0	0	0	■	0
Stroke / CVA	0	0	0	■	0
Equipment & Procedures	0	1	2	3	4
Assist with Lumbar Puncture	0	■	0	0	0
Use of Hyper/Hypothermia Blanket	0	0	0	0	■
Medications	0	1	2	3	4
Anticonvulsants	0	0	0	0	■

Oncology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Nutritional Status	0	0	0	0	■
Pain Control	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bone Marrow Transplant	■	0	0	0	0
Fresh Oncologic Surgery	■	0	0	0	0
Inpatient Chemotherapy	■	0	0	0	0
Inpatient Hospice	0	0	0	0	■
Leukemia	0	■	0	0	0
Radiation Implant	0	■	0	0	0
Equipment & Procedures	0	1	2	3	4
Reverse Isolation	0	0	0	0	■
Medications	0	1	2	3	4
Chemotherapy	0	■	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	0	0	0	■	0
Blood Counts	0	0	0	■	0

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Circulation Checks	0	0	0	0	■

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Recruiter: **Richard A Kousgaard**

Aureus Medical

Medical-Surgical Skills CheckList

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Gait	0	0	0	0	■
Range of Motion	0	0	0	0	■
Skin	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthroscopic Surgery	0	0	0	0	■
Cast	0	0	0	0	■
Osteoporosis	0	0	0	0	■
Pinned Fractures	0	0	0	0	■
Rheumatic/Arthritic Disease	0	0	0	0	■
Total Hip Replacement	0	0	0	0	■
Total Knee Replacement	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Continuous Passive Motion Devices	0	0	0	0	■
Support Devices: Cane	0	0	0	0	■
Support Devices: Cervical Collar	0	0	0	0	■
Support Devices: Gait Belt	0	0	0	0	■
Support Devices: Prosthetic	0	0	0	0	■
Support Devices: Sling	0	0	0	0	■
Support Devices: Transfer Boards	0	0	0	0	■
Support Devices: Walker	0	0	0	0	■
Support Devices: Wheelchair	0	0	0	0	■
Traction	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Pain Level/Tolerance	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Epidural Anesthesia/Analgesia	0	0	0	■	0
IV Conscious Sedation	0	0	0	■	0
Narcotic Analgesia	0	0	0	■	0
Patient Controlled Analgesia: PCA Pump	0	0	0	■	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
Broviac	■	0	0	0	0
Groshong	0	0	0	0	■
Hickman	0	0	0	0	■
Peripheral Line/Dressing	0	0	0	0	■

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
PICC Line	■	0	0	0	0
Portacath	0	0	0	0	■
Quinton	■	0	0	0	0
IV Administration & Management	0	1	2	3	4
Albumin	■	0	0	0	0
Cryoprecipitate	■	0	0	0	0
Drawing Blood from Central Line / PICC Line	■	0	0	0	0
Drawing Venous Blood	0	0	0	0	■
Nutritional Therapy (e.g., TPN, lipids)	■	0	0	0	0
Packed Red Blood Cells	■	0	0	0	0
Plasma	■	0	0	0	0
Starting IV's with: Angiocath	■	0	0	0	0
Starting IV's with: Butterfly	0	0	0	0	■
Starting IV's with: Heparin Lock	0	0	0	0	■
Whole Blood	■	0	0	0	0

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Breath Sounds	0	0	0	0	■
Rate and Work of Breathing	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Bronchoscopy	0	0	■	0	0
COPD	0	0	0	■	0
Fresh Tracheostomy	0	0	0	■	0
Lobectomy	■	0	0	0	0
Pneumonectomy	0	■	0	0	0
Pneumonia	0	0	0	0	■
Pulmonary Embolism	0	0	■	0	0
Thoracotomy	0	0	■	0	0
Tuberculosis	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Airway Devices/Suctioning: Endotracheal Tube/Suctioning	0	0	0	0	■
Airway Devices/Suctioning: Nasal Airway/Suctioning	0	0	0	0	■
Airway Devices/Suctioning: Oropharyngeal/Suctioning	0	0	0	0	■
Airway Devices/Suctioning: Sputum Specimen Collection	0	0	0	0	■
Airway Devices/Suctioning: Tracheostomy/Suctioning	0	0	0	0	■

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Recruiter: **Richard A Kousgaard**

Aureus Medical

Medical-Surgical Skills CheckList

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Assist with Intubation	0	0	0	0	■
Assist with Thoracentesis	0	0	0	0	■
Care of Patient with a Chest Tube: Assist with Set-Up & Insertion	0	0	■	0	0
Care of Patient with a Chest Tube: Measuring and Emptying	0	0	0	■	0
Care of Patient with a Chest Tube: Removal	0	0	■	0	0
Care of the Patient on a Ventilator	0	0	0	■	0
Chest Physiotherapy	■	0	0	0	0
Incentive Spirometry	0	0	0	0	■
O2 Therapy & Medication Delivery: Bag and Mask	0	0	0	0	■
O2 Therapy & Medication Delivery: External CPAP	0	0	0	0	■
O2 Therapy & Medication Delivery: Face Masks	0	0	0	0	■
O2 Therapy & Medication Delivery: Inhalers	0	0	0	0	■
O2 Therapy & Medication Delivery: Nasal Cannula	0	0	0	0	■
O2 Therapy & Medication Delivery: Portable O2 Tank	0	0	0	0	■
O2 Therapy & Medication Delivery: Tracheostomy Collar	0	0	0	0	■
Oximetry	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Arterial Blood Gas (ABG)	■	0	0	0	0
Blood Chemistry	0	0	0	■	0
Blood Count	0	0	0	■	0

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Arterio Venous Fistula/Shunt	0	0	0	■	0
Fluid Balance	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Diversion/Ileal Conduit Nephrostomy	0	0	0	■	0
Hemodialysis	0	0	■	0	0
Nephrectomy	0	■	0	0	0
Peritoneal Dialysis	0	0	0	■	0
Renal Failure	0	0	0	■	0
Renal Transplant	0	0	■	0	0
TURP	0	■	0	0	0
Urinary Tract Infection	0	0	0	0	■

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Bladder Irrigations: Continuous	0	0	0	0	■
Bladder Irrigations: Intermittent	0	0	0	0	■
Catheter Care: 3-Way Foley	0	0	0	0	■
Catheter Care: Supra-Pubic	0	0	0	0	■
Insertion/Care of Straight / Foley Catheter: Male	0	0	0	0	■
Insertion/Care of Straight/Foley Catheter: Female	0	0	0	0	■
Specimen Collection: 24 Hour	0	0	0	0	■
Specimen Collection: Routine	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
BUN	0	0	0	0	■
Creatinine	0	0	0	0	■
Electrolytes	0	0	0	0	■

Wound Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Skin for Impending Breakdown	0	0	0	0	■
Stasis Ulcers	0	0	0	0	■
Surgical Wound Healing	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Burns	0	0	0	■	0
Pressure Sores	0	0	0	0	■
Staged Decubitus Ulcers	0	0	0	0	■
Surgical Wounds with Drain(s)	0	0	0	0	■
Traumatic Wounds	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Air Fluidized, Low Airloss Beds	0	0	0	0	■
Sterile Dressing Changes	0	0	0	0	■
Wound Care/Irrigations	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	■	0	0	0	0
2-Infant (30 days - 1 year)	■	0	0	0	0
3-Toddler (1 - 3 years)	■	0	0	0	0
4-Preschooler (3 - 5 years)	0	0	■	0	0
5-School age children (5 - 12 years)	0	0	0	■	0
6-Adolescents (12 - 18 years)	0	0	0	■	0
7-Young adults (18 - 39 years)	0	0	0	■	0

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Medical-Surgical Skills CheckList

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
ADP Advanced MD	■	0	0	0
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Kareo	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	0	0	0	■
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Aureus Medical

Psychiatric Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Adolescent Psych	0	0	0	■	0
Adult Psych	0	0	0	0	■
Charge Nurse	0	0	0	■	0
Chemical Dependency/Detox	0	0	0	0	■
Geriatric Psych	0	0	0	0	■
Long Term Care	0	0	0	0	■
Rehab	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	0	0	■
Charge Role	0	0	0	0	■
Computerized Charting Systems	0	0	0	0	■

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Administration of Blood Products: Packed Red Blood Cells	0	0	0	■	0
Administration of Blood/Blood Products: Whole Blood	0	0	0	■	0
Drawing Blood from Central Line	■	0	0	0	0
Drawing Venous Blood	0	0	0	0	■
Management of Patient with Hyperalimentation	0	0	0	■	0
Management of Patient with IV	0	0	0	0	■
Starting IV's with: Angiocath	■	0	0	0	0
Starting IV's with: Butterfly	0	0	0	0	■
Starting IV's with: Heparin Loc	0	0	0	0	■

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Admission	0	0	0	0	■
Initial Nursing Assessment / Care Plan	0	0	0	0	■
Initial Treatment Plan	0	0	0	0	■
Neurological Vital Signs	0	0	0	0	■
Nursing Diagnoses	0	0	0	0	■
Nursing Reassessment and Care Planning Update	0	0	0	0	■
Suicide Risk Assessment	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Alcohol Dependency	0	0	0	0	■
Drug Dependency	0	0	0	0	■

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Electroconvulsive Therapy	0	0	0	0	■
Hallucinations	0	0	0	0	■
Manic Behavior	0	0	0	0	■
Med-Psych Patient	0	0	0	0	■
Organic Disorder	0	0	0	0	■
Partial Hospital/Intensive Outpatient Program	0	0	0	0	■
Seclusion and Restraints	0	0	0	0	■
Seizure Disorder	0	0	0	0	■
Suicidal Behavior	0	0	0	0	■
Tracheostomy	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Active Participation in Multi-Disciplinary Staffing	0	0	0	■	0
Assist with Lumbar Puncture	0	0	■	0	0
Cardiopulmonary Resuscitation	0	0	0	0	■
Charge Nurse Experience	0	0	0	■	0
Charting: Behavioristic	0	0	0	0	■
Charting: Treatment/Goal Oriented	0	0	0	0	■
Discharge Planning	0	0	0	■	0
Electroconvulsive Therapy	0	0	■	0	0
Group Therapy Leader	0	0	0	■	0
Insertion & Care of Straight Foley Catheter: Female	0	0	0	0	■
Insertion & Care of Straight Foley Catheter: Male	0	0	0	0	■
Management of Assaultive Behavior	0	0	0	0	■
Management of Drug/Alcohol Detox	0	0	0	0	■
Multi-Disciplinary Treatment Team	0	0	0	■	0
O2 Therapy & Medication Delivery Systems: Bag and Mask	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: External CPAP	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Face Masks	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Inhalers	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Nasal Cannula	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Portable O2 Tank	0	0	0	0	■
O2 Therapy/Medication Delivery Systems: Tracheostomy Collar	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **MELONIE DEMARS** Digital Signature: Jul 29 2013 2:20PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 07/2013

Name: **MELONIE DEMARS**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Psychiatric Skills CheckList

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Oro-Naso-Pharyngeal Suctioning	0	0	0	0	■
Participation in Milieu Therapy	0	0	0	0	■
Patient Teaching	0	0	0	0	■
Psychiatric Emergency Response Team	0	0	0	0	■
Psychiatric Home Health	0	0	0	0	■
Rapid Tranquilization	0	0	0	0	■
Restraints/ Application/ Assessment of: Ambulatory Cuffs	0	0	0	0	■
Restraints/ Application/ Assessment of: Full Restraints	0	0	0	0	■
Restraints/ Application/ Assessment of: Wrist Restraints	0	0	0	0	■
Telephonic Crisis Intervention	0	0	0	0	■
Therapeutic Communication Skills	0	0	0	0	■
Tube Feeding	0	0	0	0	■

Medications	0	1	2	3	4
Heparin	0	0	0	0	■
Intramuscular Injections	0	0	0	0	■
Management of Extrapyramidal Symptoms	0	0	0	0	■
Oral	0	0	0	0	■
Oral Psychotropics	0	0	0	0	■
Rectal	0	0	0	0	■
Subcutaneous Injections	0	0	0	0	■
Unit Dose	0	0	0	0	■
Z-technique	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	■	0	0	0	0
2-Infant (30 days - 1 year)	0	■	0	0	0
3-Toddler (1 - 3 years)	0	0	■	0	0
4-Preschooler (3 - 5 years)	0	0	■	0	0
5-School age children (5 - 12 years)	0	0	0	■	0
6-Adolescents (12 - 18 years)	0	0	0	■	0
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

General Practitioner Procedures	0	1	2	3	4
Order / Perform Diagnostic Procedures	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
ADP Advanced MD	■	0	0	0
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Kareo	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	0	0	0	■
PDX	■	0	0	0
Pyxis	0	0	0	■
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	0	0	0	■
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **MELONIE DEMARS** Digital Signature: Jul 29 2013 2:20PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 07/2013

AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: MELONIE J. DEMARS [redacted]

Taken by:	Laura M Speicher	**Date:**	6/4/2009 3:08:19 PM
Reference Provided By:			
Name:			
Title:	SHIFT MANAGER		
Reference Known:	From: 2009 To: 2009	**Work Phone:**	
Company/Facility:	VILLA ANGELA	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.917

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
   Comment: I'm the Shift Manager.
2. Will you please provide the following information?
   Job Title: LPN
   Dates of Employment From: 12/2008 mm/yyyy To: 06/2009 mm/yyyy
   Comment: I've worked with her about 6 months to current [as of 6/4/09].
   Attendance: (●) Acceptable ( ) Unacceptable
   Comment:
   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer
   If not, why? I would work with her again.
   Salary/Rate of Pay:
3. Describe his/her job duties/responsibilities
   Melonie is responsible for normal LPN duties for Psychiatric, Alzheimer and Respiratory patients. Her documentation is performed on the computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments						

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	◉	○	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Melonie is one of our best nurses.

Reason for leaving?

Comments

I'm not sure why she's leaving.

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Professional Reference

For: MELONIE J. DEMARS [redacted]

Taken by: Amanda N Hansen **Date:** 6/15/2009 3:00:25 PM

Reference Provided By:
Name:
Title: Unit Supervisor

Reference Known: From: 2006 To: 2008 **Work Phone:**
Company/Facility: DEPT. OF CORRECTIONS **Cell Phone:**
Overall Rating: 4 **Home Phone:**
Form Status: Complete **Average Rating:** 4.5

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
   Comment:

2. Will you please provide the following information?
   Job Title: Licensed Practical Nurse
   Dates of Employment From mm/yyyy To mm/yyyy
   Comment: I worked with Melonie for 3 years before she left in October, 2008.
   Attendance: (●) Acceptable ( ) Unacceptable
   Comment:
   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer
   If not, why?
   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities
   Melonie was responsible for the care of 900 people in facility. She handed out medications, took doctors' orders, scheduled appointments, and handled wound care. Her charting was performed by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments						

Ability to identify/solve problems

Comments

Melonie asked the appropriate questions.

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

Attitude (Towards work and others)

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○
Technical/Clinical/Assessment Skills	○	○	○	◉	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Melonie was a good worker. She was willing to learn and was a quick learner.

Reason for leaving?

Comments

Melonie transferred to a different facility.

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Fax: (402) 895-7812

Assignment Performance Evaluation

For: MELONIE J. DEMARS [redacted]

Appraisal Provided By

Evaluator:

Title: NURSE MANAGER

Evaluator Company: MILDRED MITCHELL BATEMAN HOSPIT/

Phone: 304-525-7801

Assignment

Job Order: 09-242348

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Appraisal Period (mm/dd/yyyy) : 06/22/2009 to 12/12/2009

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	○	○	◉	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	○	○	◉	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	○	○	◉	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	○	○	◉	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	○	○	◉	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	○	◉	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	○	○	◉	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	○	○	◉	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	○	◉	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

Great Worker. Pleasure to have supervised her.

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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: MELONIE J. DEMARS [redacted]

Taken by:	Laura M Speicher	**Date:**	8/7/2012 11:34:39 AM
Reference Provided By:			
Name:			
Title:	Nurse Manager		
Reference Known:	From: 2012 To:	**Work Phone:**	
Company/Facility:	Franklin County Sheriffs Dept	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.417

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I'm a Nursing Supervisor.

2. Will you please provide the following information?

   Job Title: LPN - Correctional Facility

   Dates of Employment From: 02/2011 mm/yyyy To: 08/2012 mm/yyyy

   Comment: 2/11 to current [as of 8/7/12].

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why? I would work with her again.

   Salary/Rate of Pay:

3. Describe his/her job duties/responsibilities

   Melonie is responsible for normal nursing duties including the medication cart for a Correctional Facility. Her documentation is performed by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments: She's a very hard worker.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments:						
Dependability	( )	( )	( )	(●)	( )	( )
Comments:						
Professionalism	( )	( )	( )	(●)	( )	( )
Comments:						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments:						

Ability to identify/solve problems	○	○	○	◉	○	○

Comments

She's very intelligent.

Ability to multi-task/meet deadlines	○	○	○	◉	○	○

Comments

Ability to get along with others	○	○	○	◉	○	○

Comments

Attitude (Towards work and others)	○	○	○	◉	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Melonie would be an asset to anyone.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

Melonie is looking at other opportunities.

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Fax: (402) 895-7812

Professional Reference

For: MELONIE J. DEMARS [redacted]

Taken by:	Laura M Speicher	**Date:**	8/8/2012 3:04:07 PM
Reference Provided By:			
Name:			
Title:	Manager		
Reference Known:	From: 2012 To:	**Work Phone:**	
Company/Facility:	Damar	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	5

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I"m the Director of Quality and Compliance.

2. Will you please provide the following information?

   Job Title: LPN - Child Residential Facility

   Dates of Employment From: 05/2012 mm/yyyy To: 08/2012 mm/yyyy

   Comment: 5/12 to current [as of 8/8/12].

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why? I would work with her again.

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Melonie is responsible for normal patient care duties for a Adolescent Child Residential facility.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments: She's amazing.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments:						
Dependability	( )	( )	( )	( )	(●)	( )
Comments:						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments: She's great.						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments: Very good.						

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	○	◉	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

She's very, very good.

Technical/Clinical/Assessment Skills	○	○	○	○	○	◉

Comments

I'm not a nurse so I don't feel comfortable rating her in this area.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Melonie is wonderful. She came in during a rough transition time and has been absolutely fabulous.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

Melonie is here on contract.

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Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Melonie J. Demars [redacted]

Appraisal Provided By

Evaluator:

Title: Director OF Nursing

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 229

Assignment

Job Order: 12-319515

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/13/2012 to 02/28/2013

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability	○	○	◉	○	○	○
(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)						
Comments: Her attendance is generally good, although she has called in several shifts due to personal issues. She has improved thus far.						
Flexibility	○	○	◉	○	○	○
(Willingness to adapt to changes in workload, procedures, and schedule)						
Comments: Very flexible; willing to work with the unit's schedule.						
Efficiency	○	○	◉	○	○	○
(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)						
Comments: She does meet the criteria.						
Initiative	○	○	○	◉	○	○
(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)						
Comments: She is eager to learn new processes and understands the limitations that an LPN does in this facility.						
Communication	○	○	◉	○	○	○
(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)						
Comments: Very therapeutic with the patients. She conveys ideas with tact and decorum.						
Professional Appearance	○	○	◉	○	○	○
(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)						
Comments: comes to work in a professional manner.						
Patient Care	○	○	◉	○	○	○
(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)						
Comments: Delivers quality patient care parallel to patient's needs.						
Professional Ethics	○	○	◉	○	○	○
(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)						
Comments: meets the criteria						
Clinical and Technical Skills	○	○	◉	○	○	○
(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)						

Comments

very competent with her nursing skills. Willing to share knowledge to other employees

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

follows work processes in collecting information and branching to other departments/ disciplines to gain all information.

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

meets criteria

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

generally meets criteria however still needs improvement.

Overall Employee Rating

Comments

generally meets criteria

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cpi Blue Card™

Melonie DeMars

has completed 4 hours of training in the *Nonviolent Crisis Intervention®* training program.

8/2011
Expiration Date

Instructor

HEALTHCARE PROVIDER

Healthcare Provider

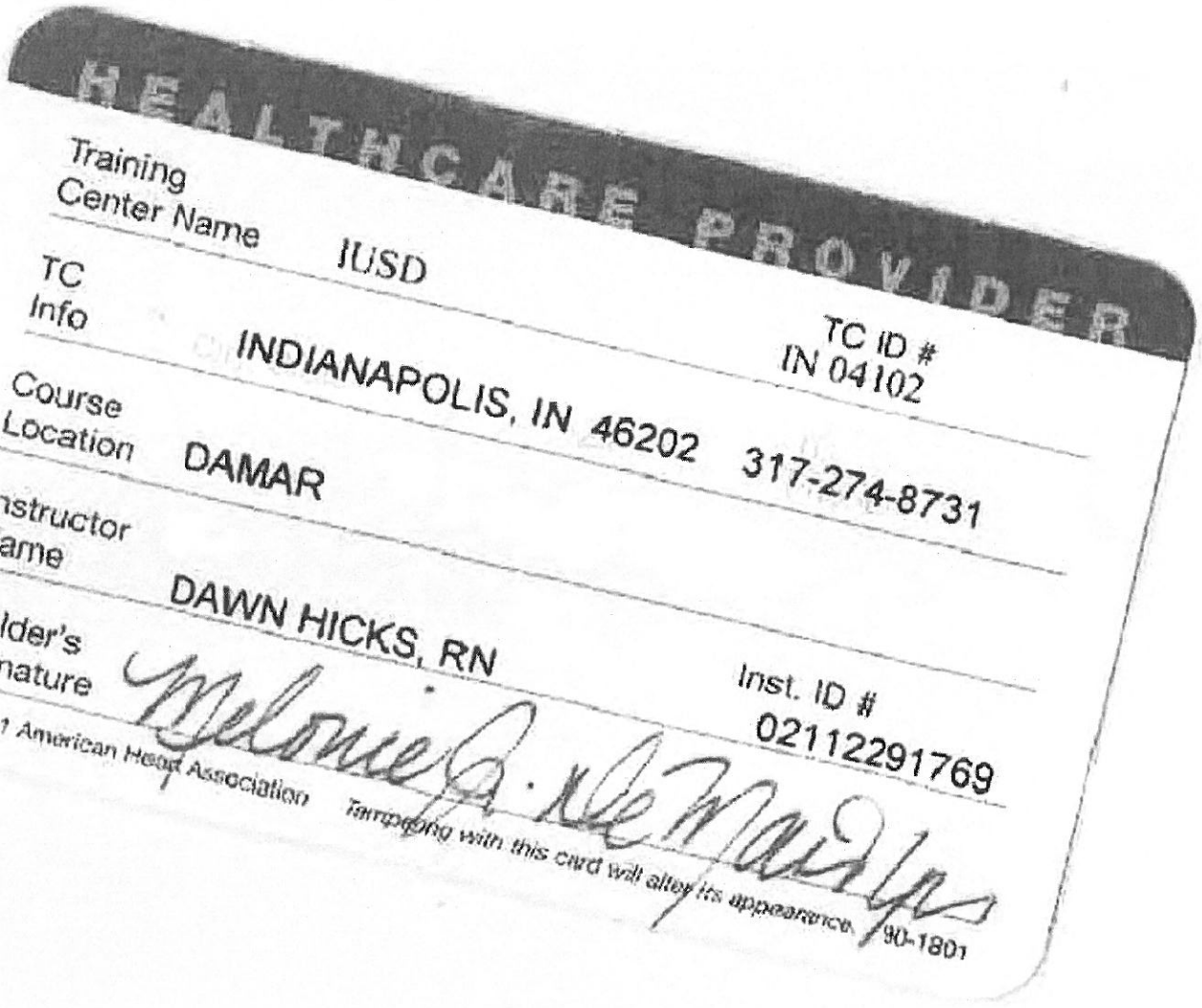


American Heart Association®

MELONIE J. DEMARS

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

06/2012	06/2014
Issue Date	Recommended Renewal Date



HEALTHCARE PROVIDER

Training Center Name: IUSD

TC Info: INDIANAPOLIS, IN 46202 317-274-8731

TC ID # IN 04102

Course Location: DAMAR

Instructor Name: DAWN HICKS, RN

Inst. ID # 02112291769

Holder's Signature: Melanie A. McMahon

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West Virginia State Board of Examiners for Licensed Practical Nurses

License Lookup Results

Demars, Melonie J

Address	Columbus, OH
License Number	[redacted]
License Status	Active
License First Issued	June 18, 2009
License Expiration Date	June 30, 2014
Disciplinary Information	No disciplinary information on file.
Original State of Licensure	OH
Original Date of Licensure	April 13, 2006

Database Last Updated: 6/28/2013 at 4:00:00 PM
Page Generated: 7/1/2013 at 9:13:49 AM

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STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF HEALTH FACILITY LICENSURE
AND CERTIFICATION

Registered Long-Term Care Nursing Assistant Program

NURSING ASSISTANT REGISTRY SEARCH RESULTS

Registration Information

Name: Tina M. Miller

Eval-Code: 0412-63396

Date of Registration: 4/9/2012

Expiration Date: 4/28/2014

Basis of Registration: Reciprocity

Training Program

Blue Ridge Community College - NC

Substantiated Findings

This nursing assistant has no substantiated findings of abuse, neglect or misappropriationof resident property on file with the West Virginia Long-Term Care Nursing Assistant Program.

This verification was completed on 8/6/2013 at 4:46:23 PM.

408 Leon Sullivan Way
Charleston, WV 25301-1713
Telephone: (304) 558-0050 Fax: (304) 558-1442
Web: www.wvdhhr.org/ohflac

AUREUS®
MEDICAL GROUP
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Health Care Staffing Services Certification by The Joint Commission

Aureus Nursing, LLC
2425 South 171st Street
Omaha, NE 68130
1.800.856.0375
Ph: 402.938.2050
Fax: 402.895.7812

Holly Campbell, LPN

Total Cumulative Experience: **8 years**

Work Experience:

06/2012 – 08/2012

Damar Charter, Indianapolis, IN
Psych, LPN (travel assignment)
- **Duties:** Responsible for 120 kids to young adult ages 5-20. Wound care, monthly injections, insulin administration, immunization compliance, monitoring for adverse reactions to psychotropic medication. Worked closely with psychiatrists, pediatricians, clients, and family for continued needs. Arranged client appointments such as EEG, EKG, dental, vision, and all other medical needs. Used WellNet, CHIRP, and paper charting.

10/2011 – 06/2012

Evansville State Hospital, Evansville, IN
M/S Corrections, LPN (travel assignment)
- **Unit Size:** 6 30-Bed Units
- **Duties:** Passed meds, blood sugars, treatments, entered doctor orders.

08/2011 – 10/2011

McConnell Texas Prison, Beeville, TX
Corrections, LPN (travel assignment)
- **Client Population:** 500+ Patients
- **Duties:** One Medical Team. In house clinic. Dealt with general patient clinic issues.

05/2011 – 08/2011

Carol Young, Dickson, TX
Corrections, LPN (travel assignment)
- **Unit Size:** 131-Skilled/Assisted Living Beds. 10-Respiratory Rooms
- **Client Population:** 141-Bed Correctional Hospital
- **Duties:** Worked in clinic for prenatal and pregnant women and female hospice. Wound care, IV meds, insulin, and blood draws.

03/2010 – 05/2011

Evansville State Hospital, Evansville, IN
M/S Corrections, LPN (travel assignment)
- **Unit Size:** 6 30-Bed Units
- **Duties:** Passed meds, blood sugars, treatments, entered doctor orders.

09/2009 – 02/2010

Lynaugh Correctional Facility, Logansport, IN
Medical Surgical/Corrections, LPN (travel assignment)
- **Client Population:** 1,100 Inmates
- **Duties:** Responsible for passing medications, procedures onsite: have drawn blood, helped with surgical situations and monitor diabetics. Register inmates for doctor appointments.

06/2009 – 09/2009

Mildred Mitchell Bateman Hospital, Huntington, WV
Psych, LPN (Aureus travel assignment)
- **Unit Size:** 38 Patients on Psych Unit.
- **Duties:** Everything from Bi-Polar, schizophrenia, anti-social, drug/alcohol dependent, Computer Systems: BCMA, computerized medications & CPRS, computerized charting. Running med passes, Accu-Check, Insulin's, dressing changing's, tube feedings, re-ordering of narcotics and other meds.

