

01/02/14 08:29:33

West Virginia Purchasing Division

## Proposal to Provide Nurse Staffing Services to the Division of Veterans Affairs Veterans Nursing Facility

**VNF1033**  
**01/02/2014**

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West Virginia Purchasing Division

**Submitted by:**

Maxim Healthcare Services d/b/a

Maxim Staffing Solutions

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Jason Nicholas, Government Service

**Submitted to:**

Division of Veterans Affairs Veterans

Nursing Facility

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Tara Lyle

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Veterans Nursing Facility  
Bid Number: VNF1033**

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## Introduction

Maxim Staffing Solutions, a division of Maxim Healthcare Services, Inc. (Maxim), is pleased to offer healthcare staffing services to The Division of Veterans Affairs Veterans Nursing Facility. The Facility will enjoy the benefits of using Maxim as a one-stop staffing firm for The Division of Veterans Affairs Veterans Nursing Facility's healthcare staffing needs. Our office in Gahanna, OH is centrally located near The Division of Veterans Affairs Veterans Nursing Facility and our staff is experienced in recruiting and staffing a wide range of experienced medical professionals. Offering services around the clock, the Columbus Staffing office will be able to fill The Division of Veterans Affairs Veterans Nursing Facility staffing requests with local candidates for your staffing needs.

## Service Capabilities

Maxim is a provider of supplemental staff for medical facilities nationwide. Employing clinicians and various healthcare professionals, we come to the aid of many hospitals, nursing homes, school systems, correctional facilities, federal and state government agencies, private companies, and other medical environments. Our resources allow us to recruit and retain large numbers of healthcare professionals demonstrating our ability to fill requests with little notice. Currently, Maxim maintains a database of more than 61,000 nationwide.

### Maxim by the Numbers

- ✓ 61,000+ Employees
- ✓ 2,000+ Facilities
- ✓ 1,100+ Recruiters
- ✓ 280+ Offices

Maxim understands the need to attract experienced medical professionals. With access to thousands of medical professionals across the country, Maxim is able to fill medical staffing requests with the personnel The Division of Veterans Affairs Veterans Nursing Facility is seeking. Using our national footprint of more than 280 offices, our clients can feel confident that they are working with an agency committed to their satisfaction.

Through strategic recruitment efforts, Maxim draws experienced medical professionals in various fields and specialties. The Division of Veterans Affairs Veterans Nursing Facility can select from a wide range of healthcare positions. Following are some of the medical staffing opportunities available to The Division of Veterans Affairs Veterans Nursing Facility.

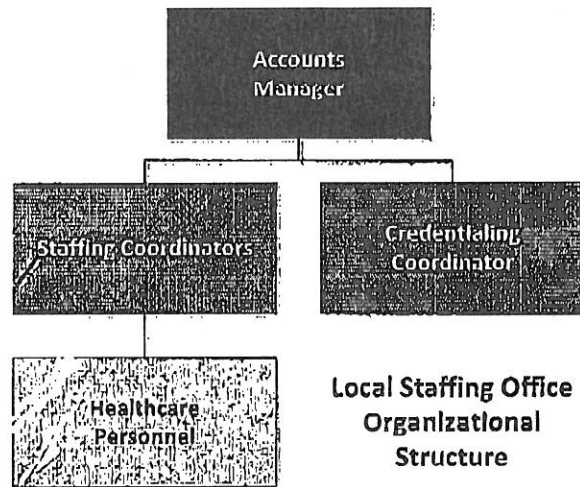
- |                                 |                                 |
|---------------------------------|---------------------------------|
| ▲ Case Managers                 | ▲ Health Information Management |
| ▲ Certified Nursing Assistants  | ▲ Licensed Vocational Nurses    |
| ▲ Claims Analysts and Examiners | ▲ Medical Administration        |
| ▲ Health Service Workers        | ▲ Medical Social Workers        |



- ▲ Occupational Therapy
- ▲ Office/Customer Service
- ▲ Pharmacists and Pharmacy Techs
- ▲ Physical Therapy
- ▲ Physician Practice
- ▲ Radiology/Imaging
- ▲ Registered Nurses
- ▲ Rehabilitation
- ▲ Respiratory Therapy
- ▲ Scientific/Laboratory
- ▲ Speech Therapy
- ▲ Surgical Techs

### **Management Approach**

Patrick LeBlanc, Accounts Manager manages the overall operations of the office, securing and maintaining client relationships and addressing client needs. He is supported by Staffing Coordinators who recruit temporary personnel and handle client requests. They work together to facilitate a seamless staffing process for our clients who benefit from having one point of contact for all of their staffing needs. In addition, the Columbus Staffing's staff is committed to improving service quality and has implemented the appropriate mechanisms to:



- ▲ Render customer service and control service quality
- ▲ Maintain business licenses and any service-specific licenses/waivers required per state requirements
- ▲ Comply with state and federal employment practices
- ▲ Adhere to prescreening and hiring practices.

Columbus Staffing's Compliance Assistant works closely with Patrick LeBlanc, Accounts Manager and has direct reporting responsibility to a Regional Compliance Coordinator. Additionally, the Compliance Assistant is responsible for the human resource duties for our internal and external employees affiliated with Columbus Staffing

Patrick LeBlanc, Accounts Manager will be responsible for monitoring service quality on an ad hoc, and structured, basis. He will maintain communications with The Division of Veterans Affairs Veterans Nursing Facility supervisors, seek performance feedback, and conduct periodic customer satisfaction surveys. Patrick LeBlanc will conduct regular site visits and the office will be open to visitors.



