PRICELIST

State Term Schedule Number 811069 Index No. STS155 – Temporary Medical Staffing

Effective July 01, 2011 through June 30, 2014

Maxim Healthcares Services, Inc
d/b/a
Maxim Staffing Solutions

Holiday Observation: Hours worked on the following holidays will be paid at a rate of time and one-half.
New Years The first day of January
Memorial Day The last Monday of May
Independence Day The 4th day of July
Labor Day The first Monday of September
Thanksgiving Day The fourth Thursday of November
Christmas Day The 25th of December

Holiday Shift:
Third Shift – 11:00 PM to 7:00 AM or 10:00 PM to 6:00 AM
First Shift – 7:00 AM to 3:00 PM or 6:00 AM to 2:00 PM
Second Shift – 3:00 PM to 11:00 PM or 2:00 PM to 10:00 PM

Overtime Pay
Applies to hours worked over 40 hours per week at time and one-half

Background Checks, Fingerprints and Drug Testing
Prior to placement of an employee, contractor will provide the institution with evidence of a background check performed through a national database, in addition to finger printing and drug test results performed no more than thirty (30) Days Prior to placement of employee.

Minimum order: 8 hours contiguous

Maximum Order Limit (MOL) Discount Schedule:

5% after $125,000.00 of total services are provided on an agency by agency basis
7% after $150,000.00 of total services are provided on an agency by agency basis
12% after $200,000.00 of total services are provided on an agency by agency basis
15% after $250,000.00 of total services are provided on an agency by agency basis

The above progressive discount rate applies to all medical positions listed on this pricelist. Whenever an MOL amount is reached, the Contractor shall invoice the respective agency at the applicable discount rate until the next MOL amount is reached. When the next MOL amount is reached, the Contractor shall invoice at the rate applicable to that MOL. Overtime shall be calculated at one and one-half times the applicable discounted rate. The Contractor shall continue to invoice the respective agency at the applicable discounted rate until termination of this contract.

Geographic coverage (service area): All 88 Counties.

Payment Terms: 2.0% 15 days, Net 30 days

See contract for ordering and contact information.

SCHEDULE NUMBER: 800169 Index No. STS155

PRICELIST

Temporary Medical Staffing

Type of Position	Hourly Rate
Behavioral & Social Sciences	
Licensed Independent Social Worker (LISW)	$31.70
Licensed Professional Clinical Counselor (LPCC)	$34.17
Licensed Social Worker (LSW)	$28.25
Psychologist (General)	$45.53
Social Worker (MSW)	$33.36
Dental	
Dental Assistant	$19.50
Dental Hygienist	$31.00
Dietary	
Dietician	$33.36
Diet Technician	$19.00
Laboratory	
Medical Laboratory Technologist	$30.25
Nursing Related	
Licensed Practical Nurse (LPN General)	$28.11
Licensed Practical Nurse (LPN w/Specialty)	$31.49
Nurse Practitioner (General)	$56.50
Registered Nurse (RN Dialysis)	$37.00
Registered Nurse (RN General)	$37.00
Registered Nurse (RN Mental Health)	$37.00
Registered Nurse (RN Occupational Health)	$39.97
State Tested Nurse Aide (STNA General)	$17.52
Pharmacy	
Pharmacist	$63.06
Pharmacy Technician (Certified)	$19.74
Phlebotomist	
Phlebotomist	$18.04
Physicians	
Emergency Medicine (Urgent Care & Trauma Level 1 Certified)	$120.00
Emergency Medicine (Urgent Care & Trauma Level 2-5)	$118.19
Technicians/Technologists (other)	
Health Information Technician	$18.50
Therapy (Occupational/Physical)	
Occupational Therapist	$44.59
Respiratory Therapist	$35.24

Position Titles, Minimum Qualifications & Description of Medical Professionals Duties (in alphabetical order):

Job Title:	Medical Social Worker		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code: MSSW**	**W/C Code: 8833**

Position Description:

An individual who possesses a Masters of Social Work degree, who in collaboration with the multi-disciplinary team, has input in the development of the plan of care for those patients requiring social work intervention. Provides medically necessary intervention to patients who have social or emotional problems which are or are expected to be an impediment to the effective treatment of the patient's medical condition and/or rate of recovery. Additionally, provides these services in accordance with physician's orders.