02/2008 – 05/2009

Logan Sport State Hospital, Cincinnati, OH
Geriatric Psych, LPN (travel assignment)
- **Duties:** Worked with approximately 25 patients and would administer groups, administered medications, PO, IM, SQ, and g-tube. Did all the dressing changes and dealt with tracheotomy care. Worked with all different kinds of psych diagnoses. Performed admitting, discharging, and visitation paperwork as well as patient education and all accu checks and insulin administration. Gave psych injections as needed for behavior or aggressive episodes. Dealt with restraints, both 2 way and 4 way.

11/2007 – 02/2008

Mill Run Gardens and Care Center, Hilliard, OH
Long Term and Acute Care, LPN
- **Duties:** Usually had about 30 patients, more working nights. Administered all medications PO, IM, SQ, and G-tube. Took all accu checks, did all the ordered treatments involving dressing changes, ointments, wet to dry and sterile, did the patients admitting and discharge paperwork and charts. Performed nursing documentation every shift for skilled patients, monthly for non- skilled patients. Changed g- tubes and took out staples and sutures.

02/2007 – 11/2007

Perryville State Prison, Goodyear, AZ
Corrections, LPN
- **Duties:** Worked the nurse line, pill window, and desk. Nurse line consisted of 20 patients per shift that had written requests to see the doctor. We either could treat them within nursing practice established there or refer to MD. Pill window could be up to 90 people receiving medication and you would administer medications 3 times a day and in charge of reordering all medications. Got medication from the pharmacy and gave all Hepatitis b and c shots, TB medications and signed consents for HIV/AIDS testing. Administered some psych medications and did rotations and medications for inmates on suicide watch.

06/2004 – 02/2007

Mill Run Gardens and Care Center, Hilliard, OH
Long Term and Acute Care, LPN

- **Duties:** Usually had about 30 patients, more working nights. Administered all medications PO, IM, SQ, and G-tube. Took all accu checks, did all the ordered treatments involving dressing changes, ointments, wet to dry and sterile, did the patients admitting and discharge paperwork and charts. Performed nursing documentation every shift for skilled patients, monthly for non- skilled patients. Changed g- tubes and took out staples and sutures.

Education:

07/2002 – 05/2004

North Central State College, Mansfield, OH
Licensed as a Practical Nurse

Certifications:

CPR/BLS

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Alzheimers Care	0	0	0	0	■
Chronic Illness Care	0	0	0	0	■
Gerontology	0	0	0	0	■
Home Health Care	0	0	0	0	■
Hospice	0	0	0	0	■
Medical-Surgical	0	0	0	0	■
Ostomy Care	0	0	0	0	■
Pain Management	0	0	0	0	■
Pediatric Rehab	■	0	0	0	0
Post-Acute Care	0	0	0	0	■
Psychiatric Care	0	0	0	0	■
Rehabilitation	0	0	0	0	■
Skilled Care	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	0	■	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assessment of Peripheral Pulses	0	0	0	0	■
Basic & Life-Threatening Dysrhythmias	0	0	0	0	■
Cardiopulmonary Resuscitation (CPR)	0	0	0	0	■
Care of Resident with Internal Pacemaker	0	0	0	0	■
Heimlich Maneuver	0	0	0	0	■
Pacemaker Check: Telecommunication	0	0	0	0	■
Administration of Antiarrhythmics	0	1	2	3	4
Intramuscular	0	0	0	0	■
Intravenous	0	0	0	0	■
Oral	0	0	0	0	■
Administration of Antihypertensives	0	1	2	3	4
Intravenous	0	0	0	0	■
Oral	0	0	0	0	■
Administration of Nitrates	0	1	2	3	4
Oral	0	0	0	0	■
Topical	0	0	0	0	■
Cardiac Rehabilitation	0	1	2	3	4
Blood Pressure & Stress Management Counseling	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Cardiac Rehabilitation	0	1	2	3	4
Diabetes Counseling	0	0	0	0	■
Initial Patient Assessment – Medical History, EKG, etc.	0	0	0	0	■
Medication Counseling	0	0	0	0	■
Nutritional Counseling	0	0	0	0	■
Weight Management, Physical Activity Counseling	0	0	0	0	■

Dermatology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Common Skin Problems in Elderly	0	0	0	0	■
Recognizing Skin Changes of Elderly	0	0	0	0	■
Prevention and Treatment of Dermal Ulcers	0	1	2	3	4
External Causes-Pressure, Friction	0	0	0	0	■
Internal Causes (i.e., Poor Nutrition)	0	0	0	0	■
Use of Special Pressure Relief Devices	0	1	2	3	4
Air Fluidized Bed	0	0	0	0	■
Low Airloss Beds	0	0	0	0	■
Pressure Relief Mattress/Cushion	0	0	0	0	■
Wound Care	0	1	2	3	4
Dressing Changes	0	0	0	0	■
Irrigations	0	0	0	0	■

Endocrine

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Blood Glucose Monitoring	0	1	2	3	4
Blood Glucose Meter Device	0	0	0	0	■
Performing Fingersticks	0	0	0	0	■
Use of Visual Blood Glucose Strips	0	0	0	0	■
Insulin Administration	0	1	2	3	4
Mixed Insulins	0	0	0	0	■
Single Type	0	0	0	0	■

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Collection of: Urine Specimens	0	0	0	0	■
Collection of: Vaginal Cultures	0	0	0	■	0
Removal of Pessary	■	0	0	0	0
Administration of Tube Feedings	0	1	2	3	4
Feeding Pump	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Holly Campbell** Digital Signature: Aug 16 2012 8:15PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Administration of Tube Feedings					
Gravity Infusion	0	0	0	0	■
Care of Resident with					
A-V Shunt/Fistula Care	0	0	0	0	■
Dialysis Treatments	0	■	0	0	0
Nephrostomy Tube	0	0	0	■	0
Urinary Diversion - Ileal Conduit	0	0	0	■	0
Management of					
Cecostomy Tubes	0	■	0	0	0
Gastrostomy Tubes	0	0	0	0	■
Jejunostomy Tubes	0	0	0	■	0
Nasogastric Tube Insertion & Care					
Dobhoff	■	0	0	0	0
Levin	0	■	0	0	0
Salem Sump	0	■	0	0	0

Infection Control

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Aseptic Technique	0	0	0	0	■
Enteric Precautions	0	0	0	0	■
Genitourinary Precautions	0	0	0	0	■
Hazardous Waste/Sharps Disposal	0	0	0	0	■
Respiratory Precautions	0	0	0	0	■
Universal Precautions	0	0	0	0	■

Medication Administration

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Controlled Substance Administration	0	0	0	0	■
Controlled Substance Count & Security	0	0	0	0	■
IV Additives	0	0	0	0	■
IV Antibiotics	0	0	0	0	■
Syringe Count	0	0	0	0	■
Unit Dose	0	0	0	0	■
Medications					
Ophthalmic	0	0	0	0	■
Optic	0	0	0	0	■
Rectal	0	0	0	0	■
Topical	0	0	0	0	■
Vaginal	0	0	0	0	■

IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Discontinuing Peripheral IV's	0	0	0	0	■
Inserting IV's	0	0	0	0	■
Mixing IV's	0	0	0	0	■
Regulating IV's	0	0	0	0	■

Musculoskeletal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Application of Orthotic Devices	0	0	0	0	■
Application of Prosthetic Devices	0	0	0	0	■
Cast Care	0	0	0	0	■
Circulation Checks	0	0	0	0	■
Gait Retraining	0	0	0	0	■
Range of Motion Exercises	0	0	0	0	■
Transfer Techniques	0	0	0	0	■
Use of Assistive Devices -Walker,QuadCane	0	0	0	0	■
Use of Hoyer Lift	0	0	0	0	■
Care of Resident with					
Amputation	0	0	0	0	■
Arthritic/Rheumatic Disease	0	0	0	0	■
Neuromuscular Disease	0	0	0	0	■
Total Joint Replacement	0	0	0	0	■

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Administration of: Anticonvulsants	0	0	0	0	■
Assessing Levels of Consciousness	0	0	0	0	■
Care of Resident with a Stroke	0	0	0	0	■
Reality Orientation	0	0	0	0	■
Seizure Precautions	0	0	0	0	■
Suicide Precautions	0	0	0	0	■
Use of Restraints	0	0	0	0	■
Care of Resident with Behaviors of	0	1	2	3	4
Agitation	0	0	0	0	■
Anxiousness	0	0	0	0	■
Combativeness	0	0	0	0	■
Halllucinations-Auditory,Olfactory,Visual	0	0	0	0	■
Suicidal Ideations	0	0	0	0	■
Wandering	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Holly Campbell** Digital Signature: Aug 16 2012 8:15PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Conduct patient assessments, make recommendations, care of:	0	1	2	3	4
Goals of rehabilitation (e.g., considering prognosis)	■	0	0	0	0
Peristomal skin complications	■	0	0	0	0
Pouching and/or containment strategies	■	0	0	0	0
Stomal complications	■	0	0	0	0
Urinary/fecal diversion postop complications	■	0	0	0	0
Customize teaching based on age, knowledge level, culture, etc.	0	1	2	3	4
Bowel dysfunction-e.g., diverticular disease, bowel disease, incontinence	0	0	0	■	0
Gastrointestinal and genitourinary cancers	0	0	0	■	0
Genetic and congenital diseases-e.g., polyposis, imperforate anus, spina bifida	0	0	0	■	0
Necrotizing enterocolitis	■	0	0	0	0
Strategies to minimize odor	0	0	0	■	0
Urinary dysfunction –e.g., cystitis, incontinence, neurogenic bladder	0	0	0	■	0
Colostomy	0	1	2	3	4
Identify appropriate candidates for irrigation	■	0	0	0	0
Identify plan of care based on type of colostomy	0	0	0	■	0
Instruct patient in dietary modifications to prevent constipation / reduce gas	0	0	0	■	0
Prepare patient for reanastamosis and takedown	■	0	0	0	0
Teach irrigation techniques	■	0	0	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Ileostomy	0	1	2	3	4
Patient teaching to prevent blockage, correction of fluid/electrolyte imbalances	■	0	0	0	0
Prepare patient for reanastamosis and takedown	■	0	0	0	0
Recommend and/or perform ileostomy lavage	■	0	0	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Urostomy	0	1	2	3	4
Instruct patients in mucus & fluid management, nighttime control	■	0	0	0	0
Manage stents	■	0	0	0	0
Obtain urine specimens	■	0	0	0	0

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Urostomy	0	1	2	3	4
Teach patients signs and symptoms of urinary tract infections	■	0	0	0	0
Patient Teaching for:	0	1	2	3	4
Abcess	■	0	0	0	0
Continent Cutaneous Fecal Diversions	■	0	0	0	0
Continent Urinary Diversions	■	0	0	0	0
Fistulas	■	0	0	0	0
Ileal Pouch Anal Anastamosis (IPAA)	■	0	0	0	0
Orthotopic Neobladder	■	0	0	0	0
Percutaneous Tubes and Drains	■	0	0	0	0
Percutaneous Tubes and Drains	0	1	2	3	4
Assess and manage patency and placement	■	0	0	0	0
Initiate measures to prevent tube migration	■	0	0	0	0
Manage dislodgment	■	0	0	0	0
Perform chemical cauterization	■	0	0	0	0
Prevention & management of peritubular skin breakdown	■	0	0	0	0
Recommend stabilization method	■	0	0	0	0
Replace a gastrostomy tube in an established tract	■	0	0	0	0
Continence Care	0	1	2	3	4
Assess normal micturition and defecation and age-related changes	■	0	0	0	0
Assess sexual/reproductive function-e.g., obstetric, menopause, sexual habits	■	0	0	0	0
Identify type of bowel dysfunction-e.g., infection, rectocele, obstruction	0	0	0	0	■
Identify urinary dysfunction-e.g., infection, prolapse, prostate, fistula	0	0	0	0	■
Perform Physical Examinations including urogenital, pelvic, rectal exams)	■	0	0	0	0
Review & interpret patient bladder/bowel diaries	■	0	0	0	0
Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
EMG studies	■	0	0	0	0
Endoscopic procedures (including cystoscopy)	0	0	0	■	0
Pad testing	■	0	0	0	0
Post-void residual urine measurement (by catheter or bladder scan)	0	0	0	■	0
Provoked stress maneuver (cough test)	■	0	0	0	0
Q-tip test	■	0	0	0	0

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Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
Radiologic procedures (e.g., KUB, voiding cystometrogram, renal ultrasound)	■	0	0	0	0
Urine studies	■	0	0	0	0
Urodynamics (e.g. cystometrogram, uroflowmetry)	■	0	0	0	0
Urinary Incontinence- Patient Teaching	0	1	2	3	4
Bladder and bowel training program	0	0	0	0	■
Dietary and fluid management (including bladder irritants)	0	0	0	0	■
Emptying maneuvers	0	0	0	0	■
Skin care - topical treatment for prevention	0	0	0	0	■
Teach and/or perform the following management techniques:	0	1	2	3	4
Biofeedback	■	0	0	0	0
Catheterization-e.g., clean intermittent, indwelling	0	0	0	0	■
Electrical stimulation	■	0	0	0	0
Environmental modifications (e.g., bedside commode, urinal, clothing)	0	0	0	0	■
Pelvic muscle exercises	0	0	0	0	■
Pessaries	■	0	0	0	0
The "knack" contraction method	■	0	0	0	0
Toileting programs (e.g., scheduled toileting, prompted voiding)	0	0	0	0	■
Urge suppression techniques (e.g., quick flicks)	■	0	0	0	0
Vaginal weights	■	0	0	0	0
Bowel Dysfunctions – Patient Teaching	0	1	2	3	4
Bowel cleansing	■	0	0	0	0
Containment devices/pouches	■	0	0	0	0
Lifestyle modifications (e.g., diet, fluids, exercise)	■	0	0	0	0
Pelvic muscle exercises	0	0	0	0	■
Pharmacologic management of bowel dysfunction	■	0	0	0	0
Prevention strategies to maintain optimal bowel function	■	0	0	0	0
Sensory motor re-education (including biofeedback)	■	0	0	0	0
Skin protection	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assess physical/psychological strengths/weaknesses of the patient/resident	■	0	0	0	0
Care of patient/resident w/Opioid withdrawal	0	0	0	■	0
Conduct pain assessments	0	0	0	0	■
Identify & document Pain Management interventions & results	0	0	0	0	■
Implement non-invasive Pain Management interventions	0	0	0	0	■
Patient & Family counseling	0	0	0	0	■
Patient referrals to Pain Management program as needed	0	0	0	0	■
Monitor care, side effects & tolerance	0	1	2	3	4
Adjuvant side effects(CNS effects, renal, liver)	0	0	0	0	■
Non-Opioid side effects (GI upset or bleed, renal, liver, delerium)	0	0	0	0	■
Opioid side effects-pruritis, dermatitis, constipation, respiratory depression	0	0	0	0	■

Psychological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Behavior Therapy-e.g., self-awareness, modification, delusion mgmt	0	0	0	0	■
Communication Enhancement (relationship-building, socialization)	0	0	0	0	■
Coping Assistance-e.g., body image, fear, anxiety, grief, self-esteem	0	0	0	0	■
Family Counseling	0	0	0	0	■

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Care of the Resident w/ Tracheostomy	0	0	0	0	■
Chest Physiotherapy	0	0	0	0	■
Collection of Sputum Specimens	0	0	0	0	■
Incentive Spirometry	0	0	0	0	■
Inserting an Oral Airway	0	■	0	0	0
Intermittent Positive Pressure Breathing Treatment	0	0	0	0	■
Oxygen Delivery Devices	0	0	0	0	■
Suctioning	0	1	2	3	4
Nasotracheal	0	0	0	0	■
Oropharyngeal	0	0	0	0	■
Tracheal	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

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Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Sensory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Application of Hearing Aid Devices	0	0	0	0	■
Care of					
Contact Lens	0	0	0	0	■
Dentures	0	0	0	0	■
Prosthetic Eyes	0	0	0	■	0
Care of Resident with					
Blindness	0	0	0	0	■
Cataracts	0	0	0	0	■
Hearing Loss	0	0	0	0	■
Macular Degeneration	0	0	0	0	■

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Differential Assessment for etiologic factors	0	0	0	0	■
Initial - diversity, age, medications	0	0	0	0	■
Nutrition	0	0	0	0	■
Pain	0	0	0	0	■
Patient goals & factors affecting care	0	0	0	0	■
Phase of wound healing	0	0	0	0	■
Wound characteristics	0	0	0	0	■
Patient / Caregiver Teaching	0	1	2	3	4
Care and prevention strategies (e.g., trauma, foot care)	0	0	0	0	■
Control of risk factors	0	0	0	0	■
Lifestyle changes to maximize perfusion	0	0	0	0	■
Patient referral for orthotics and shoes	0	0	0	0	■
Pharmacologic measures to maximize perfusion	0	0	0	0	■
Dressing Selection & Dressing Changes	0	1	2	3	4
Bacteria	0	0	0	0	■
Containment	0	0	0	0	■
Moisture	0	0	0	0	■
Odor Control	0	0	0	0	■
Wound Debridement Experience	0	1	2	3	4
Autolytic	■	0	0	0	0
Chemical cauterization	■	0	0	0	0
Enzymatic (i.e., chemical)	■	0	0	0	0
Mechanical	■	0	0	0	0
Sharp instrument	■	0	0	0	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Wound Management	0	1	2	3	4
Application of Topical Agents for periwound skin protection	0	0	0	0	■
Cleaning with prescribed solutions	0	0	0	0	■
Growth Factor treatment	■	0	0	0	0
Hydrotherapy, Pulsed Lavage	0	0	0	0	■
Hyperbaric oxygenation administration	■	0	0	0	0
Identify indications for wound culture	■	0	0	0	0
Initiate pain control measures	■	0	0	0	0
Negative Pressure therapy	■	0	0	0	0
Precautions to minimize risk of infection	0	0	0	0	■
Techniques to control edema	0	0	0	0	■
Use of bioengineered tissue products	■	0	0	0	0
Wound culture via non-invasive techniques (e.g., swab, aspirate)	0	0	0	0	■
Make recommendations for Topical Therapy	0	1	2	3	4
Atypical wounds	0	0	0	0	■
Autoimmune wounds	■	0	0	0	0
Neoplastic wounds	■	0	0	0	0
Surgical wounds	0	0	0	0	■
Traumatic wounds	■	0	0	0	0
Make recommendations for treatment of skin damage in:	0	1	2	3	4
Allergic reactions	0	0	0	0	■
Bacterial and Fungal Skin Infections	0	0	0	0	■
Chemical trauma	0	0	0	0	■
Mechanical trauma	0	0	0	0	■
Thermal injury (E.G., Radiation)	0	0	0	0	■
Make recommendations to manage systemic factors:	0	1	2	3	4
Glucose control	0	0	0	0	■
Immunosuppression	■	0	0	0	0
Nutrition	0	0	0	0	■
Perfusion	■	0	0	0	0
Pressure Ulcers	0	1	2	3	4
Initiate measures for control of shear and friction	0	0	0	0	■
Initiate plan for control of incontinence	0	0	0	0	■
Recommend measures to promote mobility	0	0	0	0	■
Risk assessment	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Holly Campbell** Digital Signature: Aug 16 2012 8:15PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Long-term Care Skills CheckList

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Pressure Ulcers	0	1	2	3	4
Stage pressure ulcers	0	0	0	0	■
Turning and repositioning	0	0	0	0	■
Use of support surfaces (e.g., mattresses, overlays, seating devices)	0	0	0	0	■

Lower Extremity Ulcers	0	1	2	3	4
Ankle-brachial index (ABI)	■	0	0	0	0
Arterial insufficiency	■	0	0	0	0
Assess and differentiate types	■	0	0	0	0
Bandages (wraps)	0	0	0	0	■
Capillary refill	■	0	0	0	0
Dermatitis	0	0	0	0	■
Dynamic compression therapy (e.g., pumps)	■	0	0	0	0
Edema	0	0	0	0	■
Foot Deformity (e.g., Charcot changes, hammer toes)	0	0	0	0	■
Monitor for infection	0	0	0	0	■
Pulses	■	0	0	0	0
Risk assessment	■	0	0	0	0
Sensorimotor status - monofilament, range of motion	0	0	0	0	■
Skin & Toes assessment	0	0	0	0	■
Static compression therapy	■	0	0	0	0
Therapeutic support stockings	0	0	0	0	■
Toe pressure	0	0	0	0	■
Transcutaneous oxygen pressure (TcPO2)	0	0	0	0	■
Venous insufficiency	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Adolescents (12 - 18 years)	0	■	0	0	0
2-Young adults (18 - 39 years)	0	0	0	0	■
3-Middle adults (39 - 64 years)	0	0	0	0	■
4-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	■	0	0	0
QuadraMed	0	0	0	■
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Printed Name: **Holly Campbell** Digital Signature: Aug 16 2012 8:15PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Psychiatric Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Adolescent Psych	0	0	0	0	■
Adult Psych	0	0	0	0	■
Charge Nurse	■	0	0	0	0
Chemical Dependency/Detox	0	0	0	0	■
Geriatric Psych	0	0	0	0	■
Long Term Care	0	0	0	0	■
Rehab	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	■	0	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	0	0	0	0	■

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Administration of Blood Products: Packed Red Blood Cells	■	0	0	0	0
Administration of Blood/Blood Products: Whole Blood	■	0	0	0	0
Drawing Blood from Central Line	■	0	0	0	0
Drawing Venous Blood	■	0	0	0	0
Management of Patient with Hyperalimentation	■	0	0	0	0
Management of Patient with IV	0	0	0	■	0
Starting IV's with: Angiocath	0	0	0	■	0
Starting IV's with: Butterfly	0	0	0	■	0
Starting IV's with: Heparin Loc	0	0	0	■	0

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Admission	0	0	0	0	■
Initial Nursing Assessment / Care Plan	0	0	0	0	■
Initial Treatment Plan	0	0	■	0	0
Neurological Vital Signs	0	0	0	0	■
Nursing Diagnoses	0	0	■	0	0
Nursing Reassessment and Care Planning Update	0	0	■	0	0
Suicide Risk Assessment	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Alcohol Dependency	0	0	0	0	■
Drug Dependency	0	0	0	0	■

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Electroconvulsive Therapy	0	0	0	0	■
Hallucinations	0	0	0	0	■
Manic Behavior	0	0	0	0	■
Med-Psych Patient	0	0	0	0	■
Organic Disorder	■	0	0	0	0
Partial Hospital/Intensive Outpatient Program	0	■	0	0	0
Seclusion and Restraints	0	0	0	0	■
Seizure Disorder	0	0	0	0	■
Suicidal Behavior	0	0	0	0	■
Tracheostomy	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Active Participation in Multi-Disciplinary Staffing	0	0	0	0	■
Assist with Lumbar Puncture	■	0	0	0	0
Cardiopulmonary Resuscitation	0	0	0	0	■
Charge Nurse Experience	■	0	0	0	0
Charting: Behavioristic	0	0	0	0	■
Charting: Treatment/Goal Oriented	0	0	0	0	■
Discharge Planning	0	0	0	■	0
Electroconvulsive Therapy	0	0	0	0	■
Group Therapy Leader	0	0	0	■	0
Insertion & Care of Straight Foley Catheter: Female	0	0	0	0	■
Insertion & Care of Straight Foley Catheter: Male	0	0	0	0	■
Management of Assaultive Behavior	0	0	0	0	■
Management of Drug/Alcohol Detox	0	0	■	0	0
Multi-Disciplinary Treatment Team	0	0	■	0	0
O2 Therapy & Medication Delivery Systems: Bag and Mask	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: External CPAP	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Face Masks	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Inhalers	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Nasal Cannula	0	0	0	0	■
O2 Therapy & Medication Delivery Systems: Portable O2 Tank	0	0	0	0	■
O2 Therapy/Medication Delivery Systems: Tracheostomy Collar	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Holly Campbell** Digital Signature: Aug 16 2012 8:08PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 08/2012

Name: **Holly Campbell**

Recruiter: **Richard A Kousgaard**

Aureus Medical

Psychiatric Skills CheckList

Psychiatric

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Oro-Naso-Pharyngeal Suctioning	0	0	0	0	■
Participation in Milieu Therapy	■	0	0	0	0
Patient Teaching	0	0	0	0	■
Psychiatric Emergency Response Team	0	0	0	■	0
Psychiatric Home Health	0	■	0	0	0
Rapid Tranquilization	0	0	0	0	■
Restraints/ Application/ Assessment of: Ambulatory Cuffs	0	0	0	0	■
Restraints/ Application/ Assessment of: Full Restraints	0	0	0	0	■
Restraints/ Application/ Assessment of: Wrist Restraints	0	0	0	0	■
Telephonic Crisis Intervention	■	0	0	0	0
Therapeutic Communication Skills	0	0	0	0	■
Tube Feeding	0	0	0	0	■

Medications	0	1	2	3	4
Heparin	0	0	0	0	■
Intramuscular Injections	0	0	0	0	■
Management of Extrapyramidal Symptoms	0	0	0	0	■
Oral	0	0	0	0	■
Oral Psychotropics	0	0	0	0	■
Rectal	0	0	0	0	■
Subcutaneous Injections	0	0	0	0	■
Unit Dose	0	0	0	0	■
Z-technique	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	■	0	0	0	0
2-Infant (30 days - 1 year)	■	0	0	0	0
3-Toddler (1 - 3 years)	■	0	0	0	0
4-Preschooler (3 - 5 years)	■	0	0	0	0
5-School age children (5 - 12 years)	0	0	0	0	■
6-Adolescents (12 - 18 years)	0	0	0	0	■
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

General Practitioner Procedures	0	1	2	3	4
Order / Perform Diagnostic Procedures	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	■	0	0	0
QuadraMed	0	0	0	■
Siemens-Novius	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Holly Campbell** Digital Signature: Aug 16 2012 8:08PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 08/2012

AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Holly M. Campbell (09-669337)

Taken by:	Megan J Andersen	**Date:**	5/6/2009 8:15:28 AM

Reference Provided By:

Name:

Title: Nurse Supervisor

Reference Known:	From: 2007 To: 2009	**Work Phone:**	
Company/Facility:	Logan Sport State Hospital	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	5

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: Team Lead

2. Will you please provide the following information?

   Job Title: LPN

   Dates of Employment From: 02/2008 mm/yyyy To: 03/2009 mm/yyyy

   Comment: Travel Assignment

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire: (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Holly provided nursing care for the Transitional Adult Unit of the Psychiatric Facility. Her documention was done by both hand and computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments						

Ability to identify/solve problems

Comments

Holly wasn't afraid to ask when she needed help, and asked the appropriate questions.

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

Holly is very easy to get along with, people just wanted to work with her.

Attitude (Towards work and others)

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Holly had very strong communicatoin skills.

Reason for leaving?

Comments

Holly's travel assignment ended.

CONFIDENTIAL: This information is strictly confidential and complies with the Privacy Act of 1974 and Fair Credit Reporting Act notices and requirements. It is for employment related purposes and must not be released to a third party without the express written consent from the candidate/employee.

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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Holly M. Campbell (09-669337)

Taken by:	Megan J Andersen	**Date:**	5/6/2009 12:20:57 PM

Reference Provided By:

Name:

Title: Unit Manager

Reference Known:	From: 2007 To: 2008	**Work Phone:**	
Company/Facility:	Mill Run Gardens and Care Center	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	5

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I am a Registered Nurse and the Manager of the Unit.

2. Will you please provide the following information?

   Job Title: LPN

   Dates of Employment From: 11/2007 mm/yyyy To: 02/2008 mm/yyyy

   Comment:

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Holly provided nursing care on the Rehab/Step-down unit. She also floated to the Long Term Care area as needed. Her documention was by hand when she started and was with us durring the transition to computerd documentation.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments						

Holly was very good about keeping me informed about what was going on and needed on the floor.

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	○	◉	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Holly was always very friendly.

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Holly was a strong patient advocate. Her patients loved her, and she always made sure they had what they needed to be compfortable.

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Holly was a new nurse when she started with us and developed her skills quickly.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Holly was a hard worker, and a good nurse.

Reason for leaving?

Comments

Holly started to travel.