Position	Responsibilities
<b>Accounts Manager</b>	<ul style="list-style-type: none"> <li>▲ Responsible for maintaining the service satisfaction levels of our clients.</li> <li>▲ Able to visit client locations when requested.</li> <li>▲ Responsible for the daily supervision of Recruiters and the Compliance Assistant.</li> <li>▲ Adheres to Maxim's Internal policies and procedures, state requirements and all federal and state laws/regulations, including wage payment laws.</li> </ul>
<b>Recruiters/Staffing Coordinators</b>	<ul style="list-style-type: none"> <li>▲ Maintains a current awareness of the abilities and limitations of each healthcare professional.</li> <li>▲ Responsible for placing healthcare personnel to appropriate assignments.</li> <li>▲ Available 24 hours a day.</li> <li>▲ Has knowledge of and adheres to the policies and procedures of Maxim Staffing Solutions.</li> <li>▲ Holds healthcare professionals accountable for carrying out all policies and procedures.</li> </ul>
<b>Compliance Assistant</b>	<ul style="list-style-type: none"> <li>▲ Completes reference checks on applicants being considered for employment.</li> <li>▲ Processes the criminal background checks.</li> <li>▲ Conducts new employee orientation process.</li> <li>▲ Coordinates time sheet collection process.</li> <li>▲ Prepares and maintains employee personnel files to meet Maxim's current standards.</li> <li>▲ Tracks employee licensure/certification documentation for validity/expiration for healthcare professionals.</li> <li>▲ Audits personnel files on a monthly basis for performance measure data collection.</li> </ul>

The Columbus Staffing office has the support of Maxim's nationwide network of more than 280 offices employing over 1,100 Recruiters that the **Patrick LeBlanc, Accounts Manager** can utilize if necessary. Maxim's Headquarters provides the back office services such as billing, payroll, legal, and accounting functions. We are well-positioned to successfully work with The Division of Veterans Affairs Veterans Nursing Facility to provide Nurse Staff Services

## Industry-Recognized Quality Standards



### The Joint Commission

Maxim Staffing Solutions has attained certification for its Healthcare Staffing Services with The Joint Commission. Maxim's recruitment, screening and hiring processes abide by the standards set by The Joint Commission. The Columbus Staffing office has successfully completed the survey and audit processes.

An independent, not-for-profit organization, The Joint Commission is one of the predominant standards-setting and certifying bodies in healthcare. Its comprehensive certification process evaluates an organization's compliance with standards that focus on improving the quality provided by healthcare organizations. Joint Commission certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards.

## Company Profile

Maxim carries with it a commitment to providing experienced healthcare professionals focusing on the provision of quality service and the recruitment of trained personnel.

Established in 1988 to address the shortage in healthcare personnel, Maxim has since evolved to service various sectors of the staffing industry. Maxim offers clients integrated staffing solutions that provide coverage in every department or unit of the workplace. Our clients select flexible assignment options ranging from per diem shifts to extended-year contracts.

### Maxim's Coast-to-Coast Coverage



Our ability to successfully recruit experienced healthcare professionals is one of the reasons Maxim was ranked the largest per diem nurse staffing firm in the United States in 2010 by Staffing Industry Analysts. Comprehensive provision of services is the key to our success with our clients. Incorporated in the State of Maryland, Maxim operates through a nationwide network employing over 1,100 Recruiters in 280 local offices, utilizing information systems to manage and track a unified database of more than 61,000 employees companywide.



## Staffing Process

Employing an ever-increasing number of healthcare professionals, Maxim comes to the aid of many facilities. Clients can rely on our ability to match a candidate to your needs. Our resources allow us to recruit and retain large numbers of personnel maintaining our ability to fill requests with little notice.

The Division of Veterans Affairs Veterans Nursing Facility may request staff 24 hours a day, 7 days a week by calling the Columbus Staffing office. Our Recruiters are on-call to handle client requests after hours, on weekends, and during holidays.

Recruiters aim to fill requests within 24 hours of receipt. They will access Maxim's scheduling database to find personnel that are compatible with The Division of Veterans Affairs Veterans Nursing Facility preferences and available to work the shift. They will identify an appropriate match, notify The Division of Veterans Affairs Veterans Nursing Facility contact and give the assigned employee directions and information on the services requested. Recruiters will notify the appropriate The Division of Veterans Affairs Veterans Nursing Facility contact of any changes in scheduling.

Patrick LeBlanc, Accounts Manager will meet regularly with *The Division of Veterans Affairs Veterans Nursing Facility* decision makers to monitor the quality of Maxim's services and to provide satisfaction and compliance to contract requirements. *The Division of Veterans Affairs Veterans Nursing Facility* contacts may call Patrick LeBlanc, Accounts Manager at any time during the staffing process should questions or concerns arise.

## Maxim's Operations and Recruitment System

Through its partnership with an experienced healthcare staffing software organization, Maxim's technological benefit to The Division of Veterans Affairs Veterans Nursing Facility staffing needs is an upgraded operations and recruitment system. This software upgrade brings added value by providing a centralized system for all recruitment, credentialing, hiring, scheduling, and paying of personnel. This web-based solution also drives efficiency by automating the process of identifying healthcare professionals for The Division of Veterans Affairs Veterans Nursing Facility open staffing needs. This operating system can make a meaningful impact on client relations, clinical compliance, and operational efficiency. Maxim Staffing Solutions' enhanced operations and recruitment system offers many short- and long-term benefits to The Division of Veterans Affairs Veterans Nursing Facility.

- ▲ Electronic The Division of Veterans Affairs Veterans Nursing Facility /employee matching services based on your organization's requirements and candidate availability provide rapid access to experienced candidates.



- ▲ Paperless on-boarding processes, competency tests, and skills assessments enable faster and more efficient candidate recruitment.
- ▲ State-specific, The Division of Veterans Affairs Veterans Nursing Facility -specific and order-specific credentialing is built into the system, enabling Maxim to quickly identify and adhere to various state and The Division of Veterans Affairs Veterans Nursing Facility - requested requirements.
- ▲ Automated workflows resulting in enhanced efficiency for The Division of Veterans Affairs Veterans Nursing Facility through the reduction of errors, manual tasks, and tracking of temporary workers.
- ▲ Monitored credentialing supports a heightened level of clinical compliance.