Essential Duties and Responsibilities:

- Provides medically necessary social work intervention in accordance with physician's orders.
- Assesses patient's psychosocial needs, plans for, evaluates and modifies interventions to meet the established patient goals.
- Collaborates with all disciplines to plan and evaluate team goals for each patient.
- Facilitates patient referrals to community agencies when appropriate.
- Provides financial counseling when necessary to achieve the treatment goals established by the multi-disciplinary.
- Assists patient/family/caregivers in planning for present and future psychosocial needs as related to the patient's current status and prognosis including terminal illness.
- Adheres to all Maxim policies and procedures while providing services to patients.
- Adheres to all Maxim expectations with regards to preparation and submission of required paperwork.
- Observes and reports patient progress and/or changes in patient status to physician and appropriate multi-disciplinary team members.
- May be asked to participate in Multi-disciplinary Patient Care Conference, PI Committees, Professional Advisory Board and Maxim in-services programs.
- Other duties as assigned

Minimum Requirements:

- Master of Social Work degree from a school of social work accredited by the Council on Social Work Education preferred.
- Minimum of one year of social work experience in a health care environment in the last two years preferred.
- Current Health Certificate (if applicable)
- Current PPD or Chest X-ray
- Reliable transportation.

- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Psychologist		
Division:	Maxim Staffing Solutions, TravelMax		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code: PSYG**	**W/C Code: 8833**

Position Description:

The Psychologist plans, conducts and coordinates all aspects of diagnostic assessment, evaluations and therapeutic interventions. The psychologist must demonstrate professional knowledge of, and skill in applying a wide range of theories, principles, and methodologies of the practice of Psychology; to a wide range of populations. The Psychologist is an independent practitioner.

Essential Duties and Responsibilities:

- Conducts, plans, and coordinates all clinical and administrative aspects of a full range of services associated with contemporary Psychology practice.
- Reviews patient histories and social work evaluations and completes patient interviews.
- Completes independent diagnostic assessment and evaluation of cases referred for Psychology services without limitation as to difficulty or complexity and is completely accountable for adequacy of the assessment.
- Cooperates in formulating diagnostic and clinical judgments.
- Assesses patient condition from close observation and consults with other members of the healthcare team.
- Utilizes all diagnostic and evaluative procedures and techniques consistent with contemporary Psychology practices.
- Plans, conducts, coordinates and monitors the effectiveness and clinical outcomes of patient-centered treatment and rehabilitative services.
- Develops and implements an effective and comprehensive treatment plan of care in collaboration with other healthcare professionals.
- Establishes and maintains effective therapy based on relationship with patient.
- Adjusts treatment plan based on patient response and progress.
- Uses a Biopsychosocial paradigm to evaluate mental status, formulate diagnosis(s) and develop a detailed treatment plan.
- Offers patient other therapeutic interventions as necessary including but not limited to, crisis intervention and referral for psychiatric hospitalization, behavior modification therapy, cognitive behavior therapy, family and marital therapy, and drug therapy.
- Participates in service and department peer review.
- Works in all healthcare disciplines to coordinate evaluations, treatment planning and referrals.
- Documents according to facility policy.

Minimum Requirements:

- Doctoral degree in clinical or counseling psychology from an accredited college or university with a curriculum in Psychology approved by the American Psychological Association (APA) and transcripts must be included with application.
- Completion of an APA accredited internship under a licensed Psychologist.
- Current valid unrestricted license to practice in the specialty of Psychology.
- Certified documentation of education, training and license per contract requirement.
- Documentation of experience per contract requirement.
- Current BLS certification.
- Minimum of (1) one year relevant work experience preferred.

Job Title:	Dental Assistant		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Exempt	**Job Code:** DENA	**W/C Code:** 8832

Position Description:

Assists dentist during the examination and treatment of patients.

Essential Duties and Responsibilities:

- Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures.
- Takes and records medical and dental histories.
- Exposes dental diagnostic x-rays.
- Makes preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Assists dentist in management of medical and dental emergencies.
- Instructs patients in oral hygiene and plaque control programs.
- Provides postoperative instructions prescribed by dentist.
- Records treatment information in patient records.
- Schedules appointments, prepare bills, and receives payment for dental services, completes insurance forms, and maintains clerical records, manually or using the computer.
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent.
- Full command, verbal and written, of the English language.
- Current License/Certificate within state of practice
- Successful completion of Maxim Staffing Solutions testing process.
- Current PPD or Chest X-Ray per Maxim Policy
- Current BLS card per Maxim Policy
- Current Health Certificate (if applicable)
- Successful completion of background screening and hiring process.