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Fax: (402) 895-7812

Assignment Performance Evaluation

For: Holly M. Campbell [redacted]

Appraisal Provided By

Evaluator:

Title: NURSE MANAGER

Evaluator Company: MILDRED MITCHELL BATEMAN HOSPITA

Phone: 304-526-7801

Assignment

Job Order: 09-242348

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Appraisal Period (mm/dd/yyyy) : 06/15/2009 to 10/31/2009

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	◉	○	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	◉	○	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	◉	○	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	◉	○	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	◉	○	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	◉	○	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	◉	○	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	◉	○	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	◉	○	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

CONFIDENTIAL: This information is strictly confidential and complies with the Privacy Act of 1974 and Fair Credit Reporting Act notices and requirements. It is for employment related purposes and must not be released to a third party without the express written consent from the candidate/employee.

AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Holly M. Campbell [redacted]

Taken by:	Laura M Speicher	**Date:**	8/20/2012 1:11:54 PM

Reference Provided By:

Name:

Title: Nursing Supervisor

Reference Known:	From: 2011 To:	**Work Phone:**	
Company/Facility:	Evansville State Hospital	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	5

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I'm a Nurse Supervisor for the Unit.

2. Will you please provide the following information?

   Job Title: LPN - Adult Inpatient Psych

   Dates of Employment From: 10/2011 mm/yyyy To: 06/2012 mm/yyyy

   Comment: She worked here from 3/10 to 5/11 and 10/11 to 6/12.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why? I would work with her again.

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Holly was responsible for normal patient care duties for an inpatient psychiatric co-ed unit. The ages were 18 to geriatric. Her documentation was performed both by hand and on the computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments: She had a good work ethic.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments						

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	○	◉	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

She was an outstanding nurse.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

I was sorry Holly left.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

Holly left to get closer to home.

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Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Holly M. Campbell [redacted]

Appraisal Provided By

Evaluator:

Title: Nurse Manager A6

Evaluator Company: Mildred Mitchell Bateman Hospital

Phone: (304) 525-7801 145

Assignment

Job Order: 12-322157

Assignment Discipline: MED-Nursing

Assignment Position: LPN-Psychiatric

Assignment Specialty: LPN-PSYCHIATRIC

Assignment Period (mm/dd/yyyy) : 08/27/2012 to 02/28/2013

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	○	○	◉	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	○	◉	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	○	◉	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	○	◉	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	○	◉	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	○	◉	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	○	○	◉	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	○	○	◉	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	○	◉	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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American Red Cross

This recognizes that

Holly Campbell

has completed the requirements for

CPR/AED for the Professional Rescuer and Healthcare Provider

conducted by

Evansville State Hospital

Date completed: **10/25/2011**

The American Red Cross recognizes this certificate is valid from completion date for: **2 Years**

redcross.org

Instructor's Signature

American Red Cross
Chapter

Holder's Signature

Stock No. 656708

5/2011

cpi Blue Card™

Holly Campbell

has completed 4 hours of training in the *Nonviolent Crisis Intervention*® training program.

8/2013
Expiration Date

Instructor

West Virginia State Board of Examiners for Licensed Practical Nurses

License Lookup Results

Campbell, Holly M

Address	Mansfield, OH
License Number	[redacted]
License Status	Active
License First Issued	June 12, 2009
License Expiration Date	June 30, 2014
Disciplinary Information	No disciplinary information on file.
Original State of Licensure	OH
Original Date of Licensure	May 10, 2004

Database Last Updated: 7/2/2013 at 3:00:00 PM
Page Generated: 7/3/2013 at 2:40:14 PM

Search Again

AUREUS MEDICAL GROUP

Health Care Staffing Services Certification by The Joint Commission

Aureus Nursing, LLC
2425 South 171st Street
Omaha, NE 68130
1.800.856.0375
Ph: 402.938.2050
Fax: 402.895.7812

Tina Miller

Work Experience:

07/2013 – 07/2013 — ***Work Gap – Job Search***

05/2013 – 06/2013 — ***Good Shepherd Home***, Watford, ND
CNA, LTC (travel assignment)
- **Unit Size:** Patient Ratio 1:10
- **Client Population:** 55-Bed Facility
- **Duties:** Cared for elderly patients day to day. Bathing, dressing, feeding, and miscellaneous other duties.

10/2012 – 04/2013 — ***Trinity Hospital,*** Minot, ND
CNA, Float (Aureus travel assignment)
- **Unit Size:** 28-Bed Unit
- **Client Population:** 292-Bed LTC Hospital
- **Duties:** Largest Long Term Care Facility in the state. Floats between all wings. Bathes, dressing changes, get patient's up and around for the day/transporting patients.

04/2012 – 10/2012 — ***Bluefield Regional Medical Center***, Bluefield, WV
CNA, Tele/Med-Surg (Aureus travel assignment)
- **Unit Size:** 28-Bed Unit
- **Client Population:** 120-Bed Community Hospital
- **Duties:** Floated to any unit as needed. CNA duties for vitals and feedings, helping with transport of patients, etc.

01/2012 – 04/2012 — ***Trinity Hospital***, Minot, ND
CNA, Float (Aureus travel assignment)
- **Client Population:** 292-Bed LTC Hospital
- **Duties:** Largest Long Term Care Facility in the state. Floats between all wings. Bathes, dressing changes, get patient's up and around for the day/transporting patients.

09/2011 – 01/2012 — ***Marietta Specialty Care***, Marietta, GA
CNA
- **Client Population:** 200 Residents
- **Duties:** Patients include rehab - total shoulders, hips, knees, backs, geriatrics, Alzheimer's and general CNA care. Assist patients with ADL's. Observe patients' conditions and report back to the nurse. Work duties may include, but are not limited to, taking vital signs, moving patient and assisting with some medical procedures. Also monitor food and liquid input and output.

02/2011 – 10/2011

Synergy Home Health Care, Alpharetta, GA
CNA
- **Duties:** Care for a variety of Patients, mostly Geriatric Patients. Help with bathing, feeding and day-to-day activities.

05/2010 – 02/2011

Terrace at Riverstone, Canton, GA
CNA
- **Unit Size:** 1:12-15 Patient Ratio
- **Client Population:** 80-Bed Hospital
- **Duties:** Assisted living facility, mostly Alzheimer's Patients.

01/2009 – 12/2010

Carolina Living, Hendersonville, NC
CNA
- **Duties:** Cared mainly for Psych patients. Administered medications as prescribed by the resident's physician and documented the administration, the medication effectiveness and any noted adverse actions or side effects of the medications in accordance with the established policies. Accurately recorded the administration of medications for residents. Monitored medications to ensure adequate accountability measures were taken when medications were ordered and received into the facility. Routinely inspected, cleaned and monitored equipment and supplies.

01/2005 – 01/2009

Carepartners, Hendersonville, NC
CNA
- **Duties:** Provided Home Management and Personal care. Assisted clients with ADL's and assisted with performing range of motion exercises. Hospice. Provided emotional support and actively listened to the client. High quality Care.

01/2002 – 01/2005

Trans Home Health, Brevard, NC
CNA
- **Duties:** Provided Home Management and Personal care. Assisted clients with ADL's and assisted with performing range of motion exercises. Hospice. Provided emotional support and actively listened to the client. High quality Care.

Education:
09/2002

Blueridge Community College, Hendersonville, NC
Certificate in Nursing Assistant Studies

Certifications:

CPR/BLS
CNA

Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

CNA (Certified Nursing Assistant) Skills CheckList

Summary of Experience

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Patient Care Skills	0	1	2	3	4
Cardiac	0	0	0	■	0
Computerized Charting Systems	0	0	0	0	■
Gastrointestinal	0	0	0	■	0
General Patient Care	0	0	0	0	■
Genitourinary	0	0	■	0	0
Orthopedic	0	0	0	0	■
Respiratory	0	0	0	■	0
Specialty Care	0	0	0	■	0
Urology	0	■	0	0	0
Vascular	0	0	■	0	0

General Patient Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Routine Care	0	1	2	3	4
Admission of Patient / Paperwork	0	0	■	0	0
AM & PM Care	0	0	0	0	■
Ambulation Assistance	0	0	0	0	■
Back & Skin Care	0	0	0	0	■
Bathing / Shower Assistance	0	0	0	0	■
Bed Bath / Total Assist	0	0	0	0	■
Bed Side Rails Positioning	0	0	0	0	■
Charting Documentation	0	0	0	0	■
Discharge Patient / Paperwork	0	0	■	0	0
Equipment Cleaning	0	0	0	■	0
Exercise/ROM	0	0	0	■	0
Feeding	0	0	0	0	■
Hair Care	0	0	0	0	■
Handwashing - Correct technique	0	0	0	0	■
Nutrition / Menu Selections	0	0	0	0	■
Oral Hygiene	0	0	0	0	■
Perineal Care	0	0	0	0	■
Positioning / Turning	0	0	0	0	■
Reporting to Supervisor	0	0	0	0	■
Toileting Activities	0	0	0	0	■
Transfer/ Transport patient	0	0	0	0	■
Vital Signs – TPR, BP & Monitoring	0	0	0	0	■
Weigh Patient / Stationary or Bed Scale	0	0	0	0	■
Specialized Care	0	1	2	3	4
Aqua-K pads	■	0	0	0	0
Bedsores Care	0	0	0	0	■
Blood Glucose Monitoring	0	0	0	0	■

General Patient Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Specialized Care	0	1	2	3	4
Cold compresses	0	0	0	■	0
Colostomy care	0	0	0	0	■
Dressing Changes – Non-Sterile	0	0	0	0	■
Enema	■	0	0	0	0
Fluid Restrictions	0	0	0	0	■
Foley catheter	0	0	0	0	■
Intake / Output Monitoring & Calculation	0	0	0	0	■
Post-Anesthesia Care	0	0	■	0	0
Pre-Operative Care / Preparation	0	0	0	■	0
Pulse Oximetry	0	0	0	0	■
Restraint Application / Monitoring	0	0	0	0	■
Sharps Disposal	0	0	0	0	■
Shave patient	0	0	0	0	■
Sitz bath	0	0	0	0	■
Special mattresses	0	0	0	0	■
Specimen collection (urine, stool, sputum)	0	0	0	0	■
Supplies- Restocking	0	0	0	0	■
TED hose	0	0	0	0	■
Urine Dipstick	0	0	0	0	■
Wound Care	0	0	0	0	■
Knowledge Of	0	1	2	3	4
Advance Directives	0	0	0	0	■
Isolation Techniques	0	0	0	0	■
Postmortem Care	0	0	0	0	■
Universal precautions	0	0	0	0	■

Cardiac

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assist Care of Patient with	0	1	2	3	4
12-lead EKG	0	0	0	■	0
Acute MI	0	■	0	0	0
Aneurysm	0	■	0	0	0
Cardiac Monitor	0	0	0	0	■
Congestive Heart Failure	0	0	0	0	■
Permanent Pacemaker	0	0	0	■	0
Pre / Post Cardiac Cath	0	■	0	0	0
Pre / Post Cardiac Surgery	0	■	0	0	0
Temporary Pacemaker	■	0	0	0	0
Assist with	0	1	2	3	4
Code	0	0	■	0	0

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Tina Miller** Digital Signature: Jul 25 2013 4:36PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 05/2013

Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

CNA (Certified Nursing Assistant) Skills CheckList

Orthopedic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assist Care of Patient with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthroscopy / Arthrotomy	0	0	■	0	0
Cast Care	0	0	0	0	■
Crutch Walking	0	0	0	0	■
Skeletal Traction	■	0	0	0	0
Total Hip Replacement	0	0	0	0	■
Total Knee Replacement	0	0	0	0	■
Traction	■	0	0	0	0

Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assist Care of Patient with	0	1	2	3	4
Hysterectomy	0	0	0	■	0
Mastectomy	0	0	0	■	0
Nephrectomy	0	■	0	0	0
Prostate surgery	0	0	0	■	0
Renal Failure Oncology	0	0	0	■	0
Renal Transplant	■	0	0	0	0
Shunts & Fistulas Burns	0	0	0	■	0
Perform	0	1	2	3	4
Clean Catch Urine	0	0	0	0	■
Straight / Foley Cath - Female	■	0	0	0	0
Straight / Foley Cath - Male	■	0	0	0	0

Vascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Apply Antiembolism Stockings	0	0	0	0	■
Apply Noninvasive BP Monitor	0	0	0	0	■
Discontinue Peripheral IVs	0	0	0	0	■
Draw Blood for Lab Studies	■	0	0	0	0
Monitor Noninvasive BP Monitor	0	0	0	0	■
Monitoring Peripheral Pulses	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
DVT	■	0	0	0	0
Ultrasonic Doppler	■	0	0	0	0
Vascular Surgery	0	■	0	0	0

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with Extubation	■	0	0	0	0

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with Incentive Spirometry	■	0	0	0	0
Assist with Intubation (ETT)	■	0	0	0	0
Open / Monitor Airway	■	0	0	0	0
Perform O2 Saturation Spot Checks	0	0	■	0	0
Assist Care of Patient with	0	1	2	3	4
Asthma / COPD	0	0	0	0	■
Chest Tubes	0	0	0	0	■
Face Mask	0	0	0	0	■
Nasal Cannula	0	0	0	0	■
O2 Saturation Monitor	0	0	0	0	■
Tracheostomy	0	0	0	0	■

Neurology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with conducting Glascow Coma Scale	■	0	0	0	0
Assist with Lumbar Puncture	■	0	0	0	0
Neurological Evaluation	■	0	0	0	0
Seizure Precautions	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
Craniotomy	■	0	0	0	0
CVA	■	0	0	0	0
Drug Overdose / DTs	0	0	■	0	0
Open / Closed Head Injury	0	0	■	0	0
Spinal Cord Injury	0	0	0	■	0

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with Feedings	0	0	0	0	■
Assist with Nutritional Evaluation	0	0	■	0	0
Gastrostomy Tube Monitor / Feed	0	0	0	■	0
Monitor NG Tube	0	0	0	■	0
Ostomy Care	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
Drains	0	0	0	0	■
GI Bleed	0	0	■	0	0

Specialty Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas	0	1	2	3	4
AIDS	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Tina Miller** Digital Signature: Jul 25 2013 4:36PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 05/2013

Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

CNA (Certified Nursing Assistant) Skills CheckList

Specialty Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas	0	1	2	3	4
Bone Marrow Transplant	■	0	0	0	0
Burns	0	0	■	0	0
Diabetes	0	0	0	0	■
Liver Transplant	0	■	0	0	0
Multiple Trauma	0	■	0	0	0
Oncology	0	0	■	0	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	0	0	0	■	0
2-Infant (30 days - 1 year)	0	0	0	■	0
3-Toddler (1 - 3 years)	0	0	■	0	0
4-Preschooler (3 - 5 years)	0	0	■	0	0
5-School age children (5 - 12 years)	0	0	■	0	0
6-Adolescents (12 - 18 years)	0	0	■	0	0
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
ADP Advanced MD	■	0	0	0
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	0	0	■	0
Kareo	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	0	0	■	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	0	0	■	0
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	■	0	0	0
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Tina Miller** Digital Signature: Jul 25 2013 4:36PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 05/2013

Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

Long-term Care Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Alzheimers Care	0	0	0	0	■
Chronic Illness Care	0	0	0	0	■
Gerontology	0	0	0	0	■
Home Health Care	0	0	0	0	■
Hospice	0	0	0	0	■
Medical-Surgical	0	0	0	0	■
Ostomy Care	0	0	0	0	■
Pain Management	0	0	0	0	■
Pediatric Rehab	■	0	0	0	0
Post-Acute Care	0	0	0	■	0
Psychiatric Care	0	0	0	■	0
Rehabilitation	0	0	0	0	■
Skilled Care	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	0	■	0	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assessment of Peripheral Pulses	0	0	0	0	■
Basic & Life-Threatening Dysrhythmias	0	0	■	0	0
Cardiopulmonary Resuscitation (CPR)	0	0	0	0	■
Care of Resident with Internal Pacemaker	0	0	0	0	■
Heimlich Maneuver	0	0	0	0	■
Pacemaker Check: Telecommunication	0	■	0	0	0
Administration of Antiarrhythmics	0	1	2	3	4
Intramuscular	■	0	0	0	0
Intravenous	■	0	0	0	0
Oral	■	0	0	0	0
Administration of Antihypertensives	0	1	2	3	4
Intravenous	■	0	0	0	0
Oral	■	0	0	0	0
Administration of Nitrates	0	1	2	3	4
Oral	■	0	0	0	0
Topical	■	0	0	0	0
Cardiac Rehabilitation	0	1	2	3	4
Blood Pressure & Stress Management Counseling	■	0	0	0	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Cardiac Rehabilitation	0	1	2	3	4
Diabetes Counseling	■	0	0	0	0
Initial Patient Assessment – Medical History, EKG, etc.	■	0	0	0	0
Medication Counseling	■	0	0	0	0
Nutritional Counseling	■	0	0	0	0
Weight Management, Physical Activity Counseling	■	0	0	0	0

Dermatology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Common Skin Problems in Elderly	0	0	0	0	■
Recognizing Skin Changes of Elderly	0	0	0	0	■
Prevention and Treatment of Dermal Ulcers	0	1	2	3	4
External Causes-Pressure, Friction	0	0	0	0	■
Internal Causes (i.e., Poor Nutrition)	0	0	0	0	■
Use of Special Pressure Relief Devices	0	1	2	3	4
Air Fluidized Bed	0	0	0	0	■
Low Airloss Beds	0	0	0	0	■
Pressure Relief Mattress/Cushion	0	0	0	0	■
Wound Care	0	1	2	3	4
Dressing Changes	0	■	0	0	0
Irrigations	0	■	0	0	0

Endocrine

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Blood Glucose Monitoring	0	1	2	3	4
Blood Glucose Meter Device	0	0	0	0	■
Performing Fingersticks	0	0	0	0	■
Use of Visual Blood Glucose Strips	0	0	0	0	■
Insulin Administration	0	1	2	3	4
Mixed Insulins	0	0	0	■	0
Single Type	0	0	0	■	0

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Collection of: Urine Specimens	0	0	0	0	■
Collection of: Vaginal Cultures	■	0	0	0	0
Removal of Pessary	■	0	0	0	0
Administration of Tube Feedings	0	1	2	3	4
Feeding Pump	0	0	0	■	0

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Last time I performed skills in this specialty area: 05/2013

Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

Long-term Care Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Administration of Tube Feedings					
Gravity Infusion	■	0	0	0	0
Care of Resident with	0	1	2	3	4
A-V Shunt/Fistula Care	■	0	0	0	0
Dialysis Treatments	■	0	0	0	0
Nephrostomy Tube	■	0	0	0	0
Urinary Diversion - Ileal Conduit	■	0	0	0	0
Management of	0	1	2	3	4
Cecostomy Tubes	■	0	0	0	0
Gastrostomy Tubes	■	0	0	0	0
Jejunostomy Tubes	■	0	0	0	0
Nasogastric Tube Insertion & Care	0	1	2	3	4
Dobhoff	■	0	0	0	0
Levin	■	0	0	0	0
Salem Sump	■	0	0	0	0

Infection Control

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Aseptic Technique	0	0	0	■	0
Enteric Precautions	0	0	0	■	0
Genitourinary Precautions	0	0	0	■	0
Hazardous Waste/Sharps Disposal	0	0	0	0	■
Respiratory Precautions	0	0	0	0	■
Universal Precautions	0	0	0	0	■

Medication Administration

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Controlled Substance Administration	■	0	0	0	0
Controlled Substance Count & Security	■	0	0	0	0
IV Additives	■	0	0	0	0
IV Antibiotics	■	0	0	0	0
Syringe Count	■	0	0	0	0
Unit Dose	■	0	0	0	0
Medications	0	1	2	3	4
Ophthalmic	■	0	0	0	0
Optic	0	■	0	0	0
Rectal	■	0	0	0	0
Topical	0	0	0	0	■
Vaginal	0	0	0	0	■

IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Discontinuing Peripheral IV's	0	0	0	0	■
Inserting IV's	■	0	0	0	0
Mixing IV's	■	0	0	0	0
Regulating IV's	■	0	0	0	0

Musculoskeletal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Application of Orthotic Devices	0	0	0	0	■
Application of Prosthetic Devices	0	0	0	0	■
Cast Care	0	0	0	0	■
Circulation Checks	0	0	0	0	■
Gait Retraining	0	0	■	0	0
Range of Motion Exercises	0	0	0	0	■
Transfer Techniques	0	0	0	0	■
Use of Assistive Devices -Walker,QuadCane	0	0	0	0	■
Use of Hoyer Lift	0	0	0	0	■
Care of Resident with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthritic/Rheumatic Disease	0	0	0	0	■
Neuromuscular Disease	0	■	0	0	0
Total Joint Replacement	0	0	0	0	■

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures	0	1	2	3	4
Administration of: Anticonvulsants	■	0	0	0	0
Assessing Levels of Consciousness	0	0	0	■	0
Care of Resident with a Stroke	0	0	0	0	■
Reality Orientation	0	0	0	■	0
Seizure Precautions	0	0	0	■	0
Suicide Precautions	0	0	0	■	0
Use of Restraints	0	0	■	0	0
Care of Resident with Behaviors of	0	1	2	3	4
Agitation	0	0	0	0	■
Anxiousness	0	0	0	0	■
Combativeness	0	0	0	0	■
Hallucinations-Auditory,Olfactory,Visual	0	0	0	0	■
Suicidal Ideations	0	0	0	0	■
Wandering	0	0	0	0	■

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Recruiter: **Staci L Neneman**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Conduct patient assessments, make recommendations, care of:	0	1	2	3	4
Goals of rehabilitation (e.g., considering prognosis)	0	0	0	0	■
Peristomal skin complications	0	0	0	0	■
Pouching and/or containment strategies	■	0	0	0	0
Stomal complications	■	0	0	0	0
Urinary/fecal diversion postop complications	0	0	■	0	0
Customize teaching based on age, knowledge level, culture, etc.	0	1	2	3	4
Bowel dysfunction-e.g., diverticular disease, bowel disease, incontinence	0	0	0	0	■
Gastrointestinal and genitourinary cancers	0	0	■	0	0
Genetic and congenital diseases-e.g., polyposis, imperforate anus, spina bifida	0	■	0	0	0
Necrotizing enterocolitis	■	0	0	0	0
Strategies to minimize odor	0	0	0	0	■
Urinary dysfunction –e.g., cystitis, incontinence, neurogenic bladder	0	0	0	0	■
Colostomy	0	1	2	3	4
Identify appropriate candidates for irrigation	■	0	0	0	0
Identify plan of care based on type of colostomy	0	0	0	■	0
Instruct patient in dietary modifications to prevent constipation / reduce gas	■	0	0	0	0
Prepare patient for reanastamosis and takedown	■	0	0	0	0
Teach irrigation techniques	■	0	0	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Ileostomy	0	1	2	3	4
Patient teaching to prevent blockage, correction of fluid/electrolyte imbalances	■	0	0	0	0
Prepare patient for reanastamosis and takedown	■	0	0	0	0
Recommend and/or perform ileostomy lavage	■	0	0	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Urostomy	0	1	2	3	4
Instruct patients in mucus & fluid management, nighttime control	0	0	■	0	0
Manage stents	■	0	0	0	0
Obtain urine specimens	0	0	0	0	■

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Urostomy	0	1	2	3	4
Teach patients signs and symptoms of urinary tract infections	0	0	0	0	■
Patient Teaching for:	0	1	2	3	4
Abcess	0	0	0	0	■
Continent Cutaneous Fecal Diversions	■	0	0	0	0
Continent Urinary Diversions	■	0	0	0	0
Fistulas	■	0	0	0	0
Ileal Pouch Anal Anastamosis (IPAA)	■	0	0	0	0
Orthotopic Neobladder	■	0	0	0	0
Percutaneous Tubes and Drains	0	0	■	0	0
Percutaneous Tubes and Drains	0	1	2	3	4
Assess and manage patency and placement	■	0	0	0	0
Initiate measures to prevent tube migration	■	0	0	0	0
Manage dislodgment	■	0	0	0	0
Perform chemical cauterization	■	0	0	0	0
Prevention & management of peritubular skin breakdown	■	0	0	0	0
Recommend stabilization method	■	0	0	0	0
Replace a gastrostomy tube in an established tract	■	0	0	0	0
Continence Care	0	1	2	3	4
Assess normal micturition and defecation and age-related changes	0	0	0	0	■
Assess sexual/reproductive function-e.g., obstetric, menopause, sexual habits	■	0	0	0	0
Identify type of bowel dysfunction-e.g., infection, rectocele, obstruction	■	0	0	0	0
Identify urinary dysfunction-e.g., infection, prolapse, prostate, fistula	■	0	0	0	0
Perform Physical Examinations including urogenital, pelvic, rectal exams)	■	0	0	0	0
Review & interpret patient bladder/bowel diaries	■	0	0	0	0
Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
EMG studies	■	0	0	0	0
Endoscopic procedures (including cystoscopy)	■	0	0	0	0
Pad testing	■	0	0	0	0
Post-void residual urine measurement (by catheter or bladder scan)	■	0	0	0	0
Provoked stress maneuver (cough test)	■	0	0	0	0
Q-tip test	■	0	0	0	0

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Recruiter: **Staci L Neneman**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
Radiologic procedures (e.g., KUB, voiding cystometrogram, renal ultrasound)	■	0	0	0	0
Urine studies	■	0	0	0	0
Urodynamics (e.g. cystometrogram, uroflowmetry)	■	0	0	0	0
Urinary Incontinence- Patient Teaching	0	1	2	3	4
Bladder and bowel training program	0	0	0	0	■
Dietary and fluid management (including bladder irritants)	0	0	0	0	■
Emptying maneuvers	0	0	0	0	■
Skin care - topical treatment for prevention	0	0	0	0	■
Teach and/or perform the following management techniques:	0	1	2	3	4
Biofeedback	■	0	0	0	0
Catheterization-e.g., clean intermittent, indwelling	■	0	0	0	0
Electrical stimulation	■	0	0	0	0
Environmental modifications (e.g., bedside commode, urinal, clothing)	■	0	0	0	0
Pelvic muscle exercises	■	0	0	0	0
Pessaries	■	0	0	0	0
The "knack" contraction method	■	0	0	0	0
Toileting programs (e.g., scheduled toileting, prompted voiding)	0	0	0	0	■
Urge suppression techniques (e.g., quick flicks)	■	0	0	0	0
Vaginal weights	■	0	0	0	0
Bowel Dysfunctions – Patient Teaching	0	1	2	3	4
Bowel cleansing	■	0	0	0	0
Containment devices/pouches	■	0	0	0	0
Lifestyle modifications (e.g., diet, fluids, exercise)	■	0	0	0	0
Pelvic muscle exercises	■	0	0	0	0
Pharmacologic management of bowel dysfunction	■	0	0	0	0
Prevention strategies to maintain optimal bowel function	■	0	0	0	0
Sensory motor re-education (including biofeedback)	■	0	0	0	0
Skin protection	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assess physical/psychological strengths/weaknesses of the patient/resident	0	0	0	0	■
Care of patient/resident w/Opioid withdrawal	■	0	0	0	0
Conduct pain assessments	■	0	0	0	0
Identify & document Pain Management interventions & results	■	0	0	0	0
Implement non-invasive Pain Management interventions	0	0	■	0	0
Patient & Family counseling	■	0	0	0	0
Patient referrals to Pain Management program as needed	■	0	0	0	0
Monitor care, side effects & tolerance	0	1	2	3	4
Adjuvant side effects(CNS effects, renal, liver)	■	0	0	0	0
Non-Opioid side effects (GI upset or bleed, renal, liver, delerium)	■	0	0	0	0
Opioid side effects-pruritis, dermatitis, constipation, respiratory depression	■	0	0	0	0

Psychological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Behavior Therapy-e.g., self-awareness, modification, delusion mgmt	0	0	0	■	0
Communication Enhancement (relationship-building, socialization)	0	0	0	■	0
Coping Assistance-e.g., body image, fear, anxiety, grief, self-esteem	0	0	0	■	0
Family Counseling	0	0	■	0	0

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Care of the Resident w/ Tracheostomy	0	0	0	0	■
Chest Physiotherapy	0	■	0	0	0
Collection of Sputum Specimens	0	0	0	0	■
Incentive Spirometry	■	0	0	0	0
Inserting an Oral Airway	■	0	0	0	0
Intermittent Positive Pressure Breathing Treatment	■	0	0	0	0
Oxygen Delivery Devices	0	0	0	0	■
Suctioning	0	1	2	3	4
Nasotracheal	■	0	0	0	0
Oropharyngeal	■	0	0	0	0
Tracheal	0	0	0	0	■