### **Facility Staffing Options**

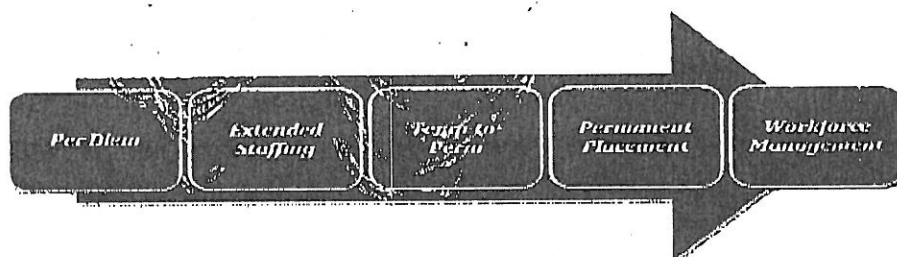
**Per Diem:** Clients may call their local Maxim office at any time to request staff to fill a shift. Maxim employs a number of personnel that are available to staff day, evening, and night shifts, on weekdays and weekends.

**Extended Assignments:** Extended assignments are the better staffing option when continuity of personnel and/or services is necessary. Maxim assists clients with selecting compatible personnel who are committed to working on a contractual basis for a specified time period.

**Temp-to-Perm:** Temp-to-perm assignments are the perfect compromise between extended assignments and permanent placement. Facilities may prearrange an extended staffing assignment with the option to hire Maxim's employee at the end of the term. Maxim will charge a buy-out fee that will be prorated from the start of the assignment.

**Permanent Placement:** Maxim places permanent personnel on a one-time, finder's fee basis that covers the cost of recruiting, employment services, placement costs, and replacing our workforce. The fee is calculated based on a percentage of the hired employee's salary.

### ***Continuum of Staffing Options***



## **Recruitment Strategies**

To supplement Maxim's staff of active healthcare professionals, the company employs multi-channel recruitment outreach tactics. The goal of this strategy is to communicate with, inform, and attract candidates through multiple platforms. This cross-media approach helps Maxim reach a broader audience and has proven successful across a variety of healthcare modalities nationwide. Maxim's multi-channel recruitment marketing approach includes:

▲ **Online Job Board Advertising and Sourcing**

Maxim posts opportunities on numerous job board Web sites, (i.e., Monster.com, Careerbuilder.com, and multiple healthcare recruitment sites) enabling the organization's recruiters to quickly and efficiently reach active job seekers with opportunities. These sites are mass advertised and receive thousands of visits from new and returning job seekers daily.

In addition to external job board advertising, all needs are posted on Maxim's company Web sites. Maxim drives traffic to these Web sites through cross-media marketing tactics, resulting in increased exposure for all staffing needs. Recruiters also utilize a software system that allows them to search multiple job sites simultaneously, creating efficiencies when sourcing candidates.

▲ **Targeted Direct Mail Campaigns**

Utilizing a contracted direct mail vendor, Maxim creates customized letter and postcard campaigns designed to inform candidates about open opportunities. Recruiters personalize the messaging of each direct mail campaign to attract professionals with the appropriate experience and qualifications. Respondents are directed to contact Maxim through various traceable mediums including unique toll-free phone numbers, or online landing pages developed to capture leads and route them to Maxim's dedicated recruitment team.

▲ **E-mail Marketing**

Recruiters develop customized, targeted e-mail campaigns to alert active job seekers of opportunities within their local market. Maxim tracks which recipients open and reply to each e-mail, enabling recruiters to quickly follow-up with interested candidates.

▲ **Search Engine Advertising**

Maxim utilizes paid-search advertising, also known as "pay-per-click" advertising, on Google and social media sites to drive candidate leads for specific job openings in local markets. Using paid search campaigns as part of the multi-touch strategy provides an additional avenue for Maxim's team to attract active and qualified candidates. Leads





are received in real-time allowing Maxim to contact prospective candidates immediately.

▲ **Local Advertising**

Maxim supplements job board and paid search advertising with strategic print and Web advertisements in a variety of outlets including trade publications, local associations and organizations, as well as regional newspapers, to spread awareness among active and passive job seekers.

▲ **Strategic Telephone Outreach**

Tapping into an extensive database of prospective health professionals, multi-channel efforts include telephone outreach as a means of directly connecting with and vetting candidates who have been reached by postcards, e-mails, and other multi-touch tactics.

**Live Recruitment and Active Engagement**

The Maxim team believes that successful recruitment always involves a hands-on approach. The following methods are employed to engage, connect with, and vet local healthcare professionals:

▲ **Employee Referral Programs**

Maxim's greatest asset is its employees. Current employees participate in referral programs designed to invite their qualified friends or family members to share in the benefits of joining the Maxim team.

▲ **Career Fairs and Tradeshows**

Maxim's recruiters attend career fairs and tradeshows, both locally and nationally, to network and build personal connections with healthcare professionals across medical specialties.

▲ **Professional Associations**

Maxim partners with professional healthcare associations for opportunities to connect with highly-specialized professionals. Recruiters often develop relationships with association administrators and advertise in local publications or post relevant positions on the organization's job boards.

▲ **Online Newsletters**

The company continually engages with prospective candidates and builds brand awareness through the distribution of several specialized e-newsletters to candidates who have opted-in to receive these communications. E-newsletters function as a means of providing relevant industry news to candidates while also informing them of

current job opportunities.

▲ **Social Media Marketing**

Maxim's recruiters engage potential candidates through social media platforms. Maxim utilizes social networking sites including Facebook, LinkedIn, and Twitter, to connect with and inform prospective employees of opportunities in an interactive online environment.

Maxim's team of experienced recruiters integrates database sourcing, multi-channel marketing, and live recruitment to provide comprehensive recruitment services for each client. Maxim's recruitment engine is designed to efficiently deliver candidates that meet client-specified qualifications, skills, and experience levels while saving valuable time and resources.

### **Screening & Hiring**

Maxim adheres to comprehensive level of standards for hiring and maintains rigorous conditions of employment. We believe that our healthcare professionals are a direct reflection of the efficient service we provide. Candidates for employment are required to meet the following requirements prior to employment.