Job Title:	Dental Hygienist		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** DENH	**W/C Code:** 8833

Position Description:

Performs as part of a dental health team under the supervision of a dentist. Involvement includes clinical dental work and education with specific responsibilities governed by the state in which the hygienist is employed.

Essential Duties and Responsibilities:

- Cleans and polishes a patient's teeth- removes plaque deposits and stains.
- Apply medication for the prevention of tooth decay.
- Take and develop x-rays.
- Make model impressions of teeth for study.
- Obtain medical and dental histories and record information in the dental record.
- Provide instruction for patient self-care, diet and nutrition.
- Placement of sealant or cavity preventative agents such as fluorides.
- Placement of temporary fillings and periodontal dressings.
- Smoothing and polishing silver amalgam restorations.
- Other duties as assigned

Minimum Requirements:

- Current Registered License for the state in which practicing.
- Prefer minimum of one year experience as a Dental Hygienist in a Dental office Preferred.
- Full command, verbal and written, of the English Language
- Current PPD or Chest X-Ray per Maxim Policy
- Current BLS per Maxim Policy
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Registered Dietician		
Division:	Maxim Home Health Resources		
Reports Directly To:	Clinical Supervisor		
Reports Indirectly To:	Clinical Director		
FLSA Status:	Exempt	**Job Code:**	**W/C Code:**

Position Description:

Plans, organizes, and conducts dietetic education for organization personnel. Functions as a member of the home care team with expertise in nutritional counseling.

Essential Duties and Responsibilities:

- Develops and implements a nutritional plan based on an assessment of nutritional needs. This plan is included in the patient's plan of care.
- Evaluates and reports results of nutrition appropriately.
- Instructs home care personnel to:
- A. Provide appropriate counseling to individuals and families/caregivers in the home setting.
- B. Evaluate and instruct on nutritional principles, dietary plans, food selec¬tion and economics.
- C. Adapt plans to the individual's life style, as indicated.
- D. Reevaluate nutritional care by providing home follow-up care.
- Communicates appropriate dietary history and nutritional care data in the clinical record.
- Records subjective and objective information, assessment, and treatment plan, in the clinical notes including a discharge summary.
- Maintains the productivity standards of MHHR
- Completes and submits clinical documentation according to MHHR standards
- Communicates with clinician regarding patient's progress and treatment goals.
- Maintains confidentiality and safety of patient clinical records.
- Complies with the Organization's policies and procedures.
- May perform other duties as required, assigned or deemed necessary by Maxim and/or the facility/client/supervisor.

Minimum Requirements:

- Preferably, holds a Master's degree from an accredited institution with major in foods, nutrition, or dietetics, and successful completion of an internship or equivalent experience.
- Successfully completed courses in methods and principles of nutrition counseling.
- A member of and is registered in the American Dietetic Association.
- Possesses and maintains current CPR Certification.

Job Title:	Dietary Aide / Dietary Technician		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code: DADT**	**W/C Code: 8833**

Position Description:

The Dietary Aide/Technician is responsible for assisting with menu selection and calculations, patient tray line, calorie counts, patient interview for food preferences and intake as well as; assisting in nutrition assessment, implementation and monitoring of nutrition therapy provided by the Registered Dietician.

Essential Duties and Responsibilities:

- Maintains current records of patient admissions, discharges and transfers as well as; patient diet status.
- Informs dieticians of admissions, discharges and transfers of patients prescribed modified diets and of any other matters relating to these patients.
- Assists patients in selecting daily menu choices. Provides advice and encouragement regarding selection of nutritionally adequate meals.
- Ensures all patient menu selections are completed and correct.
- Records details of the patient's meal plan and food preferences.
- Visits patients as needed to observe that food intake is adequate. Encourages the patient to eat and suggests appropriate menu choices when indicated.
- Refers any nutrition problems encountered to the dietician.
- Checks the accuracy and quality of the food tray and patient's acceptance of meals and reports problems to the dietician or diet supervisor.
- Additional duties as assigned.

Minimum Requirements:

- High School Certificate (or equivalent)
- Dietary Practices or Home Economics Certificate (or equivalent) preferred.
- Good communication skills.
- One year experience as a Dietary Technician preferred.
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Medical Laboratory Technician		
Division:	Maxim Staffing Solutions		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code: TCMD**	**W/C Code: 8824**

Position Description:

The Medical Laboratory Technician performs routine tests in a medical laboratory to provide data for use in diagnosis and treatment of disease.