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Aureus Medical

Long-term Care Skills CheckList

Sensory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
General Procedures					
Application of Hearing Aid Devices	0	0	0	0	■
Care of					
Contact Lens	0	0	0	0	■
Dentures	0	0	0	0	■
Prosthetic Eyes	0	0	■	0	0
Care of Resident with					
Blindness	0	0	0	0	■
Cataracts	0	0	0	0	■
Hearing Loss	0	0	0	0	■
Macular Degeneration	0	0	0	0	■

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Assessment					
Differential Assessment for etiologic factors	■	0	0	0	0
Initial - diversity, age, medications	0	0	0	■	0
Nutrition	0	0	0	■	0
Pain	0	0	0	■	0
Patient goals & factors affecting care	■	0	0	0	0
Phase of wound healing	0	■	0	0	0
Wound characteristics	0	■	0	0	0
Patient / Caregiver Teaching	0	1	2	3	4
Care and prevention strategies (e.g., trauma, foot care)	0	0	■	0	0
Control of risk factors	0	0	■	0	0
Lifestyle changes to maximize perfusion	0	0	■	0	0
Patient referral for orthotics and shoes	0	0	■	0	0
Pharmacologic measures to maximize perfusion	0	0	■	0	0
Dressing Selection & Dressing Changes	0	1	2	3	4
Bacteria	0	■	0	0	0
Containment	0	■	0	0	0
Moisture	0	■	0	0	0
Odor Control	0	■	0	0	0
Wound Debridement Experience	0	1	2	3	4
Autolytic	■	0	0	0	0
Chemical cauterization	■	0	0	0	0
Enzymatic (i.e., chemical)	■	0	0	0	0
Mechanical	■	0	0	0	0
Sharp instrument	■	0	0	0	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

	0	1	2	3	4
Wound Management					
Application of Topical Agents for periwound skin protection	0	0	0	0	■
Cleaning with prescribed solutions	0	0	0	0	■
Growth Factor treatment	0	■	0	0	0
Hydrotherapy, Pulsed Lavage	■	0	0	0	0
Hyperbaric oxygenation administration	■	0	0	0	0
Identify indications for wound culture	■	0	0	0	0
Initiate pain control measures	■	0	0	0	0
Negative Pressure therapy	■	0	0	0	0
Precautions to minimize risk of infection	■	0	0	0	0
Techniques to control edema	■	0	0	0	0
Use of bioengineered tissue products	■	0	0	0	0
Wound culture via non-invasive techniques (e.g., swab, aspirate)	■	0	0	0	0
Make recommendations for Topical Therapy	0	1	2	3	4
Atypical wounds	■	0	0	0	0
Autoimmune wounds	■	0	0	0	0
Neoplastic wounds	■	0	0	0	0
Surgical wounds	■	0	0	0	0
Traumatic wounds	■	0	0	0	0
Make recommendations for treatment of skin damage in:	0	1	2	3	4
Allergic reactions	■	0	0	0	0
Bacterial and Fungal Skin Infections	■	0	0	0	0
Chemical trauma	■	0	0	0	0
Mechanical trauma	■	0	0	0	0
Thermal injury (E.G., Radiation)	■	0	0	0	0
Make recommendations to manage systemic factors:	0	1	2	3	4
Glucose control	0	■	0	0	0
Immunosuppression	■	0	0	0	0
Nutrition	0	■	0	0	0
Perfusion	■	0	0	0	0
Pressure Ulcers	0	1	2	3	4
Initiate measures for control of shear and friction	0	0	0	0	■
Initiate plan for control of incontinence	0	0	0	0	■
Recommend measures to promote mobility	0	0	0	0	■
Risk assessment	0	0	0	0	■

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Long-term Care Skills CheckList

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Pressure Ulcers	0	1	2	3	4
Stage pressure ulcers	0	■	0	0	0
Turning and repositioning	0	0	0	0	■
Use of support surfaces (e.g., mattresses, overlays, seating devices)	■	0	0	0	0
Lower Extremity Ulcers	0	1	2	3	4
Ankle-brachial index (ABI)	■	0	0	0	0
Arterial insufficiency	■	0	0	0	0
Assess and differentiate types	■	0	0	0	0
Bandages (wraps)	0	0	■	0	0
Capillary refill	■	0	0	0	0
Dermatitis	0	0	■	0	0
Dynamic compression therapy (e.g., pumps)	■	0	0	0	0
Edema	0	0	■	0	0
Foot Deformity (e.g., Charcot changes, hammer toes)	0	0	■	0	0
Monitor for infection	0	0	0	■	0
Pulses	0	0	0	■	0
Risk assessment	0	0	0	■	0
Sensorimotor status - monofilament, range of motion	■	0	0	0	0
Skin & Toes assessment	0	0	0	■	0
Static compression therapy	■	0	0	0	0
Therapeutic support stockings	0	0	0	■	0
Toe pressure	■	0	0	0	0
Transcutaneous oxygen pressure (TcPO2)	■	0	0	0	0
Venous insufficiency	■	0	0	0	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Adolescents (12 - 18 years)	0	0	■	0	0
2-Young adults (18 - 39 years)	0	0	0	■	0
3-Middle adults (39 - 64 years)	0	0	0	0	■
4-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
ADP Advanced MD	■	0	0	0
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	0	0	■	0
Kareo	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	0	0	■	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	0	0	■	0
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	■	0	0	0
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Last time I performed skills in this specialty area: 05/2013

Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

Medical-Surgical Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Cardiac	0	0	0	■	0
Neurology	0	0	■	0	0
OB/GYN	0	■	0	0	0
Oncology	0	■	0	0	0
Orthopedics	0	0	0	0	■
Pediatrics	0	0	0	■	0
Psychiatry	0	0	0	0	■
Rehabilitation	0	0	0	0	■
Surgical	0	0	0	0	■
Telemetry	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	■	0	0	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	0	0	0	0	■

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Auscultation (Rate, Rhythm)	■	0	0	0	0
Blood Pressure/Non-Invasive	0	0	0	0	■
Doppler	■	0	0	0	0
Heart Sounds/Murmurs	■	0	0	0	0
Pulses/Circulation Checks	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Angina	■	0	0	0	0
Cardiac Arrest	0	0	■	0	0
Cardiomyopathy	■	0	0	0	0
Carotid Endarterectomy	■	0	0	0	0
Congestive Heart Failure (CHF)	0	0	0	0	■
Femoral-Popliteal Bypass	■	0	0	0	0
Myocarditis	0	0	0	■	0
Post Acute MI (24-48 Hours)	0	■	0	0	0
Post Angioplasty	■	0	0	0	0
Post Cardiac Cath	0	■	0	0	0
Post Cardiac Surgery	0	0	■	0	0
Thrombophlebitis	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Pacemaker: Permanent	0	0	0	0	■
Pacemaker: Temporary	0	0	0	0	■
Telemetry: Basic 12 Lead Interpretation	0	■	0	0	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Telemetry: Basic Arrhythmia Interpretation	■	0	0	0	0
Telemetry: Lead Placement	0	0	0	0	■
Medications	0	1	2	3	4
Heparin Drip	■	0	0	0	0
Oral & IVP Antihypertensives	■	0	0	0	0
Oral & Topical Nitrates	0	■	0	0	0
Oral Anticoagulants	■	0	0	0	0

Endocrine/Metabolic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
S/S Diabetic Coma	■	0	0	0	0
S/S Insulin Reaction	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Diabetes Mellitus	0	0	0	0	■
Disorders of Adrenals-Addison's Disease	■	0	0	0	0
Disorders of Pituitary -Diabetes Insipidus	■	0	0	0	0
Hyperthyroidism -Grave's Disease	■	0	0	0	0
Hypothyroidism	0	0	■	0	0
Thyroidectomy	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Blood Glucose Monitoring: Electronic Measuring Device	0	0	0	0	■
Blood Glucose Monitoring: Performing Finger Stick	0	0	0	0	■
Blood Glucose Monitoring: Visual Blood Glucose Strips	0	0	0	0	■
Indwelling Insulin Pump	0	0	0	0	■
Medications	0	1	2	3	4
Insulin	0	0	0	0	■
Oral Hypoglycemics	0	■	0	0	0
Steroids	0	■	0	0	0
Thyroid	0	0	0	0	■

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Abdominal/Bowel Sounds	0	0	■	0	0
Fluid Balance	■	0	0	0	0
Nutritional Status	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Bowel Obstruction	0	■	0	0	0

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Name: **Tina Miller**

Recruiter: **Staci L Neneman**

Aureus Medical

Medical-Surgical Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Colostomy/Ileostomy	0	0	0	■	0
Corpak and Dobhoff Feeding Tubes	0	0	0	■	0
Feeding Pump	0	0	0	0	■
Gastrostomy Tube	■	0	0	0	0
GI Bleeding	0	■	0	0	0
GI Surgery	0	■	0	0	0
Gravity Tube Feeding	■	0	0	0	0
Hepatitis	0	0	■	0	0
Inflammatory Bowel Disease	■	0	0	0	0
Invasive Diagnostic Testing	■	0	0	0	0
Jejunostomy Tube	■	0	0	0	0
Liver Failure	0	0	0	■	0
Nasogastric Tube	0	0	0	■	0
Paralytic Ileus	■	0	0	0	0
Salem Sump to Suction	■	0	0	0	0
Saline Lavage	■	0	0	0	0
T-Tube	■	0	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	■	0	0	0	0
Blood Count	■	0	0	0	0

Infectious Diseases

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
AIDS	0	0	0	0	■
Hepatitis	0	0	0	0	■
Lyme Disease	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Fever Management	0	0	0	0	■
Isolation	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Blood Count	■	0	0	0	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Glasgow Coma Scale	■	0	0	0	0
Level of Consciousness	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Aneurysm Precautions	■	0	0	0	0
Basal Skull Fracture	■	0	0	0	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Closed Head Injury	■	0	0	0	0
Coma	0	0	0	■	0
Delirium Tremens / DTs	■	0	0	0	0
Encephalitis	■	0	0	0	0
Externalized Ventriculoperitoneal Shunts	■	0	0	0	0
Meningitis	■	0	0	0	0
Neuromuscular Disease	■	0	0	0	0
Post Craniotomy	■	0	0	0	0
Seizures	0	0	0	■	0
Spinal Cord Injury	0	0	0	■	0
Stroke / CVA	0	0	0	■	0
Equipment & Procedures	0	1	2	3	4
Assist with Lumbar Puncture	■	0	0	0	0
Use of Hyper/Hypothermia Blanket	■	0	0	0	0
Medications	0	1	2	3	4
Anticonvulsants	■	0	0	0	0

Oncology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Nutritional Status	■	0	0	0	0
Pain Control	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Bone Marrow Transplant	■	0	0	0	0
Fresh Oncologic Surgery	■	0	0	0	0
Inpatient Chemotherapy	0	■	0	0	0
Inpatient Hospice	0	0	0	0	■
Leukemia	■	0	0	0	0
Radiation Implant	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Reverse Isolation	0	0	0	0	■
Medications	0	1	2	3	4
Chemotherapy	0	0	■	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	■	0	0	0	0
Blood Counts	■	0	0	0	0

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Circulation Checks	0	0	0	■	0

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Recruiter: **Staci L Neneman**

Aureus Medical

Medical-Surgical Skills CheckList

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Gait	0	0	0	■	0
Range of Motion	0	0	0	0	■
Skin	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthroscopic Surgery	■	0	0	0	0
Cast	0	0	0	0	■
Osteoporosis	0	0	0	0	■
Pinned Fractures	0	0	0	0	■
Rheumatic/Arthritic Disease	■	0	0	0	0
Total Hip Replacement	0	0	0	0	■
Total Knee Replacement	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Continuous Passive Motion Devices	0	0	0	0	■
Support Devices: Cane	0	0	0	0	■
Support Devices: Cervical Collar	0	0	0	0	■
Support Devices: Gait Belt	0	0	0	0	■
Support Devices: Prosthetic	0	0	0	0	■
Support Devices: Sling	0	0	0	0	■
Support Devices: Transfer Boards	0	0	0	0	■
Support Devices: Walker	0	0	0	0	■
Support Devices: Wheelchair	0	0	0	0	■
Traction	0	0	0	0	■

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Pain Level/Tolerance	0	0	■	0	0
Care of the Patient with	0	1	2	3	4
Epidural Anesthesia/Analgesia	■	0	0	0	0
IV Conscious Sedation	■	0	0	0	0
Narcotic Analgesia	■	0	0	0	0
Patient Controlled Analgesia: PCA Pump	0	0	0	■	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
Broviac	■	0	0	0	0
Groshong	■	0	0	0	0
Hickman	■	0	0	0	0
Peripheral Line/Dressing	■	0	0	0	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
PICC Line	■	0	0	0	0
Portacath	■	0	0	0	0
Quinton	■	0	0	0	0
IV Administration & Management	0	1	2	3	4
Albumin	■	0	0	0	0
Cryoprecipitate	■	0	0	0	0
Drawing Blood from Central Line / PICC Line	■	0	0	0	0
Drawing Venous Blood	■	0	0	0	0
Nutritional Therapy (e.g., TPN, lipids)	■	0	0	0	0
Packed Red Blood Cells	■	0	0	0	0
Plasma	■	0	0	0	0
Starting IV's with: Angiocath	■	0	0	0	0
Starting IV's with: Butterfly	■	0	0	0	0
Starting IV's with: Heparin Lock	■	0	0	0	0
Whole Blood	■	0	0	0	0

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Breath Sounds	■	0	0	0	0
Rate and Work of Breathing	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Bronchoscopy	■	0	0	0	0
COPD	■	0	0	0	0
Fresh Tracheostomy	■	0	0	0	0
Lobectomy	■	0	0	0	0
Pneumonectomy	■	0	0	0	0
Pneumonia	0	0	0	■	0
Pulmonary Embolism	0	■	0	0	0
Thoracotomy	■	0	0	0	0
Tuberculosis	0	0	■	0	0
Equipment & Procedures	0	1	2	3	4
Airway Devices/Suctioning: Endotracheal Tube/Suctioning	0	0	0	■	0
Airway Devices/Suctioning: Nasal Airway/Suctioning	0	0	0	■	0
Airway Devices/Suctioning: Oropharyngeal/Suctioning	■	0	0	0	0
Airway Devices/Suctioning: Sputum Specimen Collection	0	0	0	■	0
Airway Devices/Suctioning: Tracheostomy/Suctioning	0	0	0	■	0

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Aureus Medical

Medical-Surgical Skills CheckList

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Assist with Intubation	■	0	0	0	0
Assist with Thoracentesis	■	0	0	0	0
Care of Patient with a Chest Tube: Assist with Set-Up & Insertion	■	0	0	0	0
Care of Patient with a Chest Tube: Measuring and Emptying	■	0	0	0	0
Care of Patient with a Chest Tube: Removal	■	0	0	0	0
Care of the Patient on a Ventilator	■	0	0	0	0
Chest Physiotherapy	■	0	0	0	0
Incentive Spirometry	■	0	0	0	0
O2 Therapy & Medication Delivery: Bag and Mask	■	0	0	0	0
O2 Therapy & Medication Delivery: External CPAP	■	0	0	0	0
O2 Therapy & Medication Delivery: Face Masks	0	0	0	0	■
O2 Therapy & Medication Delivery: Inhalers	0	0	0	0	■
O2 Therapy & Medication Delivery: Nasal Cannula	0	0	0	0	■
O2 Therapy & Medication Delivery: Portable O2 Tank	0	0	0	0	■
O2 Therapy & Medication Delivery: Tracheostomy Collar	■	0	0	0	0
Oximetry	0	0	0	■	0
Interpretation of Lab Results	**0**	**1**	**2**	**3**	**4**
Arterial Blood Gas (ABG)	■	0	0	0	0
Blood Chemistry	■	0	0	0	0
Blood Count	■	0	0	0	0

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Arterio Venous Fistula/Shunt	■	0	0	0	0
Fluid Balance	■	0	0	0	0
Care of the Patient with	**0**	**1**	**2**	**3**	**4**
Diversion/Ileal Conduit Nephrostomy	■	0	0	0	0
Hemodialysis	■	0	0	0	0
Nephrectomy	■	0	0	0	0
Peritoneal Dialysis	■	0	0	0	0
Renal Failure	0	0	0	■	0
Renal Transplant	■	0	0	0	0
TURP	0	0	0	0	■
Urinary Tract Infection	0	0	0	■	0

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Bladder Irrigations: Continuous	■	0	0	0	0
Bladder Irrigations: Intermittent	■	0	0	0	0
Catheter Care: 3-Way Foley	0	0	0	0	■
Catheter Care: Supra-Pubic	0	0	0	0	■
Insertion/Care of Straight / Foley Catheter: Male	■	0	0	0	0
Insertion/Care of Straight/Foley Catheter: Female	■	0	0	0	0
Specimen Collection: 24 Hour	0	0	■	0	0
Specimen Collection: Routine	0	0	0	0	■
Interpretation of Lab Results	**0**	**1**	**2**	**3**	**4**
BUN	■	0	0	0	0
Creatinine	■	0	0	0	0
Electrolytes	■	0	0	0	0

Wound Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Skin for Impending Breakdown	0	0	0	0	■
Stasis Ulcers	0	0	■	0	0
Surgical Wound Healing	0	0	0	■	0
Care of the Patient with	**0**	**1**	**2**	**3**	**4**
Burns	0	■	0	0	0
Pressure Sores	0	0	0	0	■
Staged Decubitus Ulcers	0	0	■	0	0
Surgical Wounds with Drain(s)	0	0	0	0	■
Traumatic Wounds	0	0	■	0	0
Equipment & Procedures	**0**	**1**	**2**	**3**	**4**
Air Fluidized, Low Airloss Beds	0	0	0	0	■
Sterile Dressing Changes	0	0	0	0	■
Wound Care/Irrigations	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	0	0	0	■	0
2-Infant (30 days - 1 year)	0	0	■	0	0
3-Toddler (1 - 3 years)	0	0	■	0	0
4-Preschooler (3 - 5 years)	0	0	■	0	0
5-School age children (5 - 12 years)	0	0	■	0	0
6-Adolescents (12 - 18 years)	0	0	0	0	■
7-Young adults (18 - 39 years)	0	0	0	0	■

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Recruiter: **Staci L Neneman**

Aureus Medical

Medical-Surgical Skills CheckList

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
ADP Advanced MD	■	0	0	0
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	0	0	■	0
Kareo	■	0	0	0
Keane	■	0	0	0
McKesson	0	0	■	0
MedAssets	0	0	■	0
Meditech	0	0	■	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	0	0	■	0
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	■	0	0	0
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: tina m. miller (11-949385)

Taken by:	Andrea K Eisenhart	**Date:**	12/28/2011 2:14:27 PM

Reference Provided By:

Name:

Title: RN Supervisor

Reference Known:	From: 2011 To: 2011	**Work Phone:**	
Company/Facility:	Marietta Specialty Care	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.75

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I am a RN Supervisor.

2. Will you please provide the following information?

   Job Title: CNA- Long term care/rehab

   Dates of Employment From: 1/2011 mm/yyyy To: current mm/yyyy

   Comment: I have worked with her from 1/2011-current {as of 12/28/2011}

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Tina is responsible for normal CNA duties for LTC and rehab patients. Her charting is done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments: She is a good worker.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments:						
Dependability	( )	( )	( )	( )	(●)	( )
Comments:						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments: She is very professional.						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments:						

Ability to identify/solve problems

Comments

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

She is very friendly.

Attitude (Towards work and others)

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○

Comments

She is very good with the patients.

Technical/Clinical/Assessment Skills

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

I would give Tina 4.5. I would work with her again any day.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

She wants more hours.

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AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: tina m. miller [redacted]

Taken by:	Andrea K Eisenhart	**Date:**	1/5/2012 4:30:19 PM
Reference Provided By:			
Name:			
Title:	CNA		
Reference Known:	From: 2011 To: 2011	**Work Phone:**	
Company/Facility:	Marietta Specialty Care	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.5

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
   Comment: I was a CNA and we were co-workers
2. Will you please provide the following information?
   Job Title: RN- Long-term Care/Rehab
   Dates of Employment From: 1/2011 mm/yyyy To: 12/2011 mm/yyyy
   Comment: I worked with her from 1/2011-12/2011.
   Attendance: (●) Acceptable ( ) Unacceptable
   Comment:
   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer
   If not, why?
   Salary/Rate of Pay
3. Describe his/her job duties/responsibilities
   Tina was responsible for normal CNA duties for LTC and rehab patients.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments: She was a good worker.						
Initiative	( )	( )	( )	(●)	( )	( )
Comments:						
Dependability	( )	( )	( )	( )	(●)	( )
Comments: She was very dependable.						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments:						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments:						

Ability to identify/solve problems	○	○	○	◉	○	○

Comments

Ability to multi-task/meet deadlines	○	○	○	◉	○	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

She was always very kind to the patients.

Technical/Clinical/Assessment Skills	○	○	○	◉	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Tina was a good CNA and I enjoyed working with her.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

I do not know.

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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: tina m. miller [redacted]

Taken by:	Andrea K Eisenhart	**Date:**	1/6/2012 3:03:28 PM
Reference Provided By:			
Name:			
Title:	Manager		
Reference Known:	From: 2011 To: 2011	**Work Phone:**	
Company/Facility:	Marietta Specialty Care	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	Complete	**Average Rating:**	4.75

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I was her supervisor.

2. Will you please provide the following information?

   Job Title: CNA- Long-term Care/Rehab

   Dates of Employment From: 1/2011 mm/yyyy To: 12/2011 mm/yyyy

   Comment: I worked with her from 1/2011-12/2011.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Tina was responsible for normal patient care for LTC and rehab patients. Her charting is done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments: I would give her a 4.5.						
Initiative	( )	( )	( )	(●)	( )	( )
Comments:						
Dependability	( )	( )	( )	( )	(●)	( )
Comments:						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments:						
Communication Skills	( )	( )	( )	( )	(●)	( )
Comments:						

Ability to identify/solve problems

Comments

Ability to multi-task/meet deadlines

Comments

Ability to get along with others

Comments

Attitude (Towards work and others)

Comments

She was very nice to work with.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○
Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Tina is a very good CNA and she did a good job for us.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

She was ready for a new adventure.

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Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Tina M. Miller [redacted]

Taken by:	Shelly D Dentinger	**Date:**	7/30/2013 3:16:17 PM

Reference Provided By:

Name:

Title: Director of Nursing

Reference Known:	From: 2013 To: 2013	**Work Phone:**	
Company/Facility:	Good Shephard Home	**Cell Phone:**	
Overall Rating:	4	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	3.833

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: Director of Nursing

2. Will you please provide the following information?

   Job Title: CNA- Skilled Nursing Home

   Dates of Employment From: 05/2013 mm/yyyy To: 06/2013 mm/yyyy

   Comment: 5/13-6/13

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Tina performed normal patient care as a CNA in our Skilled Nursing Facility. Our charting is done by computer.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments: I have no further comments.						
Initiative	( )	( )	(●)	( )	( )	( )
Comments:						
Dependability	( )	( )	( )	( )	(●)	( )
Comments:						
Professionalism	( )	( )	( )	(●)	( )	( )
Comments:						
Communication Skills	( )	( )	(●)	( )	( )	( )
Comments:						

Ability to identify/solve problems	○	○	○	◉	○	○

Comments

Ability to multi-task/meet deadlines	○	○	○	◉	○	○

Comments

Ability to get along with others	○	○	○	◉	○	○

Comments

Tina was a team player.

Attitude (Towards work and others)	○	○	◉	○	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	◉	○	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	◉	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	◉	○	○

Comments

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

Tina was a traveler.

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Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Tina M. Miller [redacted]

Appraisal Provided By

Evaluator:

Title: Director OF Nursing AT The Long Term Ca

Evaluator Company: Trinity Hospitals

Phone: (701) 857-2711

Assignment

Job Order: 12-306321

Assignment Discipline: MED-Nursing

Assignment Position: CNA-General

Assignment Specialty: CNA-GENERAL

Assignment Period (mm/dd/yyyy) : 01/23/2012 to 04/21/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	○	◉	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	◉	○	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	◉	○	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	◉	○	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	◉	○	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	◉	○	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	○	◉	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	○	◉	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	◉	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

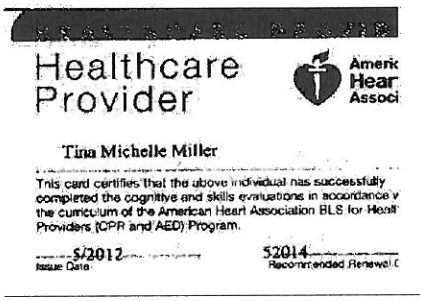
(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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Healthcare Provider

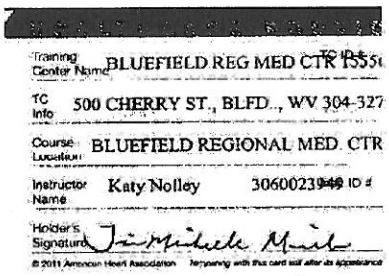
Amerc Hear Associ

Tina Michelle Miller

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance v the curriculum of the American Heart Association BLS for Healt Providers (CPR and AED) Program.

5/2012
Issue Date

52014
Recommended Renewal D



Training Center Name BLUEFIELD REG MED CTR TC ID# 55(

TC Info 500 CHERRY ST., BLFD., WV 304-327

Course Location BLUEFIELD REGIONAL MED. CTR

Instructor Name Katy Nolley 3060023949 ID #

Holder's Signature

© 2011 American Heart Association Temporary with this card will after its appearance

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF HEALTH FACILITY LICENSURE
AND CERTIFICATION

Registered Long-Term Care Nursing Assistant Program

NURSING ASSISTANT REGISTRY SEARCH RESULTS

Registration Information

Name: Tina M. Miller

Eval-Code: [redacted]

Date of Registration: 4/9/2012

Expiration Date: 4/28/2014

Basis of Registration: Reciprocity

Training Program

Blue Ridge Community College - NC

Substantiated Findings

This nursing assistant has no substantiated findings of abuse, neglect or misappropriationof resident property on file with the West Virginia Long-Term Care Nursing Assistant Program.

This verification was completed on 8/6/2013 at 4:46:23 PM.

408 Leon Sullivan Way
Charleston, WV 25301-1713
Telephone: (304) 558-0050 Fax: (304) 558-1442
Web: www.wvdhhr.org/ohflac

Blue Ridge
COMMUNITY COLLEGE

April 24, 2012

Aureus Medical Group
Attn: Laura Speicher
2425 South 171st Street
Omaha, Nebraska 68130

Dear Laura Speicher:

This letter is in response to the request for education verification for Tina Miller. Tina was enrolled in the Nurse Aide Level I training at Blue Ridge Community College from August 5, 2002 through September 25, 2002. This training was provided through the Continuing Education Division and no degree was received. She did successfully complete the training on September 25, 2002.

If you have any further questions, please call me at 828-694-1737 or email me at jl_johnson@blueridge.edu.

Sincerely,

Jerry Johnson
Records Management Specialist
Economic and Workforce Development/Continuing Education Division
jl_johnson@blueridge.edu
828-694-1737

AUREUS MEDICAL GROUP

Health Care Staffing Services Certification by The Joint Commission

Aureus Nursing, LLC
2425 South 171st Street
Omaha, NE 68130
1.800.856.0375
Ph: 402.938.2050
Fax: 402.895.7812

Glenda Patterson

Work Experience:

05/2012-Present

Bluefield Regional Medical Center, Bluefield, WV
CNA, Medical Surgical (Aureus travel assignment)
- **Unit Size:** 30-Bed Medical Surgical/Telemetry Unit
- **Duties:** Types of patients include Isolations, Amputees, pediatric, ortho, tracheotomy, renal, cardiac, rehab and hospice/end of life. Floated to general Medical Surgical 60 bed unit as well. Floated to Out Patient Surgery Center, CCU, ICU, Mother Baby/Post-Partum and ER as well. Extended twice.

04/2013-05/2013

Good Shepard Home, Waterford City, NE
CNA, Long Term Care (Aureus travel assignment)
- **Client Population:** Independent Living and Long Term Care Residents.
  Duties: Wake, dress, feed and transport residents.