#### **Hiring Practices**

Maxim strives to present experienced and credentialed medical professionals to our clients. Our candidates undergo prescreening processes before they are accepted as employees. We believe our healthcare professionals are a direct reflection of our reputation and the level of service and quality we provide. The candidates we select to provide services to The Division of Veterans Affairs Veterans Nursing Facility will have completed the following processes:

Screening Criteria	Nurses	Allied Health	Healthcare Admin
Completed Application/Interview	✓	✓	✓
License/Certification Verification	✓	✓	✓
Criminal Background Check	✓	✓	✓
Reference Checks	✓	✓	✓
Supporting I-9 Documentation	✓	✓	✓

**Licensure Verification**

Employee files are audited and updated monthly, and prior to assignment, credentials are verified as current. Throughout the hiring process, Maxim reviews the expiration dates on the following documents for each candidate:

- ▲ Professional licenses
- ▲ Professional certificates
- ▲ Health certificates
- ▲ CPR card (if applicable)
- ▲ Valid Picture ID.

During the monthly audit, Maxim requests the updated information from employees whose credentials are set to expire. Upon receipt of this information, Maxim's Coordinators will update our records appropriately. Employees who do not forward updated credentials will not be available for assignments.

**Screening Tests**

Candidates who apply to Maxim are screened prior to hire. As part of this qualifications process, applicants are tested for competency according to the discipline and specialty of the position they are seeking. Upon hire, Maxim classifies and logs the employees' capabilities and competencies in the office database for the purpose of sorting and matching the worker's qualifications with the right-fit assignments. Additionally, upon their first year of employment, Maxim tests our healthcare workers during their annual performance appraisal.



Candidates for employment with Maxim undergo competency assessments according to discipline and specialty. Maxim uses Prophecy Healthcare's Clinical Assessments and Checklists (formerly Nursetesting.com) located at [www.prophecyhealth.com](http://www.prophecyhealth.com), to administer our examinations. Prophecy is a well-respected, online testing vehicle featuring nationally-validated exams and skill checklists for all areas of nursing, allied health, homecare, and other healthcare specialties. Prophecy's assessment tools measure not only clinical competencies but also works to isolate critical competencies missed in traditional testing initiatives, such as stress tolerance, critical thinking, and teamwork skills. Maxim provides each candidate with a unique username and password to access the assigned exam(s). Candidates must pass each of their assigned examinations in order to be eligible for hire. Test questions and answers frequently change to prevent duplication and the temptation to share answers, thus preserving the integrity of the exams.

Although the passing scores vary per test at Prophecy, Maxim's minimum passing score is 80 percent no matter the test assigned to the candidate. If the Prophecy passing score is higher

than 80 percent for a particular test, Maxim's candidate also will be required to achieve that score.

### Training

Maxim's standards require healthcare professional candidates to be fully trained in the positions they seek through Maxim. Our Accounts Manager and Recruiters thoroughly review and verify candidate data and certifications as a condition of employment and placement.

Every segment of our employee training is based on our center core competency, which is the seamless delivery of optimal customer service. Training is provided on a mandatory and by-request basis to meet the needs of any Maxim employee who needs or desires training in job skills. National-level training is offered semi-annually. Topics for in-service and continuing education training may include the following:

- |                         |                         |
|-------------------------|-------------------------|
| ▲ Cardiology            | ▲ Med/Surg Nursing      |
| ▲ Career Fitness        | ▲ Men's Health          |
| ▲ Community Nursing     | ▲ Neurology             |
| ▲ Critical Care         | ▲ Oncology              |
| ▲ Cultural Competency   | ▲ Patient Education     |
| ▲ Emergency Nursing     | ▲ Perioperative Nursing |
| ▲ Forensic Nursing      | ▲ Pediatrics            |
| ▲ Gerontology           | ▲ Prenatal Health       |
| ▲ Infectious Disease    | ▲ Psych/Mental Health   |
| ▲ Holistic Health       | ▲ Spanish               |
| ▲ Home Health           | ▲ Substance Abuse       |
| ▲ Leadership/Management | ▲ Women's Health        |

### Orientation

Healthcare professionals receive Maxim orientation that is tailored per profession and geared toward familiarizing them with company policies and procedures. In addition, prior to the start of services, Maxim will review any The Division of Veterans Affairs Veterans Nursing Facility specific materials with our employees. Only employees who have completed both Maxim and The Division of Veterans Affairs Veterans Nursing Facility orientations are eligible for assignment.

## **Personnel Practices**

Maxim adheres to an Equal Employment Opportunity Policy for persons seeking employment and for persons employed by the company. Maxim will not discriminate because of race,



color, religion, sex, or national origin in any employment practice including hiring, firing, promotion, compensation and other terms, privileges and conditions of employment within its control. Maxim complies with the Civil Rights Act of 1964, 1966 and 1991, and the Fair Employment Practices Act. Advertising, public service brochures and collateral material contain the EEO statement.

#### **HIPAA/HITECH Compliance**

Maxim has implemented policies, procedures and practices to see that we are in compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as well as the Health Information Technology for Economic and Clinical Health ("HITECH") Act and applicable state laws. In instances where Maxim receives Protected Health Information (PHI) from clients, we will comply with the applicable provisions of the Administrative Simplification rules.

Maxim will safeguard all PHI in electronic and other forms and may only use or disclose such information to treat patients, to arrange for payment for services rendered, for healthcare operations, as required by law, or as otherwise authorized by the patient.

Maxim employees have a duty to maintain the confidentiality of each patient's PHI in accordance with HIPAA, HITECH, and applicable state laws as well as the Company's privacy policies and procedures. Further, contractors have a duty to maintain the confidentiality of each patient's PHI in accordance with applicable law.

#### **Employee Wages & Benefits**

Professionals assigned to a facility are considered employees of Maxim for whom Maxim assumes responsibility for payment of wages and benefits. Maxim takes responsibility for withholding federal and state income tax, social security taxes, unemployment insurance, and maintaining state-mandated worker's compensation coverage. Maxim provides FICA, federal unemployment insurance and state unemployment insurance for part-time staff. Our external employees become eligible for a variety of benefits, including healthcare and paid time off, upon working 120 hours or more in a 4-week period. Maintaining eligibility requires working 30 or more hours per week.

#### **Insurance**

Maxim is insured through Underwriters Lloyd's of London. We maintain General and Professional Liability that includes self-insured retention. The General and Professional policies are written as claims-made policies. Further, Maxim maintains Auto Liability coverage and Worker's Compensation policies that meet or exceed each state's requirements.