Essential Duties and Responsibilities:

- Performs manual and automated routine blood tests.
- Prepares specimens for microscopic examination.
- Operates laboratory equipment including centrifuges, dry bath incubators and blood bank refrigerators.
- Applies standard laboratory concepts, practices and procedures within a defined field; may specialize in hematology, blood bank, cytology, histology, or chemistry.
- Other duties as assigned.

Minimum Requirements:

- Graduate of an accredited Medical Laboratory Technician (MLT) program and successful completion of national exam administered by the Board of Registry of the American Society of Clinical Pathology
- One year experience as a MLT preferred but not required.
- Full command, verbal and written, of the English language.
- Successful completion of Maxim Staffing Solutions testing process.
- Current Health Certificate (contract specific)
- Current PPD (contract specific)
- Successful completion of background screening and hiring process.

Job Title:	Licensed Practical/Vocational Nurse		
Division:	Maxim Home Health Resources		
Reports Directly To:	Clinical Supervisor		
Reports Indirectly To:	Clinical Director		
FLSA Status:	Non-exempt	**Job Code:**	**W/C Code:**

Position Description:

The Licensed Practical/Vocational Nurse is responsible for providing direct patient care under the supervision of a registered nurse. Responsibilities include following the plan of care, providing treatments, and working collaboratively with the members of the team to help meet positive patient care outcomes.

Essential Duties and Responsibilities:

- Provides direct patient care as defined in State's Name Nurse Practice Act.
- Implements plan of care initiated by the registered nurse.
- Provides accurate and timely documentation consistent with the plan of care.
- Assesses and provides patient and family/caregiver education and information pertinent to diagnosis and plan of care.
- Participates in coordination of home health services, appropriately reporting the identified needs for other disciplines (HHA, OT, PT, MSW, ST, Dietician) to the registered nurse and/or Clinical Supervisor.
- Uses equipment and supplies effectively and efficiently.
- Participates in personal and professional growth and development.
- Maintains the productivity standards of MHHR
- Completes and submits clinical documentation according to MHHR standards
- Adheres to all Maxim and worksite rules, policies and procedures.
- Performs other duties as assigned by the registered nurse.

Minimum Requirements:

- Graduate of an accredited practical nurse or vocational nursing program.
- Has three years nursing experience. Community/home health or medical/surgical experience is preferred.
- Currently licensed as a licensed practical nurse or licensed vocational nurse in the state.
- Complies with accepted professional standards and practice.
- Demonstrates good verbal and written communication, and organization skills.
- Must be a licensed driver with an automobile that is insured in accordance with state and organization requirements and is in good working order.

Job Title:	Registered Nurse Practitioner		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax		
Reports Directly To:	Professional Recruiter		
Reports Indirectly To:	Program Manager		
FLSA Status:	Exempt	Job Code:	ARNP
EEO Category:	3	Effective Date:	

Position Description:

The Registered Nurse Practitioner provides health care services to patients within scope of license. Performs physical examinations; performs or orders diagnostic tests; established diagnosis; prescribes medications; instructs patients and family members about medical conditions and treatment. May have an area of specialty.

Essential Duties and Responsibilities:

- Perform diagnostic and therapeutic procedures to assist in diagnosing medical and surgical problems and prescribing necessary treatment and services for quality patient care; record the normal and abnormal data for review by the physician.
- Take patient histories, conduct physical examinations; write progress notes; prepare patient workups and summaries noting positive and negative findings; obtain psychosocial history relevant to patient care, and assume responsibility for developing therapeutic relationships with patients.
- Order and schedule laboratory studies and diagnostic procedures; explain necessity, preparation, nature and anticipated effects of scheduled diagnostic and therapeutic procedures to the patient.
- Carry out therapeutic procedures such as cast application and removal, wound suturing and dressing changes; monitor progress of patients, report progress to supervising physician, and maintain record of each patient's progress, consulting with supervising physician when patient's progress does not meet anticipated and/or predetermined criteria.
- Provide patient education.
- Other duties as assigned.

Minimum Requirements:

- Work requires completion of accredited Nurse Practitioner program. Active state nursing license required.
- Prefer at least one year of experience as a Nurse Practitioner in a hospital or related medical facility.
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.
- Must have current BLS card.
- ACLS/PALS (per contract requirement).
- Current TB results or Chest-X-Ray.
- Current physical exam per state regulations and contract requirements.

Physical/Work Environment Requirements:

- Work will be in a hospital or related medical facility. See below.