01/2013-04/2013

Trinity Hospital, Minot, ND
CNA, Long Term Care (Aureus travel assignment)
- **Client Population:** 292-Bed LTC Hospital; Largest Long Term Care Facility in the State
- **Duties:** Floats between all wings. Bathes, dressing changes, get patient's up and around for the day/transports patients.

01/2012-04/2012

Trinity Hospital, Minot, ND
CNA, Long Term Care (Aureus travel assignment)
- **Client Population:** 292-Bed LTC Hospital; Largest Long Term Care Facility in the State
- **Duties:** Floats between all wings. Bathes, dressing changes, get patient's up and around for the day/transports patients.

08/1999-11/2011

Jefferson Rehabilitation and Health Center, Birmingham, AL
CNA, Rehab
- **Unit Size:** 12:1 Patient Ratio
- **Duties:** 238 Residents. Take care of the Residents. Take Vital Signs, help residents with hygiene and clothing, feedings, Toileting, take to activities, help with everyday grooming and to report any changes to the LPN.

Certifications:

CPR/BLS
CNA

7.26.13 mmcn

Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

CNA (Certified Nursing Assistant) Skills CheckList

Summary of Experience

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Patient Care Skills	0	1	2	3	4
Cardiac	0	0	0	0	■
Computerized Charting Systems	0	0	0	0	■
Gastrointestinal	0	0	0	0	■
General Patient Care	0	0	0	0	■
Genitourinary	0	0	0	0	■
Orthopedic	0	0	0	0	■
Respiratory	0	0	0	0	■
Specialty Care	0	0	0	0	■
Urology	0	0	0	■	0
Vascular	0	0	0	■	0

General Patient Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Routine Care	0	1	2	3	4
Admission of Patient / Paperwork	■	0	0	0	0
AM & PM Care	0	0	0	0	■
Ambulation Assistance	0	0	0	0	■
Back & Skin Care	0	0	0	0	■
Bathing / Shower Assistance	0	0	0	0	■
Bed Bath / Total Assist	0	0	0	0	■
Bed Side Rails Positioning	0	0	0	0	■
Charting Documentation	0	0	0	0	■
Discharge Patient / Paperwork	■	0	0	0	0
Equipment Cleaning	0	0	0	■	0
Exercise/ROM	0	0	0	0	■
Feeding	0	0	0	0	■
Hair Care	0	0	0	0	■
Handwashing - Correct technique	0	0	0	0	■
Nutrition / Menu Selections	0	■	0	0	0
Oral Hygiene	0	0	0	0	■
Perineal Care	0	0	0	0	■
Positioning / Turning	0	0	0	0	■
Reporting to Supervisor	0	0	0	0	■
Toileting Activities	0	0	0	0	■
Transfer/ Transport patient	0	0	0	0	■
Vital Signs – TPR, BP & Monitoring	0	0	0	0	■
Weigh Patient / Stationary or Bed Scale	0	0	0	0	■
Specialized Care	0	1	2	3	4
Aqua-K pads	■	0	0	0	0
Bedsores Care	0	0	0	0	■
Blood Glucose Monitoring	0	0	0	■	0

General Patient Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Specialized Care	0	1	2	3	4
Cold compresses	0	0	■	0	0
Colostomy care	0	0	0	0	■
Dressing Changes – Non-Sterile	0	■	0	0	0
Enema	0	■	0	0	0
Fluid Restrictions	0	0	0	0	■
Foley catheter	0	0	0	0	■
Intake / Output Monitoring & Calculation	0	0	0	0	■
Post-Anesthesia Care	■	0	0	0	0
Pre-Operative Care / Preparation	■	0	0	0	0
Pulse Oximetry	0	0	0	0	■
Restraint Application / Monitoring	0	0	0	■	0
Sharps Disposal	0	0	0	■	0
Shave patient	0	0	0	0	■
Sitz bath	0	0	0	■	0
Special mattresses	0	0	0	0	■
Specimen collection (urine, stool, sputum)	0	0	0	■	0
Supplies- Restocking	0	0	0	■	0
TED hose	0	0	0	■	0
Urine Dipstick	0	■	0	0	0
Wound Care	0	■	0	0	0
Knowledge Of	0	1	2	3	4
Advance Directives	0	0	0	0	■
Isolation Techniques	0	0	0	0	■
Postmortem Care	0	0	0	0	■
Universal precautions	0	0	0	0	■

Cardiac

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assist Care of Patient with	0	1	2	3	4
12-lead EKG	0	0	■	0	0
Acute MI	0	0	■	0	0
Aneurysm	■	0	0	0	0
Cardiac Monitor	0	0	0	■	0
Congestive Heart Failure	0	0	0	0	■
Permanent Pacemaker	0	0	0	0	■
Pre / Post Cardiac Cath	■	0	0	0	0
Pre / Post Cardiac Surgery	■	0	0	0	0
Temporary Pacemaker	0	0	0	0	■
Assist with	0	1	2	3	4
Code	0	0	0	■	0

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Glenda Patterson** Digital Signature: Feb 27 2013 10:21AM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 02/2013

Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

CNA (Certified Nursing Assistant) Skills CheckList

Orthopedic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assist Care of Patient with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthroscopy / Arthrotomy	0	0	0	0	■
Cast Care	0	0	0	0	■
Crutch Walking	0	0	0	■	0
Skeletal Traction	■	0	0	0	0
Total Hip Replacement	0	0	0	0	■
Total Knee Replacement	0	0	0	0	■
Traction	0	0	0	■	0

Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assist Care of Patient with	0	1	2	3	4
Hysterectomy	0	0	0	0	■
Mastectomy	0	0	0	0	■
Nephrectomy	0	0	0	■	0
Prostate surgery	0	0	0	■	0
Renal Failure Oncology	0	0	0	0	■
Renal Transplant	0	0	0	■	0
Shunts & Fistulas Burns	0	0	0	0	■
Perform	0	1	2	3	4
Clean Catch Urine	0	0	0	0	■
Straight / Foley Cath - Female	0	■	0	0	0
Straight / Foley Cath - Male	0	■	0	0	0

Vascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Apply Antiembolism Stockings	0	0	0	0	■
Apply Noninvasive BP Monitor	0	0	0	0	■
Discontinue Peripheral IVs	■	0	0	0	0
Draw Blood for Lab Studies	■	0	0	0	0
Monitor Noninvasive BP Monitor	0	0	0	0	■
Monitoring Peripheral Pulses	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
DVT	0	0	0	0	■
Ultrasonic Doppler	■	0	0	0	0
Vascular Surgery	■	0	0	0	0

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with Extubation	0	0	0	0	■

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with Incentive Spirometry	0	0	0	0	■
Assist with Intubation (ETT)	0	0	0	■	0
Open / Monitor Airway	0	0	0	0	■
Perform O2 Saturation Spot Checks	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
Asthma / COPD	0	0	0	0	■
Chest Tubes	■	0	0	0	0
Face Mask	0	0	0	0	■
Nasal Cannula	0	0	0	0	■
O2 Saturation Monitor	0	0	0	0	■
Tracheostomy	0	0	0	0	■

Neurology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with conducting Glascow Coma Scale	■	0	0	0	0
Assist with Lumbar Puncture	■	0	0	0	0
Neurological Evaluation	0	0	0	■	0
Seizure Precautions	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
Craniotomy	0	0	0	■	0
CVA	0	0	0	■	0
Drug Overdose / DTs	0	0	0	■	0
Open / Closed Head Injury	0	0	0	■	0
Spinal Cord Injury	0	0	0	■	0

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Procedures	0	1	2	3	4
Assist with Feedings	0	0	0	0	■
Assist with Nutritional Evaluation	■	0	0	0	0
Gastrostomy Tube Monitor / Feed	0	0	0	0	■
Monitor NG Tube	0	0	0	0	■
Ostomy Care	0	0	0	0	■
Assist Care of Patient with	0	1	2	3	4
Drains	0	0	0	0	■
GI Bleed	0	0	0	0	■

Specialty Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas	0	1	2	3	4
AIDS	0	0	0	■	0

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Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

CNA (Certified Nursing Assistant) Skills CheckList

Specialty Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Areas	0	1	2	3	4
Bone Marrow Transplant	0	0	0	■	0
Burns	0	0	0	0	■
Diabetes	0	0	0	0	■
Liver Transplant	0	0	0	■	0
Multiple Trauma	0	0	0	0	■
Oncology	0	0	0	0	■

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	0	0	0	■	0
2-Infant (30 days - 1 year)	0	0	0	■	0
3-Toddler (1 - 3 years)	0	0	0	■	0
4-Preschooler (3 - 5 years)	0	0	0	■	0
5-School age children (5 - 12 years)	0	0	0	■	0
6-Adolescents (12 - 18 years)	0	0	0	0	■
7-Young adults (18 - 39 years)	0	0	0	0	■
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Aureus Medical

Long-term Care Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Alzheimers Care	0	0	0	■	0
Chronic Illness Care	■	0	0	0	0
Gerontology	■	0	0	0	0
Home Health Care	■	0	0	0	0
Hospice	0	0	0	■	0
Medical-Surgical	0	0	0	■	0
Ostomy Care	■	0	0	0	0
Pain Management	■	0	0	0	0
Pediatric Rehab	■	0	0	0	0
Post-Acute Care	■	0	0	0	0
Psychiatric Care	■	0	0	0	0
Rehabilitation	0	0	0	■	0
Skilled Care	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	■	0	0	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	■	0	0	0	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assessment of Peripheral Pulses	0	0	0	0	■
Basic & Life-Threatening Dysrhythmias	■	0	0	0	0
Cardiopulmonary Resuscitation (CPR)	0	0	0	0	■
Care of Resident with Internal Pacemaker	■	0	0	0	0
Heimlich Maneuver	0	0	0	■	0
Pacemaker Check: Telecommunication	■	0	0	0	0
Administration of Antiarrhythmics	0	1	2	3	4
Intramuscular	■	0	0	0	0
Intravenous	■	0	0	0	0
Oral	■	0	0	0	0
Administration of Antihypertensives	0	1	2	3	4
Intravenous	■	0	0	0	0
Oral	■	0	0	0	0
Administration of Nitrates	0	1	2	3	4
Oral	■	0	0	0	0
Topical	■	0	0	0	0
Cardiac Rehabilitation	0	1	2	3	4
Blood Pressure & Stress Management Counseling	■	0	0	0	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Cardiac Rehabilitation	0	1	2	3	4
Diabetes Counseling	■	0	0	0	0
Initial Patient Assessment – Medical History, EKG, etc.	■	0	0	0	0
Medication Counseling	■	0	0	0	0
Nutritional Counseling	■	0	0	0	0
Weight Management, Physical Activity Counseling	■	0	0	0	0

Dermatology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Common Skin Problems in Elderly	■	0	0	0	0
Recognizing Skin Changes of Elderly	■	0	0	0	0
Prevention and Treatment of Dermal Ulcers	0	1	2	3	4
External Causes-Pressure, Friction	■	0	0	0	0
Internal Causes (i.e., Poor Nutrition)	■	0	0	0	0
Use of Special Pressure Relief Devices	0	1	2	3	4
Air Fluidized Bed	0	0	0	■	0
Low Airloss Beds	0	0	0	■	0
Pressure Relief Mattress/Cushion	■	0	0	0	0
Wound Care	0	1	2	3	4
Dressing Changes	0	0	0	0	■
Irrigations	■	0	0	0	0

Endocrine

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Blood Glucose Monitoring	0	1	2	3	4
Blood Glucose Meter Device	■	0	0	0	0
Performing Fingersticks	■	0	0	0	0
Use of Visual Blood Glucose Strips	■	0	0	0	0
Insulin Administration	0	1	2	3	4
Mixed Insulins	■	0	0	0	0
Single Type	■	0	0	0	0

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Collection of: Urine Specimens	0	0	0	0	■
Collection of: Vaginal Cultures	■	0	0	0	0
Removal of Pessary	■	0	0	0	0
Administration of Tube Feedings	0	1	2	3	4
Feeding Pump	■	0	0	0	0

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Recruiter: **Penny L Havelka**

Aureus Medical

Long-term Care Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Administration of Tube Feedings	0	1	2	3	4
Gravity Infusion	■	0	0	0	0
Care of Resident with	0	1	2	3	4
A-V Shunt/Fistula Care	0	0	0	■	0
Dialysis Treatments	■	0	0	0	0
Nephrostomy Tube	■	0	0	0	0
Urinary Diversion - Ileal Conduit	■	0	0	0	0
Management of	0	1	2	3	4
Cecostomy Tubes	■	0	0	0	0
Gastrostomy Tubes	■	0	0	0	0
Jejunostomy Tubes	■	0	0	0	0
Nasogastric Tube Insertion & Care	0	1	2	3	4
Dobhoff	■	0	0	0	0
Levin	■	0	0	0	0
Salem Sump	■	0	0	0	0

Infection Control

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Aseptic Technique	0	0	0	0	■
Enteric Precautions	0	0	0	0	■
Genitourinary Precautions	0	0	0	0	■
Hazardous Waste/Sharps Disposal	0	0	0	0	■
Respiratory Precautions	0	0	0	0	■
Universal Precautions	0	0	0	0	■

Medication Administration

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Controlled Substance Administration	■	0	0	0	0
Controlled Substance Count & Security	■	0	0	0	0
IV Additives	■	0	0	0	0
IV Antibiotics	■	0	0	0	0
Syringe Count	■	0	0	0	0
Unit Dose	■	0	0	0	0
Medications	0	1	2	3	4
Ophthalmic	■	0	0	0	0
Optic	■	0	0	0	0
Rectal	■	0	0	0	0
Topical	■	0	0	0	0
Vaginal	■	0	0	0	0

IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Discontinuing Peripheral IV's	■	0	0	0	0
Inserting IV's	■	0	0	0	0
Mixing IV's	■	0	0	0	0
Regulating IV's	■	0	0	0	0

Musculoskeletal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Application of Orthotic Devices	■	0	0	0	0
Application of Prosthetic Devices	■	0	0	0	0
Cast Care	■	0	0	0	0
Circulation Checks	0	0	0	0	■
Gait Retraining	0	0	0	0	■
Range of Motion Exercises	0	0	0	0	■
Transfer Techniques	0	0	0	0	■
Use of Assistive Devices -Walker,QuadCane	0	0	0	0	■
Use of Hoyer Lift	0	0	0	0	■
Care of Resident with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthritic/Rheumatic Disease	0	0	0	0	■
Neuromuscular Disease	0	0	0	0	■
Total Joint Replacement	0	0	0	0	■

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Administration of: Anticonvulsants	■	0	0	0	0
Assessing Levels of Consciousness	■	0	0	0	0
Care of Resident with a Stroke	0	0	0	0	■
Reality Orientation	0	0	0	0	■
Seizure Precautions	0	0	0	0	■
Suicide Precautions	0	0	0	■	0
Use of Restraints	0	0	0	0	■
Care of Resident with Behaviors of	0	1	2	3	4
Agitation	0	0	0	0	■
Anxiousness	0	0	0	0	■
Combativeness	0	0	0	0	■
Hallucinations-Auditory,Olfactory,Visual	0	0	0	0	■
Suicidal Ideations	0	0	0	0	■
Wandering	0	0	0	0	■

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Recruiter: **Penny L Havelka**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Conduct patient assessments, make recommendations, care of:	0	1	2	3	4
Goals of rehabilitation (e.g., considering prognosis)	0	0	0	■	0
Peristomal skin complications	0	0	0	■	0
Pouching and/or containment strategies	0	0	0	■	0
Stomal complications	0	0	0	■	0
Urinary/fecal diversion postop complications	■	0	0	0	0
Customize teaching based on age, knowledge level, culture, etc.	0	1	2	3	4
Bowel dysfunction-e.g., diverticular disease, bowel disease, incontinence	0	0	0	0	■
Gastrointestinal and genitourinary cancers	0	0	0	0	■
Genetic and congenital diseases-e.g., polyposis, imperforate anus, spina bifida	0	0	0	0	■
Necrotizing enterocolitis	0	0	0	0	■
Strategies to minimize odor	0	0	0	0	■
Urinary dysfunction –e.g., cystitis, incontinence, neurogenic bladder	0	0	0	0	■
Colostomy	0	1	2	3	4
Identify appropriate candidates for irrigation	0	0	0	0	■
Identify plan of care based on type of colostomy	0	0	0	0	■
Instruct patient in dietary modifications to prevent constipation / reduce gas	0	0	0	■	0
Prepare patient for reanastamosis and takedown	0	0	0	■	0
Teach irrigation techniques	■	0	0	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Ileostomy	0	1	2	3	4
Patient teaching to prevent blockage, correction of fluid/electrolyte imbalances	■	0	0	0	0
Prepare patient for reanastamosis and takedown	■	0	0	0	0
Recommend and/or perform ileostomy lavage	■	0	0	0	0
Teach management of retained distal segment of bowel	■	0	0	0	0
Urostomy	0	1	2	3	4
Instruct patients in mucus & fluid management, nighttime control	■	0	0	0	0
Manage stents	■	0	0	0	0
Obtain urine specimens	0	0	0	0	■

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Urostomy	0	1	2	3	4
Teach patients signs and symptoms of urinary tract infections	■	0	0	0	0
Patient Teaching for:	0	1	2	3	4
Abcess	■	0	0	0	0
Continent Cutaneous Fecal Diversions	■	0	0	0	0
Continent Urinary Diversions	■	0	0	0	0
Fistulas	■	0	0	0	0
Ileal Pouch Anal Anastamosis (IPAA)	■	0	0	0	0
Orthotopic Neobladder	■	0	0	0	0
Percutaneous Tubes and Drains	■	0	0	0	0
Percutaneous Tubes and Drains	0	1	2	3	4
Assess and manage patency and placement	■	0	0	0	0
Initiate measures to prevent tube migration	■	0	0	0	0
Manage dislodgment	■	0	0	0	0
Perform chemical cauterization	■	0	0	0	0
Prevention & management of peritubular skin breakdown	■	0	0	0	0
Recommend stabilization method	■	0	0	0	0
Replace a gastrostomy tube in an established tract	■	0	0	0	0
Continence Care	0	1	2	3	4
Assess normal micturition and defecation and age-related changes	■	0	0	0	0
Assess sexual/reproductive function-e.g., obstetric, menopause, sexual habits	■	0	0	0	0
Identify type of bowel dysfunction-e.g., infection, rectocele, obstruction	0	0	0	■	0
Identify urinary dysfunction-e.g., infection, prolapse, prostate, fistula	0	0	0	■	0
Perform Physical Examinations including urogenital, pelvic, rectal exams)	■	0	0	0	0
Review & interpret patient bladder/bowel diaries	■	0	0	0	0
Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
EMG studies	■	0	0	0	0
Endoscopic procedures (including cystoscopy)	■	0	0	0	0
Pad testing	■	0	0	0	0
Post-void residual urine measurement (by catheter or bladder scan)	■	0	0	0	0
Provoked stress maneuver (cough test)	■	0	0	0	0
Q-tip test	■	0	0	0	0

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Recruiter: **Penny L Havelka**

Aureus Medical

Long-term Care Skills CheckList

Ostomy Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Diagnostic Testing: Prep & Teaching:	0	1	2	3	4
Radiologic procedures (e.g., KUB, voiding cystometrogram, renal ultrasound)	■	0	0	0	0
Urine studies	■	0	0	0	0
Urodynamics (e.g. cystometrogram, uroflowmetry)	■	0	0	0	0
Urinary Incontinence- Patient Teaching	0	1	2	3	4
Bladder and bowel training program	0	0	0	0	■
Dietary and fluid management (including bladder irritants)	■	0	0	0	0
Emptying maneuvers	0	0	0	0	■
Skin care - topical treatment for prevention	■	0	0	0	0
Teach and/or perform the following management techniques:	0	1	2	3	4
Biofeedback	■	0	0	0	0
Catheterization-e.g., clean intermittent, indwelling	■	0	0	0	0
Electrical stimulation	■	0	0	0	0
Environmental modifications (e.g., bedside commode, urinal, clothing)	■	0	0	0	0
Pelvic muscle exercises	■	0	0	0	0
Pessaries	■	0	0	0	0
The "knack" contraction method	■	0	0	0	0
Toileting programs (e.g., scheduled toileting, prompted voiding)	0	0	0	0	■
Urge suppression techniques (e.g., quick flicks)	■	0	0	0	0
Vaginal weights	■	0	0	0	0
Bowel Dysfunctions – Patient Teaching	0	1	2	3	4
Bowel cleansing	■	0	0	0	0
Containment devices/pouches	■	0	0	0	0
Lifestyle modifications (e.g., diet, fluids, exercise)	■	0	0	0	0
Pelvic muscle exercises	■	0	0	0	0
Pharmacologic management of bowel dysfunction	■	0	0	0	0
Prevention strategies to maintain optimal bowel function	■	0	0	0	0
Sensory motor re-education (including biofeedback)	■	0	0	0	0
Skin protection	■	0	0	0	0

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Assess physical/psychological strengths/weaknesses of the patient/resident	■	0	0	0	0
Care of patient/resident w/Opioid withdrawal	■	0	0	0	0
Conduct pain assessments	■	0	0	0	0
Identify & document Pain Management interventions & results	■	0	0	0	0
Implement non-invasive Pain Management interventions	■	0	0	0	0
Patient & Family counseling	■	0	0	0	0
Patient referrals to Pain Management program as needed	■	0	0	0	0
Monitor care, side effects & tolerance	0	1	2	3	4
Adjuvant side effects(CNS effects, renal, liver)	■	0	0	0	0
Non-Opioid side effects (GI upset or bleed, renal, liver, delerium)	■	0	0	0	0
Opioid side effects-pruritis, dermatitis, constipation, respiratory depression	■	0	0	0	0

Psychological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Behavior Therapy-e.g., self-awareness, modification, delusion mgmt	■	0	0	0	0
Communication Enhancement (relationship-building, socialization)	■	0	0	0	0
Coping Assistance-e.g., body image, fear, anxiety, grief, self-esteem	■	0	0	0	0
Family Counseling	■	0	0	0	0

Respiratory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Care of the Resident w/ Tracheostomy	0	0	0	0	■
Chest Physiotherapy	■	0	0	0	0
Collection of Sputum Specimens	0	0	0	0	■
Incentive Spirometry	■	0	0	0	0
Inserting an Oral Airway	■	0	0	0	0
Intermittent Positive Pressure Breathing Treatment	■	0	0	0	0
Oxygen Delivery Devices	■	0	0	0	0
Suctioning	0	1	2	3	4
Nasotracheal	■	0	0	0	0
Oropharyngeal	■	0	0	0	0
Tracheal	■	0	0	0	0

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Aureus Medical

Long-term Care Skills CheckList

Sensory

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

General Procedures	0	1	2	3	4
Application of Hearing Aid Devices	0	0	0	0	■
Care of	0	1	2	3	4
Contact Lens	■	0	0	0	0
Dentures	0	0	0	0	■
Prosthetic Eyes	0	0	0	■	0
Care of Resident with	0	1	2	3	4
Blindness	0	0	0	0	■
Cataracts	0	0	0	0	■
Hearing Loss	0	0	0	0	■
Macular Degeneration	■	0	0	0	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Differential Assessment for etiologic factors	■	0	0	0	0
Initial - diversity, age, medications	■	0	0	0	0
Nutrition	■	0	0	0	0
Pain	■	0	0	0	0
Patient goals & factors affecting care	■	0	0	0	0
Phase of wound healing	■	0	0	0	0
Wound characteristics	■	0	0	0	0
Patient / Caregiver Teaching	0	1	2	3	4
Care and prevention strategies (e.g., trauma, foot care)	■	0	0	0	0
Control of risk factors	■	0	0	0	0
Lifestyle changes to maximize perfusion	■	0	0	0	0
Patient referral for orthotics and shoes	■	0	0	0	0
Pharmacologic measures to maximize perfusion	■	0	0	0	0
Dressing Selection & Dressing Changes	0	1	2	3	4
Bacteria	■	0	0	0	0
Containment	■	0	0	0	0
Moisture	■	0	0	0	0
Odor Control	■	0	0	0	0
Wound Debridement Experience	0	1	2	3	4
Autolytic	■	0	0	0	0
Chemical cauterization	■	0	0	0	0
Enzymatic (i.e., chemical)	■	0	0	0	0
Mechanical	■	0	0	0	0
Sharp instrument	■	0	0	0	0

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Wound Management	0	1	2	3	4
Application of Topical Agents for periwound skin protection	■	0	0	0	0
Cleaning with prescribed solutions	■	0	0	0	0
Growth Factor treatment	■	0	0	0	0
Hydrotherapy, Pulsed Lavage	■	0	0	0	0
Hyperbaric oxygenation administration	■	0	0	0	0
Identify indications for wound culture	■	0	0	0	0
Initiate pain control measures	■	0	0	0	0
Negative Pressure therapy	■	0	0	0	0
Precautions to minimize risk of infection	■	0	0	0	0
Techniques to control edema	■	0	0	0	0
Use of bioengineered tissue products	■	0	0	0	0
Wound culture via non-invasive techniques (e.g., swab, aspirate)	■	0	0	0	0
Make recommendations for Topical Therapy	0	1	2	3	4
Atypical wounds	■	0	0	0	0
Autoimmune wounds	■	0	0	0	0
Neoplastic wounds	■	0	0	0	0
Surgical wounds	■	0	0	0	0
Traumatic wounds	■	0	0	0	0
Make recommendations for treatment of skin damage in:	0	1	2	3	4
Allergic reactions	■	0	0	0	0
Bacterial and Fungal Skin Infections	■	0	0	0	0
Chemical trauma	■	0	0	0	0
Mechanical trauma	■	0	0	0	0
Thermal injury (E.G., Radiation)	■	0	0	0	0
Make recommendations to manage systemic factors:	0	1	2	3	4
Glucose control	■	0	0	0	0
Immunosuppression	■	0	0	0	0
Nutrition	0	0	0	0	■
Perfusion	■	0	0	0	0
Pressure Ulcers	0	1	2	3	4
Initiate measures for control of shear and friction	0	0	0	0	■
Initiate plan for control of incontinence	0	0	0	0	■
Recommend measures to promote mobility	0	0	0	0	■
Risk assessment	■	0	0	0	0

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Printed Name: **Glenda Patterson** Digital Signature: Feb 27 2013 10:40AM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 02/2013

Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

Long-term Care Skills CheckList

Wound Care

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Pressure Ulcers	0	1	2	3	4
Stage pressure ulcers	■	0	0	0	0
Turning and repositioning	0	0	0	0	■
Use of support surfaces (e.g., mattresses, overlays, seating devices)	0	0	0	0	■

Lower Extremity Ulcers	0	1	2	3	4
Ankle-brachial index (ABI)	■	0	0	0	0
Arterial insufficiency	■	0	0	0	0
Assess and differentiate types	■	0	0	0	0
Bandages (wraps)	■	0	0	0	0
Capillary refill	■	0	0	0	0
Dermatitis	■	0	0	0	0
Dynamic compression therapy (e.g., pumps)	■	0	0	0	0
Edema	■	0	0	0	0
Foot Deformity (e.g., Charcot changes, hammer toes)	■	0	0	0	0
Monitor for infection	■	0	0	0	0
Pulses	0	0	0	0	■
Risk assessment	■	0	0	0	0
Sensorimotor status - monofilament, range of motion	■	0	0	0	0
Skin & Toes assessment	■	0	0	0	0
Static compression therapy	■	0	0	0	0
Therapeutic support stockings	0	0	0	0	■
Toe pressure	■	0	0	0	0
Transcutaneous oxygen pressure (TcPO2)	■	0	0	0	0
Venous insufficiency	■	0	0	0	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Adolescents (12 - 18 years)	0	0	0	0	■
2-Young adults (18 - 39 years)	0	0	0	0	■
3-Middle adults (39 - 64 years)	0	0	0	0	■
4-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	■	0	0	0
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	■	0	0	0
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■
Universal Protocol for Preventing Errors	0	■

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Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