### ***Billing***





The billing process begins in the local office with the collection and verification of each employee's weekly timecards. Office personnel feed the data into Maxim's information systems, and regional billing teams at Maxim's Headquarters complete the data processing and generate weekly invoices on behalf of each office.

Maxim's accounting, credit, billing, and payroll functions are centrally based out of Maxim's Headquarters located in Columbia, Maryland. Maxim has found that centralized billing and collections is an effective way to present our clients with accurate invoices completed in a timely manner.

Standardized invoices contain the facility name, unit, date of service, shift, class type, employee name, hours worked, and bill rate. Moreover, we are able to customize invoices to meet our clients' requirements. Maxim has the ability to bill electronically and currently does so for many clients. Invoices are due and payable within 30 days, unless our clients have negotiated other terms.

### Focus on Compliance

As a nationwide company with more than 280 offices and 61,000 employees, Maxim understands the critical need for quality and compliance at all levels of our organization, as well as service delivery processes. In order to foster an environment that encourages our company and employees to operate in an ethical and compliant manner, Maxim has developed the MaxCompliance program. Maxim's Chief Compliance Officer is Jackie Baratian and she is responsible for the oversight and management of Maxim's compliance and ethics program, including compliance initiatives, internal audits, and training.

The overarching goal of MaxCompliance is to encourage and support a culture within our organization which promotes strict adherence to federal and state laws, relevant healthcare program requirements, and Maxim's business policies and Code of Conduct. The MaxCompliance program is applicable to all business lines and employees of the company.

The central tenets of the MaxCompliance program are to assess risks, develop controls, monitor performance, and implement new corrective actions and process enhancements on an ongoing basis. Maxim sincerely believes that if patient and client care is the heart of our business, compliance is the backbone. That is why MaxCompliance is a fundamental part of our company's mission *"To provide reliable, safe, and patient-centered care through*

***Innovative and efficient care delivery methods.*** Compliance is critical to our organization and employees' provision of healthcare staffing services to our patients and clients.

### **Maxim's Commitment**

Respect and compassion are among the core values of our organization. We pledge to treat every Maxim team member, patient, and client with the utmost respect and dignity. We also recognize that Maxim is in the business of improving lives, and as a result, we expect that every team member exhibits heartfelt compassion and empathy in every interaction, every day. Maxim Health Systems is committed to providing reliable, safe and patient-centered care through creative and efficient care delivery models. Our vision is to be the most respected and admired healthcare services organization in the nation.





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

## Solicitation

NUMBER
VNF1033

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

TARA LYLE  
304-558-2544

RFQ COPY  
TYPE NAME/ADDRESS HERE  
Maxim Healthcare Services, Inc.  
dba Maxim Staffing Solutions  
7227 Lee Deforest Drive  
Columbia, MD 21046

DIVISION OF VETERANS AFFAIRS  
VETERANS NURSING FACILITY

100 FREEDOMS WAY  
CLARKSBURG, WV  
26301

304-627-2415

DATE PRINTED
12/12/2013

BID OPENING DATE:

01/02/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOM	LOT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS	964-65			
					RN: \$46.50 per hour	
					RN: OT and Holiday Rate \$69.75 per hour	
					LPN: \$35.50 per hour	
					LPN: OT and Holiday Rate \$53.25 per hour	
					CNA: \$21.00 per hour	
					CNA: OT and Holiday Rate \$31.50 per hour	
					HSW: \$21.00 per hour	
					HSW: OT and Holiday Rate \$31.50 per hour	
					<p>OPEN-END CONTRACT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV VETERANS NURSING FACILITY, IS SOLICITING BIDS TO PROVIDE NURSE STAFFING SERVICES, PER THE ATTACHED SPECIFICATIONS.</p> <p>ATTACHMENT INCLUDE:</p> <ol style="list-style-type: none"> <li>1. INSTRUCTIONS TO VENDORS SUBMITTING BIDS.</li> <li>2. GENERAL TERMS AND CONDITIONS.</li> <li>3. VNF1033 SPECIFICATIONS.</li> <li>4. CERTIFICATION AND SIGNATURE PAGE.</li> <li>5. PURCHASING AFFIDAVIT.</li> <li>6. RESIDENT VENDOR PREFERENCE (RVP) FORM.</li> </ol> <p>*****</p> <p>PLEASE NOTE: THE PRICING PAGE WILL BE ISSUED UNDER SEPARATE ADDENDUM.</p> <p>*****</p>	

SIGNATURE

Controller

F50N

52-1590951

TELEPHONE

(410) 910-1453

DATE

December 30, 2013

ADDRESS CHANGES TO BE NOTED ABOVE

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

**REQUEST FOR QUOTATION**  
**VNF1033 - Direct Care Staffing Services**

**000025**

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

9.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5 Vendor shall inform all staff of Agency's security protocol and procedures.

**10. VENDOR DEFAULT:**

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

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

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

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

10.1.4 Failure to remedy deficient performance upon request.

10.2 The following remedies shall be available to Agency upon default.

10.2.1 Cancellation of the Contract.

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

10.2.3 Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

11.1 **Contract Manager:** During its 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: Jason Nicholas  
Telephone Number: 614-986-3025  
Fax Number: 614-539-0877  
Email Address: janichol@maxhealth.com

000026

**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 all 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.

Maxim Healthcare Services, Inc. dba Maxim Staffing Solutions  
(Company)

  
(Authorized Signature)

Robert Teaff, Controller  
(Representative Name, Title)

410-910-1453 / 410-910-1453  
(Phone Number) (Phone Number)

December 30, 2013  
(Date)



000027

RFQ No. VNF1033STATE 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 stated 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 § 23-25-2; 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 of 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 exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing the 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: Maxim Healthcare Solutions, Inc. dba Maxim Staffing SolutionsAuthorized Signature: [Signature] Date: December 30, 2013State of MarylandCounty of Howard, to-wit:Taken, subscribed, and sworn to before me this 30th day of December, 2013.My Commission expires 6/9 2014

AFFIX SEAL HERE

NOTARY PUBLIC

Kelly Vance  
Purchasing Affidavit (Revised 07/01/2012)

**Kelly Vance**  
**Notary Public MD**  
**Carroll County**  
**My Commission Expires June 9, 2014**

NOT APPLICABLE to Maxim Healthcare Services, Inc.