Medical-Surgical Skills CheckList

Clinical Experience Summary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Clinical Area	0	1	2	3	4
Cardiac	0	0	0	■	0
Neurology	■	0	0	0	0
OB/GYN	0	0	0	■	0
Oncology	■	0	0	0	0
Orthopedics	■	0	0	0	0
Pediatrics	■	0	0	0	0
Psychiatry	■	0	0	0	0
Rehabilitation	■	0	0	0	0
Surgical	■	0	0	0	0
Telemetry	0	0	0	0	■
Other	0	1	2	3	4
Automated Medication Dispensing Systems (e.g. Pyxis, Omnicell)	■	0	0	0	0
Charge Role	■	0	0	0	0
Computerized Charting Systems	0	0	0	■	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Auscultation (Rate, Rhythm)	■	0	0	0	0
Blood Pressure/Non-Invasive	0	0	0	■	0
Doppler	■	0	0	0	0
Heart Sounds/Murmurs	■	0	0	0	0
Pulses/Circulation Checks	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Angina	■	0	0	0	0
Cardiac Arrest	■	0	0	0	0
Cardiomyopathy	■	0	0	0	0
Carotid Endarterectomy	■	0	0	0	0
Congestive Heart Failure (CHF)	0	0	0	0	■
Femoral-Popliteal Bypass	■	0	0	0	0
Myocarditis	■	0	0	0	0
Post Acute MI (24-48 Hours)	■	0	0	0	0
Post Angioplasty	■	0	0	0	0
Post Cardiac Cath	0	0	0	■	0
Post Cardiac Surgery	■	0	0	0	0
Thrombophlebitis	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Pacemaker: Permanent	0	0	0	■	0
Pacemaker: Temporary	0	0	0	■	0
Telemetry: Basic 12 Lead Interpretation	0	0	0	■	0

Cardiovascular

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Telemetry: Basic Arrhythmia Interpretation	■	0	0	0	0
Telemetry: Lead Placement	0	0	0	■	0
Medications	0	1	2	3	4
Heparin Drip	■	0	0	0	0
Oral & IVP Antihypertensives	■	0	0	0	0
Oral & Topical Nitrates	■	0	0	0	0
Oral Anticoagulants	■	0	0	0	0

Endocrine/Metabolic

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
S/S Diabetic Coma	■	0	0	0	0
S/S Insulin Reaction	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Diabetes Mellitus	■	0	0	0	0
Disorders of Adrenals-Addison's Disease	■	0	0	0	0
Disorders of Pituitary -Diabetes Insipidus	■	0	0	0	0
Hyperthyroidism -Grave's Disease	■	0	0	0	0
Hypothyroidism	■	0	0	0	0
Thyroidectomy	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Blood Glucose Monitoring: Electronic Measuring Device	0	0	0	■	0
Blood Glucose Monitoring: Performing Finger Stick	0	0	0	■	0
Blood Glucose Monitoring: Visual Blood Glucose Strips	0	0	0	■	0
Indwelling Insulin Pump	■	0	0	0	0
Medications	0	1	2	3	4
Insulin	■	0	0	0	0
Oral Hypoglycemics	■	0	0	0	0
Steroids	■	0	0	0	0
Thyroid	■	0	0	0	0

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Abdominal/Bowel Sounds	■	0	0	0	0
Fluid Balance	■	0	0	0	0
Nutritional Status	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Bowel Obstruction	0	0	0	0	■

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Last time I performed skills in this specialty area: 03/2013

Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

Medical-Surgical Skills CheckList

Gastrointestinal

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Colostomy/Ileostomy	0	0	0	0	■
Corpak and Dobhoff Feeding Tubes	■	0	0	0	0
Feeding Pump	0	0	0	0	■
Gastrostomy Tube	0	0	0	0	■
GI Bleeding	0	0	0	0	■
GI Surgery	■	0	0	0	0
Gravity Tube Feeding	■	0	0	0	0
Hepatitis	■	0	0	0	0
Inflammatory Bowel Disease	■	0	0	0	0
Invasive Diagnostic Testing	■	0	0	0	0
Jejunostomy Tube	■	0	0	0	0
Liver Failure	0	0	0	0	■
Nasogastric Tube	■	0	0	0	0
Paralytic Ileus	■	0	0	0	0
Salem Sump to Suction	■	0	0	0	0
Saline Lavage	■	0	0	0	0
T-Tube	■	0	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	■	0	0	0	0
Blood Count	■	0	0	0	0

Infectious Diseases

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
AIDS	■	0	0	0	0
Hepatitis	■	0	0	0	0
Lyme Disease	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Fever Management	■	0	0	0	0
Isolation	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
Blood Count	■	0	0	0	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Glasgow Coma Scale	■	0	0	0	0
Level of Consciousness	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Aneurysm Precautions	■	0	0	0	0
Basal Skull Fracture	■	0	0	0	0

Neurological

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Care of the Patient with	0	1	2	3	4
Closed Head Injury	■	0	0	0	0
Coma	■	0	0	0	0
Delirium Tremens / DTs	■	0	0	0	0
Encephalitis	0	0	0	■	0
Externalized Ventriculoperitoneal Shunts	■	0	0	0	0
Meningitis	0	0	0	■	0
Neuromuscular Disease	■	0	0	0	0
Post Craniotomy	■	0	0	0	0
Seizures	0	0	0	0	■
Spinal Cord Injury	0	0	0	0	■
Stroke / CVA	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Assist with Lumbar Puncture	■	0	0	0	0
Use of Hyper/Hypothermia Blanket	0	0	0	0	■
Medications	0	1	2	3	4
Anticonvulsants	■	0	0	0	0

Oncology

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Nutritional Status	■	0	0	0	0
Pain Control	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Bone Marrow Transplant	■	0	0	0	0
Fresh Oncologic Surgery	■	0	0	0	0
Inpatient Chemotherapy	■	0	0	0	0
Inpatient Hospice	0	0	0	0	■
Leukemia	■	0	0	0	0
Radiation Implant	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Reverse Isolation	0	0	0	0	■
Medications	0	1	2	3	4
Chemotherapy	■	0	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Blood Chemistry	■	0	0	0	0
Blood Counts	■	0	0	0	0

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Circulation Checks	■	0	0	0	0

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Last time I performed skills in this specialty area: 03/2013

Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

Medical-Surgical Skills CheckList

Orthopedics

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Gait	0	0	0	0	■
Range of Motion	0	0	0	0	■
Skin	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Amputation	0	0	0	0	■
Arthroscopic Surgery	0	0	0	0	■
Cast	0	0	0	0	■
Osteoporosis	0	0	0	0	■
Pinned Fractures	0	0	0	■	0
Rheumatic/Arthritic Disease	0	0	0	0	■
Total Hip Replacement	0	0	0	0	■
Total Knee Replacement	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Continuous Passive Motion Devices	0	0	0	0	■
Support Devices: Cane	0	0	0	0	■
Support Devices: Cervical Collar	0	0	0	0	■
Support Devices: Gait Belt	0	0	0	0	■
Support Devices: Prosthetic	0	0	0	0	■
Support Devices: Sling	0	0	0	0	■
Support Devices: Transfer Boards	0	0	0	0	■
Support Devices: Walker	0	0	0	0	■
Support Devices: Wheelchair	0	0	0	0	■
Traction	■	0	0	0	0

Pain Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Pain Level/Tolerance	0	0	0	0	■
Care of the Patient with	0	1	2	3	4
Epidural Anesthesia/Analgesia	0	0	0	0	■
IV Conscious Sedation	0	0	0	0	■
Narcotic Analgesia	0	0	0	0	■
Patient Controlled Analgesia: PCA Pump	0	0	0	0	■

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
Broviac	■	0	0	0	0
Groshong	■	0	0	0	0
Hickman	■	0	0	0	0
Peripheral Line/Dressing	■	0	0	0	0

Phlebotomy & IV Therapy

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Central Line / Catheter / Dressing	0	1	2	3	4
PICC Line	0	0	0	■	0
Portacath	■	0	0	0	0
Quinton	■	0	0	0	0
IV Administration & Management	0	1	2	3	4
Albumin	■	0	0	0	0
Cryoprecipitate	■	0	0	0	0
Drawing Blood from Central Line / PICC Line	■	0	0	0	0
Drawing Venous Blood	■	0	0	0	0
Nutritional Therapy (e.g., TPN, lipids)	■	0	0	0	0
Packed Red Blood Cells	■	0	0	0	0
Plasma	■	0	0	0	0
Starting IV's with: Angiocath	■	0	0	0	0
Starting IV's with: Butterfly	■	0	0	0	0
Starting IV's with: Heparin Lock	■	0	0	0	0
Whole Blood	■	0	0	0	0

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Breath Sounds	0	0	0	■	0
Rate and Work of Breathing	0	0	0	■	0
Care of the Patient with	0	1	2	3	4
Bronchoscopy	0	0	0	0	■
COPD	0	0	0	0	■
Fresh Tracheostomy	0	0	0	0	■
Lobectomy	■	0	0	0	0
Pneumonectomy	0	0	0	0	■
Pneumonia	0	0	0	0	■
Pulmonary Embolism	■	0	0	0	0
Thoracotomy	■	0	0	0	0
Tuberculosis	■	0	0	0	0
Equipment & Procedures	0	1	2	3	4
Airway Devices/Suctioning: Endotracheal Tube/Suctioning	■	0	0	0	0
Airway Devices/Suctioning: Nasal Airway/Suctioning	■	0	0	0	0
Airway Devices/Suctioning: Oropharyngeal/Suctioning	■	0	0	0	0
Airway Devices/Suctioning: Sputum Specimen Collection	■	0	0	0	0
Airway Devices/Suctioning: Tracheostomy/Suctioning	■	0	0	0	0

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Aureus Medical

Medical-Surgical Skills CheckList

Pulmonary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Assist with Intubation	0	0	0	0	■
Assist with Thoracentesis	0	0	0	0	■
Care of Patient with a Chest Tube: Assist with Set-Up & Insertion	0	0	0	0	■
Care of Patient with a Chest Tube: Measuring and Emptying	0	0	0	■	0
Care of Patient with a Chest Tube: Removal	■	0	0	0	0
Care of the Patient on a Ventilator	■	0	0	0	0
Chest Physiotherapy	■	0	0	0	0
Incentive Spirometry	■	0	0	0	0
O2 Therapy & Medication Delivery: Bag and Mask	■	0	0	0	0
O2 Therapy & Medication Delivery: External CPAP	■	0	0	0	0
O2 Therapy & Medication Delivery: Face Masks	■	0	0	0	0
O2 Therapy & Medication Delivery: Inhalers	■	0	0	0	0
O2 Therapy & Medication Delivery: Nasal Cannula	■	0	0	0	0
O2 Therapy & Medication Delivery: Portable O2 Tank	■	0	0	0	0
O2 Therapy & Medication Delivery: Tracheostomy Collar	■	0	0	0	0
Oximetry	■	0	0	0	0
Interpretation of Lab Results	0	1	2	3	4
Arterial Blood Gas (ABG)	■	0	0	0	0
Blood Chemistry	■	0	0	0	0
Blood Count	■	0	0	0	0

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Arterio Venous Fistula/Shunt	■	0	0	0	0
Fluid Balance	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Diversion/Ileal Conduit Nephrostomy	0	0	0	0	■
Hemodialysis	0	0	0	0	■
Nephrectomy	0	0	0	0	■
Peritoneal Dialysis	0	0	0	0	■
Renal Failure	0	0	0	0	■
Renal Transplant	0	0	0	0	■
TURP	0	0	0	0	■
Urinary Tract Infection	0	0	0	0	■

Renal/Genitourinary

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Equipment & Procedures	0	1	2	3	4
Bladder Irrigations: Continuous	■	0	0	0	0
Bladder Irrigations: Intermittent	■	0	0	0	0
Catheter Care: 3-Way Foley	■	0	0	0	0
Catheter Care: Supra-Pubic	0	0	0	0	■
Insertion/Care of Straight / Foley Catheter: Male	0	0	0	0	■
Insertion/Care of Straight/Foley Catheter: Female	0	0	0	0	■
Specimen Collection: 24 Hour	0	0	0	0	■
Specimen Collection: Routine	0	0	0	0	■
Interpretation of Lab Results	0	1	2	3	4
BUN	■	0	0	0	0
Creatinine	■	0	0	0	0
Electrolytes	0	0	0	0	■

Wound Management

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Assessment	0	1	2	3	4
Skin for Impending Breakdown	0	0	0	0	■
Stasis Ulcers	0	0	0	0	■
Surgical Wound Healing	■	0	0	0	0
Care of the Patient with	0	1	2	3	4
Burns	■	0	0	0	0
Pressure Sores	0	0	0	0	■
Staged Decubitus Ulcers	0	0	0	0	■
Surgical Wounds with Drain(s)	0	0	0	0	■
Traumatic Wounds	0	0	0	0	■
Equipment & Procedures	0	1	2	3	4
Air Fluidized, Low Airloss Beds	0	0	0	0	■
Sterile Dressing Changes	0	0	0	0	■
Wound Care/Irrigations	■	0	0	0	0

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
1-Newborn/Neonate (birth - 30 days)	0	0	0	0	■
2-Infant (30 days - 1 year)	0	0	0	0	■
3-Toddler (1 - 3 years)	0	0	0	0	■
4-Preschooler (3 - 5 years)	■	0	0	0	0
5-School age children (5 - 12 years)	■	0	0	0	0
6-Adolescents (12 - 18 years)	■	0	0	0	0
7-Young adults (18 - 39 years)	0	0	0	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Glenda Patterson** Digital Signature: Mar 7 2013 5:11PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 03/2013

Name: **Glenda Patterson**

Recruiter: **Penny L Havelka**

Aureus Medical

Medical-Surgical Skills CheckList

Age Specific Care Criteria

0-No Clinical Experience 1-Observed & Assisted 2-Limited Experience 3-Competent 4-Proficient

Age Groups	0	1	2	3	4
8-Middle adults (39 - 64 years)	0	0	0	0	■
9-Older adults (64+)	0	0	0	0	■

Medical Software Systems

0-No Experience 1-Limited 2-Intermediate 3-Proficient

Medical Software Systems	0	1	2	3
AllScripts	■	0	0	0
Baxter-SureMed	■	0	0	0
CarePoint - Guardian Rx	■	0	0	0
Cerner	■	0	0	0
CHCS	■	0	0	0
CPSI	■	0	0	0
Eclipsys	■	0	0	0
EPIC	■	0	0	0
GE-Centricity	■	0	0	0
Healthland	■	0	0	0
HMS	■	0	0	0
Keane	■	0	0	0
McKesson	■	0	0	0
MedAssets	■	0	0	0
Meditech	■	0	0	0
Mediware-Worx	■	0	0	0
Merlin	■	0	0	0
Misys	■	0	0	0
NurseVue Sensor Monitoring System	■	0	0	0
OmniCell	■	0	0	0
OPUS	■	0	0	0
Other Computerized System(s) not Listed Here	■	0	0	0
PDX	■	0	0	0
Pyxis	■	0	0	0
QuadraMed	■	0	0	0
Siemens Healthcare	■	0	0	0
Siemens Soarian Clinicals	■	0	0	0
Siemens-Novius	■	0	0	0
Soarian	■	0	0	0

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Current National Patient Safety Goals	0	■
Official "Do Not Use" List of Abbreviations	0	■

Joint Commission

1-No 2-Yes

Joint Commission (JC)	1	2
Universal Protocol for Preventing Errors	0	■

I hereby verify that the representation of my skills and associated proficiency levels in this document is true and accurate to the best of my knowledge. I hereby authorize Aureus Medical to present this Skills Checklist to Client facilities for the purpose of considering me for employment.

Printed Name: **Glenda Patterson** Digital Signature: Mar 7 2013 5:11PM Printed by: Roxanne L Stanard, Contract Admin Print Date: 8/2/2013

Last time I performed skills in this specialty area: 03/2013

AUREUS MEDICAL GROUP

C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Glenda J. Patterson [redacted]

Taken by:	Andrea K Eisenhart	**Date:**	11/9/2011 2:48:23 PM
Reference Provided By:			
Name:			
Title:	LPN		
Reference Known:	From: 1999 To: 2011	**Work Phone:**	
Company/Facility:	Jefferson Rehabilation & Health Center	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.75

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other
   Comment: I am LPN.
2. Will you please provide the following information?
   Job Title: CNA- Rehab
   Dates of Employment From: 8/1999 mm/yyyy To: current mm/yyyy
   Comment: I have worked with her from 8/1999-current (as of 11/9/2011)
   Attendance: (●) Acceptable ( ) Unacceptable
   Comment:
   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer
   If not, why?
   Salary/Rate of Pay
3. Describe his/her job duties/responsibilities
   Glenda is responsible for normal CNA duties for rehab patients. Her charting is done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments: I would give her a 4.5.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments: She is very dependable.						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	○	◉	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

She gets along great with others.

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

She is great with the patients.

Technical/Clinical/Assessment Skills	○	○	○	◉	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Glenda is a very good CNA.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

She is looking for advancement.

CONFIDENTIAL: This information is strictly confidential and complies with the Privacy Act of 1974 and Fair Credit Reporting Act notices and requirements. It is for employment related purposes and must not be released to a third party without the express written consent from the candidate/employee.

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Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Glenda J. Patterson ([redacted])

Taken by:	Andrea K Eisenhart	**Date:**	11/9/2011 3:38:19 PM
Reference Provided By:			
Name:			
Title:	RN		
Reference Known:	From: 2010 To: 2011	**Work Phone:**	
Company/Facility:	Jefferson Rehabilation & Health Center	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.833

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I am a RN.

2. Will you please provide the following information?

   Job Title: CNA- Rehab

   Dates of Employment From: 8/1999 mm/yyyy To: current mm/yyyy

   Comment: She has been here since 1999 and I have worked with her for the past 2 years.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Glenda is responsible for normal CNA duties for rehab patients. Her documentation is done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	(●)	( )	( )
Comments: She is a good employee.						
Initiative	( )	( )	( )	( )	(●)	( )
Comments: She always goes above and beyond.						
Dependability	( )	( )	( )	( )	(●)	( )
Comments: She is very dependable.						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	○	◉	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

She gets along great with others.

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Glenda is a very good CNA.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

The facility is closing.

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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Professional Reference

For: Glenda J. Patterson [redacted]

Taken by:	Andrea K Eisenhart	**Date:**	1/23/2012 3:52:48 PM
Reference Provided By:			
Name:			
Title:	RN Supervisor		
Reference Known:	From: 2005 To: 2011	**Work Phone:**	
Company/Facility:	Jefferson Rehabilation & Health Center	**Cell Phone:**	
Overall Rating:	5	**Home Phone:**	
Form Status:	**Complete**	**Average Rating:**	4.909

1. What was your relationship with the Candidate? (●) Supervisor ( ) Peer ( ) Subordinate ( ) HR ( ) Other

   Comment: I am a RN Supervisor.

2. Will you please provide the following information?

   Job Title: CNA- LTC/Rehab

   Dates of Employment From: 8/1999 mm/yyyy To: 11/2011 mm/yyyy

   Comment: I worked with her from 8/1999-11/2011.

   Attendance: (●) Acceptable ( ) Unacceptable

   Comment:

   Would you rehire? (●) Yes ( ) No ( ) Not able or willing to answer

   If not, why?

   Salary/Rate of Pay

3. Describe his/her job duties/responsibilities

   Glenda was responsible for normal CNA duties for LTC and rehab patients. Her documentation was done by hand.

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Work Performance (Quality and quantity of work)	( )	( )	( )	( )	(●)	( )
Comments						
Initiative	( )	( )	( )	( )	(●)	( )
Comments						
Dependability	( )	( )	( )	( )	(●)	( )
Comments						
Professionalism	( )	( )	( )	( )	(●)	( )
Comments						
Communication Skills	( )	( )	( )	(●)	( )	( )
Comments						

I would give her a 4.5.

Ability to identify/solve problems	○	○	○	○	◉	○

Comments

Ability to multi-task/meet deadlines	○	○	○	○	◉	○

Comments

Ability to get along with others	○	○	○	○	◉	○

Comments

Attitude (Towards work and others)	○	○	○	○	◉	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Patient Care Skills	○	○	○	○	◉	○

Comments

Technical/Clinical/Assessment Skills	○	○	○	○	○	○

Comments

Please rate each of the following categories on the 1-5 scale below.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Overall Employee Rating	○	○	○	○	◉	○

Comments

Glenda was a great CNA.

Is there anything else you'd like to tell me that might help in forming an accurate appraisal of this candidate?

Comments

Reason for leaving?

Comments

The facility is closing.

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C&A Plaza,13609 California Street, Suite 200
Omaha, NE 68154-5260
Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Glenda J. Patterson [redacted]

Appraisal Provided By

Evaluator:

Title: Director OF Nursing AT The Long Term Ca

Evaluator Company: Trinity Hospitals

Phone: (701) 857-2711

Assignment

Job Order: 12-306837

Assignment Discipline: MED-Nursing

Assignment Position: CNA-General

Assignment Specialty: CNA-GENERAL

Assignment Period (mm/dd/yyyy) : 01/30/2012 to 04/28/2012

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)* Comments	○	○	○	◉	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)* Comments	○	○	○	◉	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)* Comments	○	○	○	◉	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)* Comments	○	○	○	◉	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)* Comments	○	○	○	◉	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)* Comments	○	○	○	◉	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)* Comments	○	○	○	◉	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)* Comments	○	○	○	◉	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	◉	○	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Glenda J. Patterson [redacted]

Appraisal Provided By

Evaluator:

Title: Manager 3 South/tele

Evaluator Company: Bluefield Regional Medical Center

Phone: (304) 327-1365

Assignment

Job Order: 12-312237

Assignment Discipline: MED-Nursing

Assignment Position: CNA-General

Assignment Specialty: CNA-GENERAL

Assignment Period (mm/dd/yyyy) : 05/07/2012 to 01/19/2013

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	○	◉	○
Comments: Rearranged and came in many days when not scheduled						
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	◉	○	○
Comments:						
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Comments:						
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Comments:						
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	○	◉	○
Comments:						
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	○	◉	○
Comments:						
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)*	○	○	○	◉	○	○
Comments: Many positive comments from patients about the care they received						
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)*	○	○	○	○	◉	○
Comments:						
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	○	◉	○

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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Phone: (402) 938-2051 / (800) 856-5457
Fax: (402) 895-7812

Assignment Performance Evaluation - Version 2

For: Glenda J. Patterson [redacted]

Appraisal Provided By

Evaluator:

Title: Nurse Recruiter

Evaluator Company: Trinity Hospitals

Phone: (701) 857-5126

Assignment

Job Order: 12-332809

Assignment Discipline: MED-Nursing

Assignment Position: CNA-General

Assignment Specialty: RN-MEDICAL-SURGICAL

Assignment Period (mm/dd/yyyy) : 01/28/2013 to 04/27/2013

Please rate the Aureus Medical employee using the scale provided.	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Above Expectations (4)	Outstanding (5)	N/A (N/A)
Dependability *(Attendance and punctuality in accordance with expectations; follows directions and departmental procedures)*	○	○	○	◉	○	○
Flexibility *(Willingness to adapt to changes in workload, procedures, and schedule)*	○	○	○	◉	○	○
Efficiency *(Organized; prioritizes workload appropriately; performs quantity of work in accordance with expectations)*	○	○	○	◉	○	○
Initiative *(Takes action to meet the needs of patients and the department. Ability to work competently with limited supervision)*	○	○	○	◉	○	○
Communication *(Establishes effective rapport with patients, family, co-workers and other departments to share information and foster a healing, caring environment)*	○	○	○	◉	○	○
Professional Appearance *(Presents oneself in a professional manner in the areas of appearance, attire, grooming, and personal hygiene)*	○	○	○	◉	○	○
Patient Care *(Delivers quality patient care with respect for patient rights, dignity and age specific needs; evaluates patient response and/or progress toward attainment of outcomes)*	○	○	○	◉	○	○
Professional Ethics *(Conducts themselves with honesty, integrity, dignity and respect when dealing with patients and coworkers)*	○	○	○	◉	○	○
Clinical and Technical Skills *(Demonstrates technical and clinical competence appropriate to credentials and level of experience; adheres to standards of care and facility policies and procedures relative to safety, emergency preparedness, and infection control policies)*	○	○	○	◉	○	○

Comments

Comments

Assessment & Analysis

(Collects pertinent data about the patient procedure, equipment, and work environment; analyzes information collected to adapt procedure to the patient as appropriate; consults other medical personnel as appropriate)

Comments

Problem-Solving Skills

(Uses sound, professional judgment in dealing with unexpected outcomes and resolving conflicts; consults available resources as appropriate)

Comments

Documentation

(Complete, accurate, timely, and in accordance with departmental policies and procedures)

Comments

Overall Employee Rating

Comments

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Healthcare Provider

American Heart Association.

Glenda Patterson

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

12/13/2011
Issue Date

12/2013
Recommended Renewal Date

Training Center Name: BREMSS — TC ID #

TC Info: BREMSS Birmingham, AL John Reed 205-934-2586,ext 3 — TC Phone

Course Location: Rural Metro

Instructor Name: Gaye Wilson — Inst. ID #

Holder's Signature: Glenda Patterson

©2011 American Heart Association Complying with this card will aid in its appearance. ISC-1502

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF HEALTH FACILITY LICENSURE
AND CERTIFICATION

Registered Long-Term Care Nursing Assistant Program

NURSING ASSISTANT REGISTRY SEARCH RESULTS

Registration Information

Name: Glenda J. Patterson

Eval-Code: [redacted]

Date of Registration: 6/4/2013

Expiration Date: 6/28/2015

Basis of Registration: Reciprocity

Training Program

American Red Cross - AL

Substantiated Findings

This nursing assistant has no substantiated findings of abuse, neglect or misappropriationof resident property on file with the West Virginia Long-Term Care Nursing Assistant Program.

This verification was completed on 8/6/2013 at 4:44:26 PM.

408 Leon Sullivan Way
Charleston, WV 25301-1713
Telephone: (304) 558-0050 Fax: (304) 558-1442
Web: www.wvdhhr.org/ohflac

ATTACHMENT D

TECHNICAL CAPABILITIES
AUREUS MEDICAL

Executive Summary for **Aureus Medical Group** and its parent company – **C&A Industries, Inc.**

Outline of Staffing Services, Credentials, Qualifying and Quality Assurance Processes, and Past Performance.

TECHNICAL CAPABILITY & QA PROGRAM

Aureus Medical Group **2013**

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TECHNICAL CAPABILITIES

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- I. Assignment Management
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ATTACHMENTS

- Corporate Certificate of Liability Insurance
- The Joint Commission HCSS Certification – Aureus Medical
- Aureus Orientation Training Curriculum – Table of Content/
- Aureus Annual Training Curriculum – Table of Content
- Aureus Medical Past Performance, FSS Schedule Contract 621 I

TECHNICAL CAPABILITIES

. EXECUTIVE SUMMARY

The **AUREUS MEDICAL GROUP** is wholly owned and Operated by **C&A Industries, Inc.**, with corporate offices in Omaha, NE. C&A Industries, Inc. was founded in 1969 and incorporated in the State of Nebraska in 1977. It is privately held and has been under the direction of the same local owner since its inception.

C&A Industries was founded on serving the professional staffing needs of the business community. Staffing services were initially in the recruitment and placement of professional engineers and architects for major engineering firms throughout the Midwest. In the mid 1990's, medical staffing was initiated. Over the past 40 years, the company has diversified and expanded to serve multiple industries, and in the spirit of "giving back", the company has also founded a non-profit entity, the Kim Foundation, whose primary focus is on increasing awareness and promoting continued education related to mental illness..

Today, C&A Industries, Inc. has multiple staffing divisions – specializing in both medical and commercial staffing services, employing over 400 in-house employees, and over 5,000 active contract professionals. C&A Industries refers to its collective group of specialized entities as "Our Family of Companies".



C&A Industries has grown from providing staffing solutions to local communities to becoming a leading, nationwide provider of healthcare staffing services to healthcare organizations nationwide. C&A Industries and Aureus Medical are classified as a LARGE business. Our Corporate Certificate of Insurance is provided as an **Attachment** to this document.



TECHNICAL CAPABILITIES

A. Business Practices

The owners and management team of the company have consistently promoted business practices that have been critical to the company's success. These can be summarized as follows:

1. Top-down, consistent focus on the quality of our services, and compliance with all applicable federal, state, and local laws.
2. A comprehensive, fully computerized candidate screening & qualifying program;
3. Quick response time from the time a client places an order for staffing services.
4. Targeted focus on a client's expectations, and tailoring processes to meet those expectations.
5. A comprehensive, state-of-the-art in-house training & ongoing education programs for all company staffing professionals.
6. Promotion of ongoing education and training for all active contract workers.
7. Ongoing appraisal and performance feedback programs for both in-house and contract workers to instill accountability and continuous improvement.