000028

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 2.0% 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 2.0% 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 3.0% 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 3.0% 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: N/ASigned: N/ADate: N/ATitle: N/A



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 11/25/2013

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).

<b>PRODUCER</b> Altus Partners, Inc 919 Conestoga Road Building 3, Suite 111 Rosemont PA 19010 <b>INSURED</b> Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions 7227 Lee DeForest Drive Columbia MD 21046		<b>CONTACT NAME:</b> Krista Dean <b>PHONE:</b> (610) 526-9130 <b>FAX:</b> (610) 826-2021 <b>(A/C, No, Ext):</b> <b>E-MAIL:</b> certificates@altuspartners.com <b>ADDRESS:</b> <b>PRODUCER ID#:</b> 00000042 <b>CUSTOMER ID#:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Lloyd's of London <b>INSURER B:</b> ACE American Ins Co. 22667 <b>INSURER C:</b> Indemnity Ins Co of NA 43575 <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES		CERTIFICATE NUMBER: 13-14 Staffing Stg		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	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EXP (MM/DD/YYYY)	POLICY RPT (MM/DD/YYYY)	LIMITS
LIR		INSR				
A	GENERAL LIABILITY		PH1303923	11/30/2013	11/30/2014	EACH OCCURRENCE \$ 7,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 4,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 7,000,000 PRODUCTS - COMPIOP AGG \$ 7,000,000 PRODUCTS - EXCLUSION \$
	X COMMERCIAL GENERAL LIABILITY					
	X CLAIMS-MADE OCCUR					
	X Professional Liab					
	X \$4,000,000 SIR					
GENL AGGREGATE LIMIT APPLIES PER X POLICY PRO. JCT LOC						
B	AUTOMOBILE LIABILITY		H08815901	11/30/2013	11/30/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ Uninsured motorist \$
	X ANY AUTO		H08815513 (Owned)			
	X ALL OWNED AUTOS					
	X SCHEDULED AUTOS					
	X HIRED AUTOS					
X NON-OWNED AUTOS						
UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		C47875201	11/30/2013	11/30/2014	Y WC STAT. TOBY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	C47875225 (OK, WA)	11/30/2013	11/30/2014	
	(If yes, describe under DESCRIPTION OF OPERATIONS below)					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Certificate is issued as evidence of insurance per the policy terms, conditions, and exclusions.

<b>CERTIFICATE HOLDER</b> For Information Purposes Only		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> Krista Dean/KMD <i>Krista M. Dean</i>
--	--	--

 ACORD 25 (2009/09)  
 INS026 (2009/09)

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## Edith Amador-Boyd

165 Coolspring St  
Unlontown, PA 15401  
(724)557-0839

### OBJECTIVE

- Dedicated, service-focused professional seeking to expand my diversified abilities.
- Reliable worker with the ability to quickly learn new concepts and skills.
- Backed by a solid work history, reputation as a team player and passion for helping others.
- Background experience includes caring for the terminally ill (hospice), Alzheimer's and Dementia, final stages of renal, cancer, (stages), and behavioral challenged patients (consumers).
- Managed numerous employees in all aspects, as well as an office.

### WORK EXPERIENCE

#### Direct Care Provider, Certified Nurse Assistant

2/2009 - 6/2013; Worked for various home care agencies P/T and FT at Mt Macrina

- Received "exceeds expectations" ratings on all performance reviews. Cited for excellence in interpersonal communications, flexibility and reliability.
- Transformed "difficult" customers/consumers into loyal guests by leveraging strengths in premium service delivery and ability to find "win-win" resolutions.
- Commended for multitasking abilities.
- Learned the basics of assessing patient vital signs under the tutelage of home healthcare nurses, maximized their capabilities.
- Assisted home nurses and hospice staff with all aspects of daily care, including bathing, feeding, dressing, and Activities of Daily Living (ADLs).
- Worked midnight and afternoon shifts.
- Assisted residents to their every need, help them get ready for their ADLs.
- Worked with GERD, Dementia, Hospice, and other units. Assisted several times on the post mortem care of passed residents.
- Assisted consumers with their physical, occupational therapy, and palliative care.

### OTHER WORK EXPERIENCE

#### Staff Accountant, Senior Accounts Manager, Credit and Collections manager (bilingual)

- Started as a civil service GS-3 Department of Defense employee, laid off as a GS-7
- Officer of the Navy for four years
- Senior Account Manager for Default Research, sales of internet data in the foreclosure forums.
- Staff Accountant - Manager, in charge of all the accounting department aspects, supervised a group of 13+ personnel.
- Collections Manager for a mortgage company, supervised a group of 17 collectors, helped them achieved their monthly goals by planning strategic ways of speaking to customers, peers, and helping them to bring accounts to a current status.
- Owned and operated my own coffee house in San Francisco, CA (1990-1992).

### AFFILIATIONS

- 10/2003-present: Humane Society, Volunteer.
- 9/2005-present: Volunteer at St John's the Evangelist Regional Catholic School.
- 3/2003-present: LAASO Latin American Association member in Morgantown, WV.

### SKILLS

- Bilingual English/Spanish (fluent)

- Computer/Internet savvy
- Quality Patient Care

**EDUCATION**

5-1988 Graduated from John Jay High School, San Antonio, TX  
8-1996 B.S., Accounting and Psychology, University of California at Berkeley, CA  
2-2011 Certified Nurse Assistant, WCCC, Youngwood, PA





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: Edith D. Amador-Boyd  
Eval-Code: 0913-66307  
Date of Registration: 9/4/2013  
Expiration Date: 9/28/2015  
Basis of Registration: Reciprocity

### Training Program

Westmoreland County Community College - PA

### Substantiated Findings

This nursing assistant has no substantiated findings of abuse, neglect or misappropriation of resident property on file with the West Virginia Long-Term Care Nursing Assistant Program.

This verification was completed on 9/5/2013 at 2:34:56 PM.

American  
Red Cross

This recognizes that  
Edith Amador-Boyd  
has completed the requirements for  
First Aid  
conducted by  
PENTO HOMECARE AGENCY  
Date completed: 05/24/2012  
The American Red Cross recognizes  
this certificate is valid from  
completion date for: 2 Years

American  
Red Cross

This recognizes that  
Edith Amador-Boyd  
has completed the requirements for  
Child CPR  
conducted by  
PENTO HOMECARE AGENCY  
Date completed: 05/24/2012  
The American Red Cross recognizes  
this certificate is valid from  
completion date for: 2 Years

American  
Red Cross

This recognizes that  
Edith Amador-Boyd  
has completed the requirements for  
Pediatric First Aid  
conducted by  
PENTO HOMECARE AGENCY  
Date completed: 05/24/2012  
The American Red Cross recognizes  
this certificate is valid from  
completion date for: 2 Years

American  
Red Cross

This recognizes that  
Edith Amador-Boyd  
has completed the requirements for  
Infant CPR  
conducted by  
PENTO HOMECARE AGENCY  
Date completed: 05/24/2012  
The American Red Cross recognizes  
this certificate is valid from  
completion date for: 2 Years

American  
Red Cross

This recognizes that  
Edith Amador-Boyd  
has completed the requirements for  
AED-Adult  
conducted by  
PENTO HOMECARE AGENCY  
Date completed: 05/24/2012  
The American Red Cross recognizes  
this certificate is valid from  
completion date for: 2 Years

American  
Red Cross

This recognizes that  
Edith Amador-Boyd  
has completed the requirements for  
Adult CPR  
conducted by  
PENTO HOMECARE AGENCY  
Date completed: 05/24/2012  
The American Red Cross recognizes  
this certificate is valid from  
completion date for: 2 Years

redcross.org

Instructor's Signature

*James R. Pente*  
Chapter  
SWPA

Holder's Signature

*E. Boyd*

redcross.org

Instructor's Signature

*James R. Pente*  
Chapter

SWPA

Holder's Signature

*E. Boyd*

redcross.org

Instructor's Signature

*James R. Pente*  
Chapter  
SWPA

Holder's Signature

*E. Boyd*

redcross.org

Instructor's Signature

*James R. Pente*  
Chapter  
SWPA

Holder's Signature

*E. Boyd*

redcross.org

Instructor's Signature

*James R. Pente*  
Chapter  
SWPA

Holder's Signature

*E. Boyd*

redcross.org

Instructor's Signature

*James R. Pente*  
Chapter

SWPA

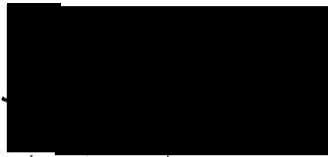
Holder's Signature

*E. Boyd*

---

**Cherish N. Jamison**

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**Objective**

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To obtain a licensed practical nursing position in a medical setting that will allow me to gain experience working with a diverse and challenging population of patients

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**Skills**

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- Experienced in working in rehabilitation hospital and long term care facility
- Strong interpersonal and communication skills
- Ability to prioritize, organize and multitask with strong attention to detail

---

**Work Experience**

---

Genesis HealthCare- Mary's Garden Unit Oak Hill, WV October 2012-Present  
Licensed Practical Nurse

- Administered medications prescribed by physician
- Performed treatments ordered by physician
- Identified and reported changes in condition to supervisor, physician and family

Heartland of Beckley Beckley, WV October 2012-March 2013  
Licensed Practical Nurse

- Transcribed physician orders to patient's charts and care plans as required
- Administered patient's ordered medications
- Charts progress notes in an informative, factual manner

HealthSouth Rehabilitation Hospital Huntington, WV December 2011- June 2012  
Registered Nurse Technician

- Provided assistance to registered nurses within my scope of practice
- Mastered the use of bladder scanner
- Collected urine and stool specimens

---

**Education**

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Cabell County Career Technology Center Huntington, WV 2012  
Nursing Licensed Practical Nursing

Marshall University Huntington, WV 2009  
Associate in Applied Science  
Pre-Nursing

**Achievements:**

Dean's List 2009

Mt. Hope High School Mt. Hope, WV 2006  
Healthcare High School Diploma

**Achievements:**

Martin Luther King Savings Bond 2006

Shawn Carter Scholarship 2006

Business Information Technology Certificate 2005

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**Certifications/License**

CPR certified, American Heart Association, expires 2015  
Certified Nurse Assistant, State of West Virginia, 2011  
Licensed Practical Nurse, State of West Virginia, 2012  
Certified in IV Therapy, State of West Virginia, 2012