B. Corporate Mission Statement

Our mission is to be the staffing provider and employer of choice by helping people and companies achieve their goals.

OUR PEOPLE
We are dedicated to attracting, engaging, and retaining talent through a culture that nurtures success, develops careers, encourages communication, and honors all commitments.

Culture
We will foster a positive team environment by:
- Putting ethics above all else
- Treating everyone fairly
- Supporting each other
- Balancing work and life

Career Development
We will inspire tomorrow's leaders by:
- Attracting highly motivated people seeking job satisfaction and career growth
- Providing superior training, resources, and mentoring

Communication
We will build lasting relationships by:
- Communicating with candidates and employees in an honest and timely manner
- Encouraging and respecting two-way communication
- Supplying the tools and resources necessary to make informed decisions

Commitments
We will honor our commitments by:
- Doing What we Say
- Doing it Right
- Doing it On Time

OUR CLIENTS
We are dedicated to servicing our clients through a workforce that displays the highest level of ethics, provides exceptional customer service, and honors all commitments.

Ethics/Integrity
We will adhere to the highest standards of ethical conduct by:
- Treating everyone with dignity and respect
- Having the character to do what is right, morally and legally
- Making ethical conduct the personal responsibility of every one of our associates

Customer Service
We will build lasting business partnerships by:
- Treating our clients as they would want to be treated
- Communicating honestly and clearly
- Responding to all forms of communication within 24 hours
- Providing exceptional customer service
- Listening to our clients to truly understand their needs

Commitments
We will honor our commitments by:
- Delivering the candidate who best matches the client's needs
- Charging a fair price
- Doing What we Say
- Doing it Right
- Doing it On Time

II. AUREUS MEDICAL GROUP

The Aureus Medical Staffing Division's dba is **AUREUS MEDICAL GROUP**. The owner (CEO) and COO of C&A Industries and all staffing divisions are actively involved in daily operations and business processes. Each healthcare specialty staffing division is overseen by a General Manager and Branch Managers. Recruiters & Account Managers are responsible for qualifying & matching candidates to client job openings, and managing workers on assignment. Aureus Account Managers are responsible for taking all appropriate measures to ensure



TECHNICAL CAPABILITIES

not only that client expectations are met, but that healthcare worker needs are also met, and they are comfortable and productive in their assignments.

A. SPECIALTY BRANCHES

Aureus Medical Group is comprised of various Branches dedicated to select healthcare specialties so that service to our customers is provided by Recruiters & Account Managers that are knowledgeable in the positions they are responsible for providing and managing. Aureus provides staffing services to healthcare provider facilities and organizations nationwide, including hospitals, clinics, laboratories, imaging / surgery centers, skilled nursing and home care facilities, rehabilitation facilities, psychiatric, federal, state, and military institutions.

C&A Industries operates a number of specialty healthcare staffing branches within its Medical Staffing Division.

1. **CARDIOPULMONARY**
   Specializes in placing Respiratory Therapists, Pulmonary Function Technicians, Polysomnographers, Dietitions and Nurtritionists, Cardiac Perfusionists, Bariometric Technicians, Paramedics, EEG / Neurodiagnostic Technicians & EKG Technicians.

2. **CLINICAL LABORATORY**
   Specializes in placing all specialties within the Clinical Laboratory arena: Medical Technologists (MT) and Medical Laboratory Technicians (MLT) in all laboratory specialty areas (Blood Bank, Chemistry, etc), Histotechnologists, Histotechnicians, Cytotechnologists, and Phlebotomists,

3. **DIAGNOSTIC IMAGING**
   Specializes in placing Imaging Technologists in the modalities of 1) General Radiology, 2) Computed Tomography, 3) Magnetic Resonance Imaging, 4) Mammography, 5) Nuclear Medicine, 6) Cardiovascular / Interventional, 7) General Sonography, 8) Cardiac (Echo) Sonography, and 9) Vascular Sonography.

4. **RADIATION ONCOLOGY**
   Specializes in placing Radiation Therapists, Dosimetrists, and Physicists.

5. **REHABILITATION THERAPY**
   Specializes in placing Physical Therapists, Occupational Therapists, Speech Therapists, and Audiologists in rehabilitation and therapy disciplines. Our therapists come with a variety of work experience including not only acute care & rehabilitation settings, but including in-home therapy, schools, industrial, and educational settings.

6. **NURSING**
   Specializes in placing Registered Nurses, Licensed Practical Nurses, and Nursing Assistants (CNA's) in all nursing specialty areas. In addition, we specialize in the provision of various Technologist positions, including Dialysis, CVOR, Telemetry, Surgical Technologists, and Sterile Processing Technicians.

7. **PHARMACY**
   Specializes in placing Pharmacists (PharmD clinical and retail) and Pharmacy Technicians.

8. **ADVANCED PRACTICE**
   Specializes in the placement of Nurse Practitioners, Physician Assistants, and Certified Registered Nurse Anesthetists (CRNA).

9. **PHYSICIANS**
   Dedicated to assisting healthcare facilities nationwide in the recruitment of Physicians for private group practices, and healthcare facilities.



TECHNICAL CAPABILITIES

CONTRACT & DIRECT HIRE STAFFING SERVICES

Aureus has structured its services to offer a full-service staffing solution to our clients – serving their immediate, short-term needs, needs to cover business fluctuations, and full-time staffing. Aureus' services range from temporary staffing provided via contract assignments to the "Direct-Hire" placement of candidates into a full-time, permanent positions. Aureus has a comprehensive, while very efficient qualification and placement process, allowing us to identify a qualified candidate and transition them to starting a job assignment within 5 days if there are no delays due to licensing issues.

1. Direct Hire, Full-Time Placements
Aureus Medical has an ongoing, concerted emphasis on placement of healthcare professionals in full-time positions with clients. Aureus management continuously emphasizes the importance of this staffing focus to better serve our clients and provide services that will benefit our clients long after typical contract staffing solutions are exhausted.

2. Match-Hire Placements
Aureus Medical has a "Match-Hire" program to target candidates who are potentially interested in a permanent position with a client facility. These candidates can then be placed on a contract assignment to allow the Client to observe and evaluate their performance in consideration for a permanent offer.

3. Contract Placements
Because of the large, nationwide network of contacts and employees we have developed over the years, we are able to efficiently find staffing matches to our clients' needs across all specialties and skill areas within the healthcare arena.

B. CREDENTIALS

Aureus Medical Group's Medical Davison LLC's hold Business Licenses in all 50 United States, and US territories. In addition, Aureus actively holds over 14 State Agency Licenses in those states that require licensure to provide medical staffing services.

1. Awarded the federal GSA Contract Schedule 621 I: Professional & Allied Healthcare Staffing Services – 2004 to Present.
2. The Joint Commission (TJC) HCSS Certification awarded in 2005, and current today. Aureus continues to meet the monthly and annual requirements of The Joint Commission to maintain their certification status. Biennial on-site surveys by TJC have historically resulted in no observations to scores in the 90th percentile.
3. In-House Clinical Director on staff to provide clinical oversight and guidance to Recruiters & Account Managers as well as to the field staff of working healthcare professionals.
4. In-house, Support Service Divisions that also operate as established business services to the local community:
   a. ***Aureus University*** (affiliated with Bellevue University) – Staffing service training programs for new hires and ongoing training and development programs for all staff levels, including management development. State-of-the-art electronic training resources are continuously available to in-house employees via the company's "intranet"
   b. ***AurTravel*** – Specialize in nationwide travel arrangements.
   c. ***AurHomes*** – Specialize in nationwide temporary and long-term housing arrangments
5. Approved as a Preferred Vendor by a number of large State Hospital Associations, Managed Service Providers, and Vendor Management groups. Regular on-site audits by these organizations since 2004 have resulted in audit scores ranging from 96% - 100%.



TECHNICAL CAPABILITIES

C. PROVEN TRACK RECORD

1. Aureus Medical Group has achieved staffing industry ranking as one of the largest, most diverse, and experienced healthcare staffing firms in the US, with over 30 years of providing healthcare staffing, and a well-known reputation for delivering quality.
2. Aureus is unique among its staffing industry peers in that its consistent growth and diversification of staffing services has been achieved through successful expansion and diversification of staffing services from within, not by acquisition.
3. Over 35,000 travel staff assignments have been contracted through Aureus since January 2002.
4. Aureus' organizational focus on in-house specialization and structure of specialty branches has been achieved and maintained through extensive training of Recruiters and Account Managers in the medical specialty(ies) they are assigned to, while the specialized team structure serves to nurture their ability to respond to and deliver highly specialized staffing services to our clients.
5. Aureus Account Managers make every effort to understand their clients' operating environments, and regularly travel to client organizations to meet with client supervisors and management, and observe the working environment.
6. Over 80% of contract client job orders to Aureus are filled within 5-7 days..
7. Aureus has historically offered extensive benefits to our employees including group health and life insurance, health account savings plans, 401(k), continuing education tuition reimbursement, and service achievement awards.

D. CORE STRENTHS

Aureus' core strenths can be summarized as follows:

- Top-down business focus on providing quality services over quantity
- Financial solvency, enabling nimble adjustments to marketplace demands and fluctuations...
- Professional training and development programs for in-house staff.
- Dedicated, specialty team structure: In-house staffing professionals are assigned in teams by healthcare specialty to dedicated regions of the country, ensuring a solid understanding of the qualifying requirements to match orders, client and traveler needs, preferences and requirements.
- Fully automated record-keeping and staffing software system to facilitate candidate recruiting and matching to new procurement orders, and assembly of comprehensive electronic presentation packages.
- Customer service and satisfaction analysis systems, and award programs for in-house employees based on client feedback relative to service quality. .
- Diversified staffing services: Over 40% of our healthcare clients use healthcare staffing services from more than one Aureus specialty division.
- Dedicated Quality Assurance and Compliance divisions which regularly perform internal auditing to ensure compliance with internal procedures & processes, Joint Commission standards, and client specifications.

E. CANDIDATE QUALIFICATION & QUALITY ASSURANCE

Aureus prides itself in its extensive pre-employment qualification process, and believes a comprehensive system is necessary to insure our healthcare workers deliver the highest quality of healthcare services to our clients. Aureus' qualification requirements meet The Joint Commission standards for Health Care Staffing Services (HCSS), and Aureus has been certified by The Joint Commission since 2005.

Specific components of our ***pre-employment*** qualification & quality assurance (QA) Program are outlined as follows:

STEPS IN VERIFICATION OF STAFF QUALIFICATIONS
1. Initial Telephone Screening: Aureus initially qualifies new applicants by conducting a telephone interview of the candidate, assessing their motivation to make a job change, education, credentials, licensure, clinical experience, and references. It is Aureus' policy to require a minimum of one year of clinical work experience prior to being considered for a traveling assignment.



TECHNICAL CAPABILITIES

STEPS IN VERIFICATION OF STAFF QUALIFICATIONS
2. Employment Application: Aureus requires a comprehensive application to be completed and signed by each applicant, inclusive of education, certifications, licenses, work history, and work history reference contacts prior to consideration for employment.
3. Skills Proficiency Inventory – inclusive of JOINT COMMISSION Age-Specific Criteria proficiencies. Aureus requires completion of Skills Inventory checklists as a pre-employment qualification, and as a critical component for matching the healthcare worker's skills to the requirements specified for a position. Each applicant to Aureus is asked to complete a skills inventory checklist for all skill areas applicable to their experience, verify their proficiency levels, then to validate the inventory with their date and signature. Aureus requires each healthcare worker to complete an annual update of skills proficiency.
4. Comprehensive Interview – including Behavioral Questioning: Applicants to Aureus are qualified through a series of qualifying questions, including key questions targeted to their specialty area, and as applicable - situation and behavioral-based questions to assist in our assessment of the applicant's character and work ethic.
5. Professional Credentials: Aureus requires a complete listing of all professional healthcare credentials from each applicant - inclusive of those required for positions they are interested in as well as for positions they may have previously worked in. These are then verified as a component of our Background Check upon hire, and re-verified prior to each job assignment. Current CPR certification is a mandatory requirement with the exception of positions that do not involve direct patient care (i.e., Dietitions, Lab Techs, and positions in the field of physics and pharmacy) Aureus Medical uses a state-of-the-art computer system for tracking state license and certification dates, and actively facilitates the process for healthcare workers to obtain updates to their credentials to maintain them current.
6. Education & Work History Verification. Education verification will be performed in the following instances: 1) When a healthcare worker does not have formal education (degree or certificate) in their profession and / or they do not have a national, professional certification or state license to validate their education. 2) When client specifications require Education Verification. Work History verification will be performed for all new hires & re-entry healthcare workers. Aureus' policy for verification is to verify a minimum of one year of clinical work experience within the 3 years prior to the healthcare worker's hire with Aureus. This verification is performed via direct contact with contacts at the clinical facility(ies) they worked at, and if necessary – through 3rd party vendors some healthcare facilities have contracted with to provide their verifications. If Client specifications are more stringent than this, additional verifications are performed to comply.
7. Professional Reference Sourcing: It is Aureus' policy to perform one-on-one, direct sourcing of Professional References as part of our pre-hire qualification of an applicant. Once employed with Aureus, additional, updated references are required in the event the healthcare worker has a gap in employment with Aureus of greater than 6 months. References must include, at a minimum - one prior, direct Supervisor or Manager who directly supervised the worker in the specialty(ies) they are qualified to be placed in. It is Aureus' standard policy to require a minimum of one year of clinical work experience prior to a healthcare worker's consideration for a traveling assignment, however some clients will allow for less experience for professions / positions in scarce supply.
8. INS Employment Eligibility Verification: It is Aureus' policy to verify work eligibility of a healthcare worker in person as required by INS regulations. If a healthcare worker has a gap in their employment with Aureus of greater than 6 months, their identification and eligibility is reverified. Beginning Jan 2008, Aureus began using the federal eVerify program to verify employment information.
9. Drug Screening: It is Aureus' policy to conduct a comprehensive drug screen of each new hire, and of any healthcare worker with a gap in their employment with Aureus of greater than 6 months. Aureus uses a national HHS & SAMSHA-approved testing laboratory. Aureus' standard drug test is a Medical Professional panel, which includes comprehensive screening for drugs of abuse, with the addition of most-commonly abused prescription medications, and extensive testing for sample adulteration.

TECHNICAL CAPABILITIES

STEPS IN VERIFICATION OF STAFF QUALIFICATIONS

10. Background Check: It is Aureus' policy to conduct a comprehensive background check of each new hire, and of any healthcare worker with a gap in their employment with Aureus of greater than 6 months. Our comprehensive background check consists of the following components:

1. Social Security Number Match
2. OIG/HHS – Excluded Individuals (OIG = Office of Inspector General; HHS = US Dept. of Health & Human Services)
3. EPLS/GSA – (EPLS = Excluded Parties Listing System; GSA = General Services Administration). This search includes OFAC search of SDN (Specially Designated Nationals) and Blocked Persons (i.e., potential terrorists).
4. Motor Vehicle Record
5. County Criminal
6. Nationwide Criminal Database Search: National Criminal Database (specialized 42 state, felony, serious crime, alerts)
7. State Sexual Offender/Predator
8. Professional Licenses & Certifications Verification, and details of any disciplinary actions
9. Professional Education as applicable
10. State & Local requirements for background checks and fingerprinting of healthcare workers
11. Specifications of client facilities (Education, Employment) – and specific timeframes that may be required for background check component updates and additional screening components.

11. Immunity History Verification: Aureus verifies the immunization history and/or current status of immunity for all new hires. Verification of immunization history includes Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus-Diptheria, and seasonal Influenza. Aureus adheres to the CDC guidelines for immunity requirements for healthcare personnel in patient-care settings. Aureus Medical provides immunizations and/or antibody titer testing to healthcare workers free of charge as a benefit. Aureus has in place a program to promote and offer annual flu vaccination for all of our healthcare workers.

Aureus Medical uses a state-of-the-art computer system for tracking due dates for immunization series needed (e.g., Hepatitis B). Aureus actively facilitates the process for workers to obtain updates to their immunizations as required to maintain them current. Aureus Staffing Team Assistants are responsible for assisting Account Managers in complying with requirements.

12. Tuberculosis Testing: TB skin testing is required on an annual basis. If a TB test is every allowed to expire, Aureus will require the healthcare worker to undergo a 2-step TB test in accordance with CDC guidelines.
Positive TB tests must be resolved by a negative chest x-ray and physician statement of symptom-free status. An annual TB Questionnaire is required of each healthcare worker to verify symptom-free status. Aureus Medical provides TB testing to healthcare workers free of charge as a benefit.

Aureus Medical uses a state-of-the-art computer system for tracking due dates for annual TB skin testing, and actively facilitates the process for workers to keep their TB test current. Aureus Staffing Team Assistants are responsible for assisting Account Managers in complying with requirements.

13. Orientation Training, including Joint Commission standards & OSHA Safety Training. Aureus provides an online orientation training program for each healthcare worker to review, followed by a self-assessment test which must be passed with a minimum score of 80%. Refer to **Attachment** to this document.

14. Competency Testing. Aureus requires competency testing by each healthcare worker in the specialty area(s) they may be assigned in, or will be floated to. Additional competency testing required by clients is also administered in accordance with client instructions. Competency testing is also required as applicable whenever there are clinical performance issues that arise during a worker's employment, or if additional validation of experience is recommended by the Aureus Clinical Director.

15. Continuing Education & Tuition Reimbursement: Aureus actively promotes continuing education of healthcare workers in clinical areas they specialize in. Resources to continuing education programs are provided to healthcare workers on the Aureus Medical website.

Aureus Medical also offers their contract employees with the benefit of tuition reimbursement up to $1500 per calendar year quarter and $12,000 per degree for qualifying degree programs. Qualifying degree programs include Bachelor and Master level programs in Nursing, Healthcare Administration, and Healthcare Education. Covered expenses include class registration and required books.

TECHNICAL CAPABILITIES

STEPS IN VERIFICATION OF STAFF QUALIFICATIONS

16. Annual Training. Aureus requires that all active healthcare workers review a set of annual training requirements which meet OSHA and Joint Commission requirements. Each training module is followed by a self-assessment test which must be passed with a minimum score of 80%. Refer to **Attachment** to this document.

17. Client Performance Appraisals: Aureus requests the on-site Client Supervisor for each healthcare worker complete a formal Appraisal of the worker's suitability and performance while on assignment in the client facility. These requests are sent automatically via the Aureus computer system at 65% of assignment completion. This feedback is used as an ongoing validation of our initial professional reference sourcing, and in the decision to assign a healthcare worker to additional assignments with Aureus.

18. Client Specifications: Aureus has established a pre-assignment qualification tracking system for identifying "client specifications" for each client facility. This tracking system alerts our placement personnel to specific requirements beyond what Aureus' qualification standards are nationwide. These specifications may include additional physical examinations, antibody titer testing, repeat drug testing or background checks within a specified timeframe prior to a job assignment, specific professional certifications or work experience for a job position, respiratory fit testing, additional background checks required by the State or local health departments, and completion of web-based facility orientation training programs.

Clients may also specify that their forms be used in the candidate presentation and assignment processes. Aureus has a state-of-the-art computer system to track these requirements and ensure that client requirements are met. Aureus Staffing Team Assistants assist the Account Managers to complete these requirements in a timely manner.

19. Internal Performance Appraisals: There are appraisal forms available in each Job Assignment in the Aureus system for the Aureus Account Manager to complete at the close of each assignment. These appraisals are based upon the comprehensive performance of the worker during the assignment. This appraisal takes into account feedback received from the Client Supervisor during the course of the assignment, as well as their compliance with Aureus policies and procedures. Completed internal assignment appraisals are available as part of the healthcare worker's record for use in assessing their qualifications and suitability for future placements.

20. Performance Review Board: Aureus has established a formal committee we refer to as the "Review Board" to evaluate and make assessments relative to continued employment of contract workers who have had one or more performance concerns identified on prior contract assignments. The committee is composed of a multi-disciplinary and multi-level group of individuals within the Aureus Medical Division. Clinical performance issues are reviewed by the Aureus Clinical Director, who makes recommendations to the Board based on whether the individual is determined to be competent to continue working for Aureus without compromise to our Clients and patient safety and care.

In performing their review, the Board formally meets to review all records and reports related to the individual's work history, and their performance. The Board concludes each review with a final decision, which is then documented and communicated to the healthcare worker. Board decisions range from 1) no action; 2) counseling; 3) disciplinary action; and 4) termination.

21. Internal QA Audits: The Aureus Medical Quality Assurance Department performs ongoing internal audits, reporting audit results and findings to staffing teams, usually monthly. The audit covers all medical operations based on Aureus Medical Operations Manual policies and procedures, designed to meet Joint Commission Standards and company policies and procedures in support of providing quality services to our staffing customers.

Branch Managers and Team Leaders of all staffing & administrative support teams are responsible for following up on reported audit findings as follows:

1. Discussing findings with their staff members to ensure corrective actions are taken.
2. Implementing process improvement steps to prevent further occurrences of errors / oversights as applicable.
3. Conducting or arranging for re-training or reinforcement training of staff members as applicable.

Division Management is ultimately responsible for ensuring that area Managers are adequately supervising their respective areas, and operations are being carried out in compliance with Aureus policies and procedures.



TECHNICAL CAPABILITIES

F. RECRUITMENT

Contract & Direct Hire Staff
Aureus Medical has approximately 200 Recruiters & Account Managers dedicated to the recruitment of healthcare professionals in both contact and direct-hire positions, resulting in a large database of readily-available and experienced candidates.

Aureus has a comprehensive, while very efficient qualification and placement process, usually allowing us to identify a qualified candidate and transition them to starting contract assignments within 3 days.

Match-Hire
Aureus takes the approach that we are a full-service staffing solution for our clients, meaning that we can fill staffing shortages immediately with contract staff, and provide direct-hire candidates for interview and selection in the interim, or we can qualify and present direct-hire candidates up front.

Aureus Medical has a "Match-Hire" program to target candidates who are potentially interested in a permanent position with a client facility. These candidates can then be placed on a contract assignment to allow the Client to observe and evaluate their performance in consideration for a permanent offer.

Recruiting Power
Aureus has dedicated Recruiters for its specialty Branches, ensuring expert qualifying practices and nationwide coverage.

1. Recruiters and Account Managers are dedicated to specific specialties, and therefore have a firm knowledge and understanding of the skills & specialties they are dedicated to.
2. Aureus has the manpower and dedicated staff in place to maintain continuity of recruiting efforts.
3. Aureus' team based workgroups mean all efforts are utilized as a shared resource, allowing seamless performance when any staffing team member is out of the office, and nimble responsiveness to marketplace demands and fluctuations.

Aureus Medical is supported by a Corporate Marketing Division which provides the expertise and tools to target advertising appropriately and efficiently to a variety of healthcare candidates and clients. Corporate marketing tactics also highlight Aureus' benefit programs to enhance candidate attraction to us vs. other staffing competitors in the marketplace.

Large numbers of new candidates are attracted to, and recruited by Aureus on a daily basis through a wide variety of sources that include internet resources (Job boards, social media, newsletters, automated e-recruiting based on candidate preferences), print and media advertising, direct mail campaigns, career fairs, and professional conferences.

Aureus' e-Recruiting Program includes a feature for client positions to be posted anonymously, and for dedicated Recruiting Specialists to target their recruiting efforts to client needs and timeframes.

G. CANDIDATE PRESENTATION

Aureus has developed a standardized, electronic profile package to present to our clients either to market a candidate, or to match open, existing positions. The standard profile presented by Aureus Medical includes the following documentation:

Resume, Skills Checklists, Professional References, Certifications and State Licensure

Client specifications for presentation documentation are honored; including web-based documentation uploads into software specified by client organizations.



TECHNICAL CAPABILITIES

H. ASSIGNMENT MANAGEMENT

Ongoing Communication
Aureus focuses on regular communication during any job assignment – with the client supervisor and with our healthcare professional. We believe the interchange of feedback is critical in ensuring client needs are being met, and in utilizing coaching and motivating techniques with our workers. The dedicated Aureus Account Manager will be responsible for conducting this ongoing communication during the assignment, and documenting results into our computer system.

Orientation Feedback
Within the first week after our healthcare professional begins a new assignment, the Aureus Account Managers will contact the client supervisor to solicit performance feedback. We want to get an early in assessing the success of the client–healthcare worker relationship and fit. The Account Manager will take all the steps they can to facilitate this relationship and ensure our worker is performing up to expectations.

Appraisal Feedback
On a weekly basis as appropriate, the Aureus Account Manager will make contact with the healthcare worker and the client to check on the status of the work relationship. At 65% of assignment completion, the Aureus computer system automatically generates an email request to the client supervisor for a written performance appraisal of our healthcare worker, which can be completed online.

Extensions
Weekly communications allow the opportunity for clients to advise us of any anticipated changes in the length of the assignment. Extensions are frequently negotiated at this point,

I. CONTINGENCY & RETENTION PLANNING

Planned & Un-Planned Orders
Aureus prides itself in its responsiveness to client needs, both planned and unplanned. We are unmatched in our ability to expeditiously recruit, qualify, and match quality healthcare professionals to client needs. Our ability to deliver this level of responsiveness is a direct result of the size of our recruitment manpower and the size and sophistication of our candidate database.

Problem-Solving & Personnel Substitution / Replacement
In the event a performance or personality problem occurs, the following actions will be taken:

1. Investigation
Aureus representatives will promptly communicate with the Client within 24 hours of being made aware of a concern / complaint. All facts will be collected from both the worker and client, and dependent upon the significance and seriousness of the problem, Aureus will work with the client and/or worker to determine if resolution can be achieved through counseling, or if replacement is indicated.

2. Resolution: Counseling
If the concern was related to worker performance and there is no apparent risk posed to patient care or treatments, and the client is willing, Aureus will take actions with the worker to inform them of what steps they need to take to bring their performance up to acceptable levels. This may take the form of verbal or written counseling. Recurrence of performance deficiencies for which a worker has been previously warned about will result in Aureus' action to replace them as quickly as possible and/or refuse to place them on another assignment until their case has gone before the Performance Review Board for a determination.

3. Resolution: Remove & Replace
Aureus will make every effort to expeditiously identify another qualified employee that can promptly be at The client facility for replacement. The acceptable timeframe for the removal will be at the Client's discretion.

4. Performance Review Board

As cited earlier in the Quality Program section of this document, Aureus Medical has established a formal Review Board to conduct an objective review of any healthcare worker who does not successfully complete an assignment due to one or more of the following reasons:

Fails to adhere to standards of ethics as defined in the Aureus Medical Code of Ethics
Is released by a client facility for cause prior to end of their assignment
Does not appear for, or abandons their assignment prior to the established end date
Job performance does not meet client or Aureus expectations

Aureus' Review Board process helps to ensure that sub-standard workers are not re-inserted into the available database of candidates for placement on future assignments.at any other client facility.

J. CLIENT & HEALTHCARE WORKER SATISFACTION

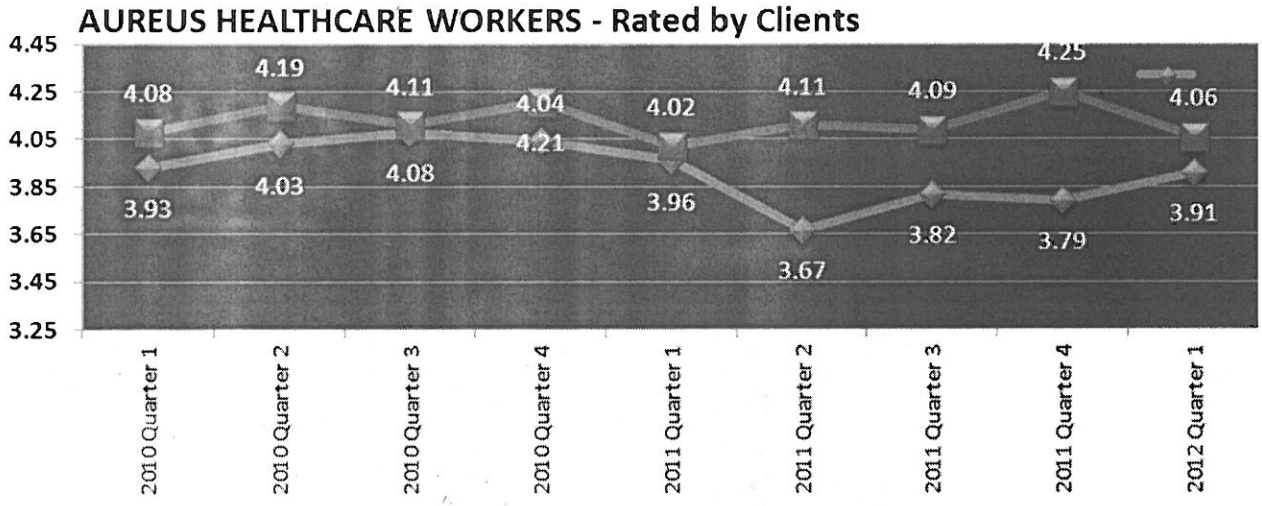
Aureus' top-down focus on quality is grounded in client & healthcare worker satisfaction. Customer service and satisfaction analysis systems have been designed to provide monthly reports with trending graphics comparing current results with historical results.