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**References**

Available upon request

Licensee Information

Page 1 of 1

# West Virginia State Board of Examiners for Licensed Practical Nurses License Lookup Results

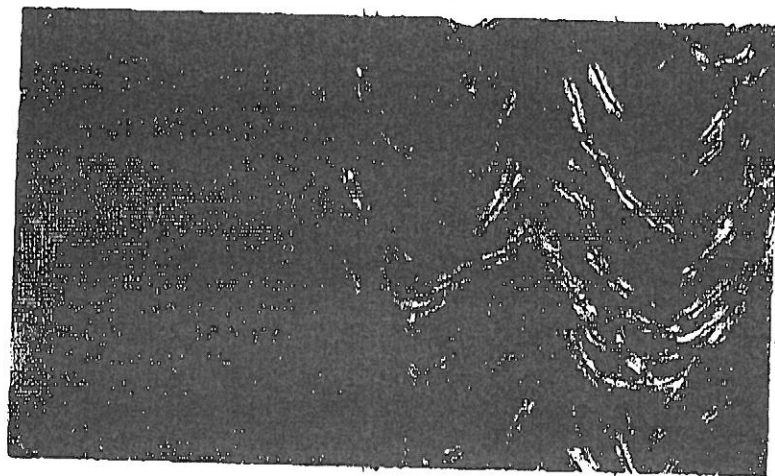
**Jamison, Cherish N**

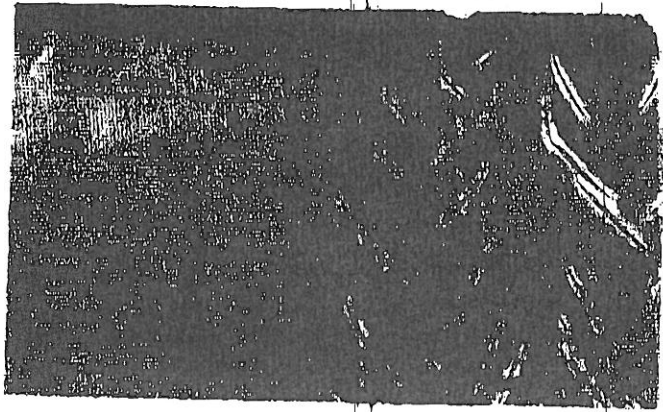
<b>Address</b>	Beckley, WV
<b>License Number</b>	33333
<b>License Status</b>	Active
<b>License First Issued</b>	October 15, 2012
<b>License Expiration Date</b>	June 30, 2014
<b>Disciplinary Information</b>	No disciplinary information on file.

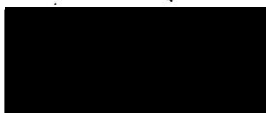
*Database Last Updated: 9/24/2013 at 3:00:00 PM  
Page Generated: 9/25/2013 at 11:14:35 AM*

[Search Again](#)







**CHRISTINA VAUGHN, RN**

**Education: Hocking College**  
 7/08 – 6/09 Nelsonville, Ohio  
 Completed Registered Nurse program

**8/06 – 9/07 Buckeye Hills Career Center School of Nursing**  
 Rio Grande, Ohio  
 Completed LPN training with IV certification and CPR

**10/02 – 11/02 Buckeye Hills Career Center - Ohio Peace Officer Training Academy**  
 Rio Grande, Ohio  
 Completed Ohio peace officer certification

**Work**

**Experience: MedAssurant**  
 11/10-present RN/Site Review Consultant/Chart Reviews

**3/10 – 11/10 REM – Williamstown, WV**  
 RN/Health Service Supervisor (Psych. Nursing)

**9/09 – 9/11 Today's Choice Health & Wellness Solutions – Athens, OH**  
 RN Part-Time  
**9/09 – 3/10 Camden Clark Memorial Hospital – Parkersburg, WV**  
 Ortho/Neuro Staff RN

**7/08 – 9/09 Maxim Healthcare Services – Grove City, OH**  
 Staffing Agency LPN and RN

**1/08 – 7/08 Home Health Care of Southeast Ohio – Guysville, OH**  
 LPN Home health care.

**1/08 – 6/08 Overbrook Rehabilitation Center – Middleport, OH**  
 LPN hall nurse and treatment nurse duties.

**12/96 – 12/07 Kelly Services - Vienna, WV**  
 Temporary assignments including long term assignments as: medical historian, present medical transcriptionist, secretary, receptionist.

**12/91 – 12/93 H.D. Brown, DDS – Pomeroy, OH**  
 Billing Director: Medicaid and Insurance authorizations and billing.

**10/02 – 12/04 Lakin Correctional Facility For Women - West Columbia, WV**  
 Correctional Officer II  
 Responsibilities: Central control, inmate supervision, urinalysis coordinator.

**Volunteer: Sexual Assault Survivor Advocate, Nicaragua missionary trip, foster parent.**

**REFERENCES****Work References:**

**Today's Choice Health & Wellness Solutions**  
Angela Cremeans Shamblin, Owner  
8 North Court Street  
Athens, OH 45701  
304-573-7734

**MedAssurant**  
Joyce Bigley, Supervisor  
4321 Collington Rd.  
Bowie, Maryland 20716  
301-809-4000

**Kelly Services**  
Attn: Andrea  
520 Grand Central Avenue #202  
Vienna, WV 26101  
(304) 295- 0205

**Lakin Correctional Facility For Women**  
11264 Ohio River Road  
West Columbia, WV 25287  
(304) 674-2440

**H.D. Brown, D.D.S., Inc.**  
Attn: Regina Dillard  
200 1/2 West Main Street  
Pomeroy, OH 45769  
(740) 992-2387

**Personal References:**

Sandy West, RN - Obleness Memorial  
68237 SR 124  
Reedsville, OH 45772  
74-440-0163

Crystal Arnold, Nursing Instructor  
RN Program - Hocking College  
140 Allen Street  
Little Hocking, OH 45742  
740-989-5338

Amy Morton, RN  
396 Beeman Road  
Washington, WV 26181  
(304) 863-3737

## WV Board of Examiners for Registered Professional Nurses License Search

Page 1 of

West Virginia  
(http://www.wv.gov)

State Agency Directory (http://apps.wv.gov/Pages/agency.aspx)

Online Services (http://www.wv.gov/Pages/services.aspx)



(http://wvrbboard.com/)

**West Virginia Board of Examiners for Registered Professional Nurses**  
(http://wvrbboard.com/)

VAUGHN, CHRISTINA

## License Information

Address: SYRACUSE, OH  
License Number: 7891b  
Primary Status: Active  
Secondary Status: N/A  
License First Issued: 11/3/2009  
License Expiration Date: 10/31/2014  
License Renewal: N/A

Disciplinary Information: No disciplinary information in file.

Permitting: N/A

Page Generated 12/31/2013 12:10 PM

Back (Number/RNSearch/Results/LicenseNumber/7891b)

Submit Feedback (Nursing/RNSearch/Home/Feedback)

Privacy, Security and Accessibility (http://www.wv.gov/office/Pages/default.aspx)

WV.gov (http://www.wv.gov)

USA.gov (http://www.usa.gov)

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**BASIC Life Support**

CPR PRO  
NOT THE PROFESSIONAL PERSON

Chirica Vasca

Y. B. G. (G. B. G.)

१७७७



ASHI-approved Certification Card

JOHNSON, RAY

2020  
Carter

11.2017

014-223-7632

posting the "bad"

[illegible]