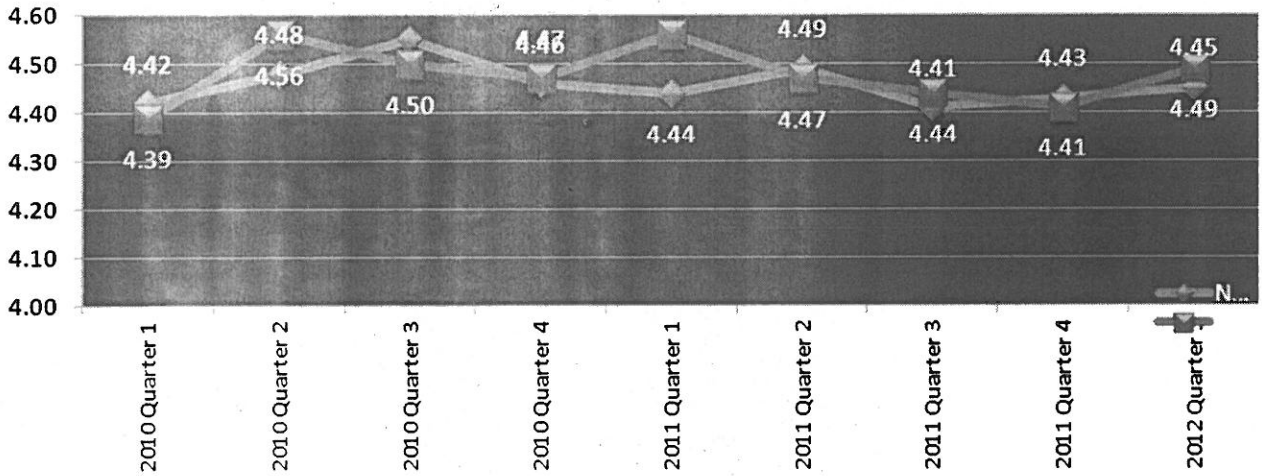
Appraisal Results for 2010 – 2012

Appraisal Ratings rank on a scale of 1-5 with 5 being "Outstanding"



TECHNICAL CAPABILITIES





L. PAST PERFORMANCE *(CONFIDENTIAL)*

Aureus Medical's history of providing staffing services to the Veterans Affairs Administration goes back to the year 2000, well before our 2004 FSS Schedule 621 I Contract Award, V797p-4645a.

Please refer to the Attachment to this document for a sampling of clients Aureus has served over the past 10 years. Aureus Medical is a privately held staffing company and requests that client lists be maintained as confidential and proprietary. All references are provided with the agreement and understanding that our client relationships are proprietary.

TECHNICAL CAPABILITIES

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/22/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Mardi Whitley
SilverStone Group 11516 Miracle Hills Drive Omaha NE 68154	PHONE (A/C, No, Ext): 402.964.5567 FAX (A/C, No): 402-557-6322 E-MAIL ADDRESS: mwhitley@ssgi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Insurance Company	37478
INSURER B: Zurich Insurance Co.	16535
INSURER C: Granite State Insurance Co.	23809
INSURER D: NATIONAL UNION FIRE INSURANCE COMPA	31808
INSURER E:	
INSURER F:	

INSURED: C&AIND-
C & A Industries, Inc.
(See Named Insured Listing)
13609 California St., Ste 500
Omaha NE 68154

COVERAGES CERTIFICATE NUMBER: 999265248 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X $10,000 Ded. GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			EX003692497-6	5/1/2013	5/1/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $500,000 $10,000 $1,000,000 $3,000,000 $1,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			91UUNUY5306	5/1/2013	5/1/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $ $
D	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE X DED RETENTION $ 10,000			EXD6916155(14)	5/1/2013	5/1/2014	EACH OCCURRENCE AGGREGATE Over GL/Prof	$10,000,000 $10,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC3434780-11	1/1/2013	1/1/2014	X WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	Staffing Medical Professional Liability Occurrence Form			HHA6614753(14)	5/1/2013	5/1/2014	$1M/$3M $500,000	Occ/Agg SIR

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Named Insured Listing:
C&A Industries, Inc.
Aureus Medical Management Services, LLC(AMMS)
Aureus Radiology, LLC
dba Aureus Allied Health
dba Aureus Medical Group
See Attached...

CERTIFICATE HOLDER

To Whom It May Concern

CANCELLATION 30 days

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeffrey E Barnett

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TECHNICAL CAPABILITIES

AGENCY CUSTOMER ID: C&AIND-
LOC #:

ACORD®

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY		NAMED INSURED
SilverStone Group		C & A Industries, Inc. (See Named Insured Listing) 13609 California St., Ste 500 Omaha NE 68154
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Aureus Nursing, LLC
dba Aureus Healthcare
dba Aureus Medical Group
dba Aureus International, LLC
Aureus Healthcare One, LLC
FOCUSONE Solutions, LLC
Honeydew, LLC(Building Owner)
7 Court, LLC (Building Owner)
LCKC, LLC

Crime Coverage:
Carrier: Great American Insurance Company
Policy Number: TBD
Policy term: 6-1-13 to 6-1-14
Employee Dishonesty limit: $3,000,000
Client Coverage Limit: $3,000,000
Deductible: $50,000

Technology Errors & Omissions Liability/Network Security/Privacy and Media
Carrier: Indian Harbor Insurance Company
Policy Number: MTP0034324
Policy Period: 6-1-13 to 6-1-14
Each Claim limit: $3,000,000
Aggregate: $3,000,000
Deductible: $50,000

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TECHNICAL CAPABILITIES

CERTIFICATE OF DISTINCTION

has been awarded to

Aureus Medical Group
Omaha, NE

for

Health Care Staffing

by

The Joint Commission

based on a review of compliance with national standards

June 20, 2012

Certification is customarily valid for up to 24 months.

Isabel V. Howerman, MD, MACP
Chair, Board of Commissioners

Organization ID#413882
Print/Reprint Date: 07/13/12

Mark R. Chassin, MD, FACP, MPP, MPH
President

The Joint Commission is an independent, not-for-profit, national body that oversees the safety and quality of health care and other services provided in certified organizations. Information about certified organizations may be provided directly to The Joint Commission at 1-800-994-6610. Information regarding certification and the certification performance of individual organizations can be obtained through The Joint Commission's web site at www.jointcommission.org

TECHNICAL CAPABILITIES

AUREUS MEDICAL GROUP

ORIENTATION TRAINING PROGRAM

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AUREUS MEDICAL GROUP

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AUREUS MEDICAL GROUP

ORIENTATION TRAINING PROGRAM

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TECHNICAL CAPABILITIES

ANNUAL Core Competency Testing

Comprehensive Core Competency - CNA and Allied
Comprehensive Core Competency - Nursing
2010 National Patient Safety Goals - Nursing
2010 National Patient Safety Goals - CNA/Allied
Abuse and Neglect
Infection Control (Includes: Blood-Borne Pathogens,Transmission-Based Precautions, CDC Guidelines)
Advance Directives
Latex Allergy
Age Specific
Legal Issues In Healthcare
Body Mechanics
OSHA Healthcare Safety
Care Planning
Pain Management
Color Vision
Patient Rights
HIPAA
Complaints and Grievances
Patient Safety
Compliance
Quality Improvement
Cultural Diversity
Restraints
Environment of Care (Includes: Life Safety, Hazardous Material, Waste Management, Medical, Equipment Management, Emergency Preparedness, Utility Management, Security Management, Bio-Terrorism, Fire Safety)
Risk Management
Ethics
Sexual Harassment
Falls Prevention
Substance Abuse Recognition
Workplace Violence

PAST PERFORMANCE GSA CONTRACT, Schedule 621 I: V797p-4645a (C&A/Aureus Medical Management Svces, LLC)
List of a sampling of federal facilities we have provided MEDICAL staffing services to during the past 10 years.

ALAMO NAVAJO HEALTH STATION
PO Box 907
Magdalena, NM 87825
Contacts: Patricia Renfro, Health Services Director
Phone: 575-854-2626
Email: pat@ansbi.org
Positions Placed: Nurse Practitioners, Pharmacists,, Physician Assistants
Dates: April 2007 - Present

DEPT OF VETERANS AFFAIRS MEDICAL CENTER
1500 East Woodrow Wilson Avenue
Jackson, MS 39216
Contacts: Rosemary Briggs, Contract Specialist
Phone: 601-362-4471
Email: rosemary.briggs@med.va.gov
Positions Placed: Sonographers, Medical Technologists,
Dates: August 2006 - Present

DEPT OF VETERANS AFFAIRS MEDICAL CENTER
1111 East End Boulevard
Wilkes-Barre, PA 18711
Contacts: Rachel Turk, Contract Specialist
Phone: 570-824-3521
Email: rosemary.briggs@med.va.gov
Positions Placed: Surgical Technologists, Nurses
Dates: June 2010 - Present

DORN VETERANS HOSPITAL
6439 Garner's Ferry Road
Columbia, SC 29209
Contacts: Millicent Ball, Contracting Officer
Phone: 803-695-6782605-745-2000
Email: millicent.robinson@med.va.gov
Positions Placed Medical Technologists, Phlebotomists, Pharmacists
Dates: August 2008 – Present

EAGLE BUTTE PHS INDIAN HOSPITAL
100 Main Street
Eagle Butte, SD 57625
Contacts: Luis Ramos-Ortiz, Laboratory Manager
605.964.7648
luis.ramos-ortiz@his.gov
Positions Placed: Medical Technologists
Dates: June 2010 – Present

HUNTER HOLMES MCGUIRE VA MEDICAL CENTER
1201 Broad Rock Boulevard
Richmond, VA 23249
Contacts: Janet Davis, Contracting Officer
Phone: 757) 728-7020
janet.davis2@med.va.gov
Faye Dillard, Contracting Officer
Phone: 757-728-3449
faye.dillard@va.gov
Positions Placed: Radiology Specialty Technologists
Dates: May 2003 – Present

NORTHERN CHEYENNE HEALTH CENTER
PO Box 70
Lame Deer, MT 59043
Contacts: Rita Langager, Contract Specialist
Phone: 406-247-7293
Email: rita.langager@ihs.gov
Positions Placed: Pharmacists, Medical Technologists, Ultrasound, Vascular & Cardiac Technologists, Radiology Technologists, Nurses
Dates: August 2009 - Present

PHS INDIAN HEALTH CENTER
29 Washakie Park Road
Fort Washakie, WY 82514
Contacts: Rita Langager, Contracting Officer
Phone: 406-247-7293
Email: rita.langager@ihs.gov
Positions Placed: Medical Technologists, Physical Therapists, EEG Technologistsl
Dates: April 2008 – Present

PHS ALASKA NATIVE MED CENTER
4315 Diplomacy Dr
Anchorage, AK 99508
Contacts: Dave Morrison, Laboratory Director
Phone: 907-729-1228
Email: dmorriso@anmc.org
Positions Placed: Medical Technologists, Histotechnicians
Dates: March 2005 - Present

PINE RIDGE PHS INDIAN HOSPITAL
East Highway 18
Pine Ridge, SD 57770
Contacts: Terry Campos, Purchasing Agent
605.867.5131
kim.carpio@his.gov
Positions Placed: Medical Technologists, Nurses
Dates: September 2010 - Present

PHS INDIAN HOSPITAL
100 Lake Traverse Drive
Sisseton, SD 57262
Contacts: Brian Labelle, Laboratory Manager
Phone: 605-698-7606
Email: brian.labelle@ihs.gov
Positions Placed: Radiology Technologists, Medical Technologists
Dates: October 2002 – Present

ROCKY BOY TRIBAL HEALTH
535 Clinic Road East
Box Elder, MT 59521
Contacts: Karen Meyers, Laboratory Manager
406.395.4486
kmyers@rbclinic.org
Positions Placed: Medical Technologists
Dates: July 2010 - Present



TECHNICAL CAPABILITIES

TOMAH VA MEDICAL CENTER
500 E Veterans Street
Tomah, WI 54660
Contracts: Becky Cincotta, Contracting Officer
Phone: 414-902-5410
Email: becky.cincotta@va.gov
Kris Valest, Supervisor of Rehab
Phone: 608-372-3971
Email: kristin.valest@va.gov
Positions Placed: Nurses, Occupational Therapists, Pharmacy Techs, Medical Technologists, Physical Therapists
Dates: May 2007 – Present

VA SOUTHERN NEVADA HEALTHCARE
901 Rancho Lane
Las Vegas, NV 89106
Contacts: Marguerite White, Contracting Officer
Phone: 702-636-4081
Email: marguerite.white2@va.gov
Mike Cabana, Laboratory Manager
Phone; 919-286-0411
Email: michael.cabana2@va.gov
Positions Placed: Medical Technologists
Dates: March 2008 – Present

VA GULF COAST VETERANS HEALTH CARE SYSTEM
400 Veterans Avenue
Biloxi, MS 39531
Contacts: Madonna Nicely, Contract Officer
Phone: 228-523-5454
Email: madonna.niceley@va.gov
Positions Placed: Nursing Specialties, Surgical Technologists
Dates: April 2006 - Present

VA ANN ARBOR HEALTHCARE SYSTEM
2215 Fuller Road
Ann Arbor, MI 48105
Contracts: Joanne Alewine, Contracting Officer
Phone: 734-845-5256
Email: joanne.alewine@va.gov
Jamie Umstead, Contract Nursing Manager
Phone: 734-845-3710
Email: jami.umstead@va.gov
Positions Placed: Nursing Speciallities, Surgical Technologists
Dates: October 2007 - Present

VETERANS ADM MEDICAL CENTER
1700 South Lincoln Avenue
Lebanon, PA 17042
Contacts: Michael Bermes, Contracting Officer
Phone: 717-228-6018
Email: michael.bermes@va.gov
Positions Placed: Radiology SpecialityTechnologists, Respiratory Therapists, Ultrasound/Echo/Vascular Technologists, Medical Technologists, Audiologists
Dates: June 2007 - Present

VETERANS ADM MEDICAL CENTER
830 Chalkstone Avenue
Providence, RI 02908
Contacts: Emerson Joslin, Contract Specialist
Phone: 401-455-4904
Email: emerson.joslin@med.va.gov
Positions Placed: Physical Therapy Assistants
Dates: August 2006 - Present

VETERANS ADM MEDICAL CENTER
4801 East Linwood Boulevard
Kansas City, MO 64128
Contacts: Christy Herbig, Contract Specialist
Phone: 913-758-6478
Email: christy.herbig@va.gov
Positions Placed: Radiology Technologists, Nurses
Dates: January 2010 - Present

JERRY L PETTIS VETERANS ADM MEDICAL CENTER
11201 Benton Street
Loma Linda, CA 92357
Contact: Kevin Vo, Contract Specialist
Phone: 562-826-8045
Email: kevin.vo@va.gov
Positions Placed: Polysomnographers, Medical Technologists
Dates: February 2006 to August 2009

JESSE BROWN VETERANS ADM MEDICAL CENTER
820 South Damen Avenue
Chicago, IL 60612
Contact: Georgiann Schneider, Contracting Officer
Phone: 414-902-5402
Email: georgiann.schneider@va.gov
Patrice Bond, Contracting Officer
Phone: 414-902-5418
Email: Patrice.bond@va.gov
Positions Placed: Respiratory Therapists, Pulmonary Function Techs, Physical Therapists
Dates: July 2006 to April 2009

LOUIS A JOHNSON VA MEDICAL CENTER
1 Medical Center Drive
Clarksburg, WV 26301
Contacts: Jennifer Robinson, Contracting Officer
Phone: 304-623-3461
Email: jennifer.robinson2@va.gov
Positions Placed: Radiology Speciality Technologists, Phlebotomists
Dates; January 2007 – November 2008

RALPH H JOHNSON VETERANS ADM MEDICAL CENTER
109 Bee Street
Charleston, SC 29403
Contacts: Robert Combs, Supply Systems Analyst
Phone: 843-789-7789
Email: robert.combs@va.gov
Positions Placed: Polysomnographers
Dates: January 2009 – July 2009

TECHNICAL CAPABILITIES

MINNEAPOLIS VA HEALTH CARE SYSTEM
One Veterans Drive
Minneapolis, MN 55417

Contact: Gwendolyn Tate, Dept. of Interior
Phone: 612-629-7472
gwendolyn.tate@va.gov

Julie Stout, Contracting Officer
Phone: 650-493-5000
Email: julie.stout@va.gov

Positions Placed: Radiology Technologists, Respiratory Therapists, Medical Technologists

Dates: May 2007 t- March 2009

SOUTHEAST LOUISIANA VETERANS HEALTH CARE SYSTEM
1601 Perdido Street
New Orleans, LA

Contacts: Gilda Johnson, Contracting Officer
Phone: 504-571-8175
Email: gilda.johnson@va.gov
Gwendolyn Phillips, Chief Contracting Officer
Phone: 504-571-8176
Email: gwendolyn.phillips@va.gov
Positions Placed: Echo Technologists. Respiratory Therapists
Dates: February 2008 – September 2010

PHS INDIAN HOSPITAL
Highway 371, Navajo Route 9
Box 358
Crownpoint, NM 87313

Contacts: Mary Cecil, Contracting Officer
Phone: 505-786-6217
Email: mary.cecil@ihs.gov
Positions Placed: Nurses, Medical Technologists
Dates: September 2004 – October 2011

ALEDA E LUTZ VETERANS AFFAIRS MEDICAL CENTER
1500 Weiss St
Saginaw, MI 48602

Contacts: Darcy Galindo, Laboratory Manager
Phone: 989-497-2500
Email: darcy.galindo@va.gov
Positions Placed: Medical Technologists
Dates: July 2006 – December 2006

SIOUX FALLS VA HEALTHCARE SYSTEM
2501 W 22ND Street
Sioux Falls, SD 57117

Contacts: Crystal Dobbins, Recruiter
Phone: 605-333-6819
Email: crystal.dobbins@va.gov
Positions Placed: Nurses, Respiratory Therapists
Dates: March 2008 – September 2007

ROSEBUD PHS INDIAN HOSPITAL
Highway 18, Soldier Creek Road
Rosebud, SD 57570

Contacts: Craig Lafferty, Radiology Manager
Phone: 605-747-2231
Email: william.lafferty@ihs.gov
Positions Placed: Sonographers, Vascular Technologist, Radiology Speciality Technologists, Nurses
Dates: Oct ober 2006 – April 2011

CLAREMORE INDIAN HEALTH FACILITY
101 South Moore Avenue
Claremore, OK 74017

Contacts: Paul Mobley, Clinical Director
Phone: 918-342-6433
Email: paul.mobley@ihs.gov
Positions Placed: Respiratory Therapists
Dates: January 2007 – November 2008

BENNINGTON COMMUNITY OUTPATIENT CLINIC
325 North Street
Bennington, VT 05201

Contacts: Stacy Sullivan, Contract Specialist – Nursing
Phone: 802-296-6336
Email: stacy.sullivan@va.gov
Positions Placed: LPNs
Dates: March 2008 – April 2008

DZILTH-NA-O-DITH-HLE HEALTH CENTER
6 Road 7586
Bloomfield, NM 87413

Contacts: Patricia Witte, Clinical Director
Phone: 505-632-1801
Email: patricia.witte@ihs.gov
Positions Placed: Physician Assistants
Dates: January 2008 – August 2008

VA PUGET SOUND HEALTHCARE
1660 Columbian Way
Seattle, WA 98108

Contacts: Gloria Cahill, Contracts Manager
Phone: 206-764-2206
Email: gloria.cahill@va.gov
Candace Rich, Manager of Acute Care
Phone: 206-277-1842
Email: candace.rich@va.gov
Positions Placed: Occupational Therapists, Physical Therapists, Specialty Radiology Technologists, LPNs
Dates: March 2003 – May 2009

BATH VA MEDICAL CENTER
76 Veterans Ave
Bath, NY 14810

Contacts: Jeanette Crooks, Contracting Agent
Phone: 585-393-7853
Email: jeanette.crooks@va.gov
Positions Placed: Echo Technologists
Dates: September 2006 – November 2006

TECHNICAL CAPABILITIES

SAN FRANCISCO VA MEDICAL CENTER
4150 Clement Street
San Francisco, CA 94121
Contacts: Lupe Arroyo, Contracting Officer
Phone: 650-849-0386
Email: lupe.arroyo@va.gov
Positions Placed: Ultrasound Technologists, Respiratory Therapists
Dates: April 2005 – August 2011

ANDERSON VA OUTPATIENT CLINIC
1702 E Greenville Street
Anderson, SC 29621
Contacts: Millicent Ball, Contracting Officer
Phone: 803-695-6782
Email: millicent.robinson@med.va.gov
Positions Placed: Phlebotomists
Dates: October 2008 – November 2009

PHS INDIAN HOSPITAL
Highway 12 & Bonito Drive
Fort Defiance, AZ 86504
Contacts: Dr. James Bennett, Family Practice Director
Phone: 928-729-8000
Email: james.bennett@ihs.gov
Positions Placed: Nurse Practitioners, Physician Assistants
Dates: August 2009 to November 2010

KNOXVILLE VA MEDICAL CENTER
1515 West Pleasant Street
Knoxville, IA 50138
Contacts: Robert Short, Contracts Specialist
Phone: 641-828-5043
Email: robert.short3@va.gov
Mark Havran, Therapy Manager
Phone: 641-842-3101
Email: mark.havran@med.va.gov
Positions Placed: Occupational Therapists
Dates: June 2007 - December 2007

WHITE CLOUD INDIAN HEALTH STATION
3313-B Thrasher Road
White Cloud, KS 66094
Contacts: Kelly Battese, Director
Phone: 785-595-3450
Email: kelly.battese@ihs.gov
Positions Placed: Nurse Practitioners
Dates: August 2009 to June 2011

CANANDAIGUA VA MEDICAL CENTER
400 Fort Hill Avenue
Canandaigua, NY 14424
Contacts: Jeanette Crooks, Contract Administration
Phone: 585-393-7853
Email: jeanette.crooks@va.gov
Brian Westlake, Director of Rehab
Phone: 585-393-8080
Email: brian.westlake@va.gov
Positions Placed: Occupational Therapists, LPNs
Dates: November 2008 – April 2011

VETERANS ADM MEDICAL CENTER
1030 Jefferson Ave
Memphis, TN 38104
Contacts: Sherri Clark Hayes, Contracting Officer
Phone Nos: 615-225-6395 or 615-225-3418
Email: sherri.clark-hayes@va.gov
gregory.lemons@va.gov
Positions Placed: Cath Lab RNs, Echo Technologists, MRI Technologists, Physicists, Medical Technologists
Dates: June 2006 to November 2010

WHITE EARTH INDIAN HEALTH CENTER
40520 County Highway 34
Ogema, MN 56569
Contacts: Zane Rising Sun, MD
Phone: 218-983-4300
Email: zane.risingsun@ihs.gov
Positions Placed: Nurse Practitioners, Physician Assistants
Dates: November 2009 to August 2010

WILLIAM S MIDDLETON VAMC
2500 Overlook Terrace
Madison, WI 53705
Contacts: Rose Birkholz, Contract Officer
Phone: 414-902-5415
Email: rose.birkholz@va.gov
Positions Placed: Nurse Practitioners, Physician Assistants, Pharmacists,
Dates: September 2008 to June 2010

FORT BELKNAP HEALTH CENTER
456 Grosventre Avenue
Harlem, MT 59526
Contacts: Destinie Doney, Medical Staff Coordinator
Phone: 406.353.3152
Email: destinie.doney@ihs.gov
Positions Placed: Physician Assistants,
Dates: June 2010 – September 2011

ATTACHMENT E

REGISTRATION
STATE OF WEST VIRGINIA
6.19.13

FAX

From: State of West Virginia
Department of Administration
Purchasing Division - Vendor Registration
2019 Washington Street East
Charleston WV 25305-0130

Telephone: 304-558-2311
Fax: 304-558-3507
Web Site: www.state.wv.us/admin/purchase

To: Loxanne

Fax: 402 895 7812

Memo: Screen print attached. Log in info circled.

Number of pages including cover sheet: 2

Date: AUG 07 2013

Jeanne

Jeanne Barnhart
Jeanne.B.Barnhart@wv.gov

DBS PS VENDOR ENTRY SCREEN VES

NEXT FUNCTION: _____ ACTION: _____ 08/07/2013 12:54:59
REQUEST: g_____

PAY ENTITY : PUR VENDOR NO: *507114642 GROUP : 01 STATUS :
VENDOR NAME : AUREUS NURSING LLC VENDOR TYPE : D
SHORT NAME : AUREUSNURSINGLL RESPONSE: P FEIN/SSN : 470592910 F/S : F
ADDRESS LINE1: 13609 CALIFORNIA ST
ADDRESS LINE2: _____
CITY/STATE : OMAHA NE POSTAL CODE : 68154
CONTACT : ROXANNE L STANARD PHONE : 402-891-1118
ATTENTION : _____

CHECK NUMBER : 553371 AMOUNT : 125.00 ORDER HOLD : _
CATEGORY CODES : 1: CO 2: BLT 3: ___ 4: ___ 5: ___
HOME/BRANCH : B
REGISTRA DATE: 12/14/2009 RENEWAL DATE: 06/19/2013 EXPIRE DATE: 08/01/2014

FAX NUMBER : 402-895-7812
OPTIONAL ADDRESS LINE 1 : _____
OPTIONAL ADDRESS LINE 2 : _____

Rev. 07/12

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with ***West Virginia Code***, §5A-3-37. (Does not apply to construction contracts). ***West Virginia Code***, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the ***West Virginia Code***. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
____ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
____ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
____ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

2. **Application is made for 2.5% resident vendor preference for the reason checked:**
____ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

3. **Application is made for 2.5% resident vendor preference for the reason checked:**
____ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

4. **Application is made for 5% resident vendor preference for the reason checked:**
____ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
____ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
____ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
____ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Aureus Medical Group (Aureus Nursing, LLC) **Signed:** [signature]

Date: 8.6.15 **Title:** Director, Medical Operations & QA

RFQ No. BHS14022

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Avreus Medical Group (Avreus Nursing, LLC)

Authorized Signature: [signature] Date: 8.6.13

State of Nebraska

County of Douglas, to-wit:

Taken, subscribed, and sworn to before me this 6 day of August, 2013.

My Commission expires Nov. 09, 2013, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC Carrie Roche

GENERAL NOTARY - State of Nebraska
CARRIE NICOLE ROCHE
My Comm. Exp. Nov. 09, 2013

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Aureus Medical Group (Aureus Nursing, LLC)

(Company)

(Authorized Signature) Roxanne L Stanaud

Director, Medical Operations & QA

(Representative Name, Title) Phone - 800.856.5457

Fax 877.553.0660

(Phone Number) (Fax Number)

8.6.13

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BHS14022

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

[✓] Addendum No. 1	[ ] Addendum No. 6
[ ] Addendum No. 2	[ ] Addendum No. 7
[ ] Addendum No. 3	[ ] Addendum No. 8
[ ] Addendum No. 4	[ ] Addendum No. 9
[ ] Addendum No. 5	[ ] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Aureus Medical Group (Aureus Nursing, LLC)
Company

Authorized Signature

8.6.13
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
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Aureus Medical Group (Aureus Nursing, LLC)
Company

William J Stewart
Authorized Signature

8.6.13
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.