Job Title:	**Registered Nurse Practitioner**			
Physical/Work Environment Requirements	***Rarely***	***Occasional***	***Frequent***	***Continuous***
Sitting			X	
Standing			X	
Walking			X	
Lifting <10 lbs.			X	
Carrying <10 lbs.			X	
Lifting >10 lbs.			X	
Carrying >10 lbs.			X	
Lifting >50 lbs.			X	
Carrying >50 lbs.			X	
Squatting		X		
Bending		X		
Kneeling		X		
Reaching Overhead		X		
Reaching Forward		X		
Travel		X		
Other:				
Other:				

My supervisor has reviewed the job responsibilities of this position with me and I have received a copy of this job description. I fully understand the job duties and responsibilities described herein. I acknowledge that this document does not create an employment contract, implied or otherwise, and that my employment with Maxim is on an “at will” basis.

Employee Name (Print)

Employee Signature: Date:

Supervisor’s Signature: Date:

Job Title:	RN – Dialysis Nurse		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	Job Code:	FDRN
EEO Category:		Effective Date:	

Position Description:

This position will provide dialysis treatment per facility guidelines and physician orders to patients suffering from kidney failure to include pre and post dialysis care while maintaining a safe environment and providing compassionate care consistent that is within the standards of Maxim Staffing Solutions.

Essential Duties and Responsibilities:

- Ensure compassionate, professional delivery of all dialysis-related nursing services in a clinical setting. Make the most of your nursing skills to provide the highest level of care to patients and ensure their safety, comfort and well being.
- Understanding of the basic and advanced principles of water treatment. Prepares patients for dialysis treatment and continually monitors patient during the treatment.
- Properly sets up the dialysis machine in preparation for use.
- Prepares dialysate according to formulas and primes with saline or heparinized solution.
- Records patient's pre-dialysis weight and vital signs.
- Responsible for teaching patients and their families about healthcare practices for safety at home.
- Accurately explains the dialysis procedure and the operation of the dialysis machine to new patients and answers any questions related to dialysis and health maintenance.
- Calculates fluid removal or replacement to be achieved during the dialysis procedure.
- Uses proper techniques to access the dialysis site and correctly connects patient to dialysis machine. Begins procedure and monitors the dialysis site during the treatment.
- Accurately collects, documents, and reports all patient data (i.e. vital signs, weights). Observes and monitors patient(s) during the procedure and reports any changes or adverse reactions in patient's condition to the Charges Registered Nurse on duty.
- Provides skilled intervention to patients as applicable for any signs-symptoms of adverse reaction and/or change in patient's condition.
- Obtains and records patient's post dialysis weight and vital signs.
- Documents all patient care procedures performed during the dialysis treatment.
- Correctly follows all policies and procedures in testing the machine pre-treatment.
- Correctly follows all policies and procedures to discontinue treatment and disconnect the patient from the dialysis machine.
- Responsible for cleaning and quality control of the dialysis equipment. Reports any machine problems or malfunctions to the facility or charge registered nurse, as required by policy.
- Recognizes and acts appropriately to any patient signs and symptoms indicating the possible onset of complications and/or adverse reactions of the dialysis treatment.
- May participate in the development of patient care plans; depending upon the facility or work assignment.
- Adheres to all Maxim and worksite rules, policies and procedures.
- Other duties as assigned.

Minimum Requirements:

- Possession of a valid state registered nursing license.
- Possession of a valid state professional dialysis license if applicable per state requirement or contract specification.
- Successful completion of the hospital/unit orientation and training program – per assignment.
- Dialysis Certification by the National Nephrology Technology Certification Board preferred.
- Sound knowledge of the medication and advance and high tech equipments utilized in the clinics.
- Minimum of one year professional experience in the relevant field; preferred.

- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of Maxim background screening and hiring process.
- Current BLS card via state regulation or contract requirement.
- Current physical exam per state regulation or contract requirement.
- Current TB test or Chest X-Ray.

Physical/Work Environment Requirements:

- Facility setting usually a clinic, hospital or outpatient center.

Job Title: RN – Dialysis Nurse

Essential Physical Requirements

Physical/Work Environment Requirements	***Rarely***	***Occasional***	***Frequent***	***Continuous***
Sitting	☐	☐	☒	☐
Standing	☐	☐	☒	☐
Walking	☐	☐	☒	☐
Lifting < 10lbs.	☐	☐	☒	☐
Carrying < 10lbs.	☐	☐	☒	☐
Lifting > 10lbs.	☐	☐	☒	☐
Carrying > 10lbs.	☐	☐	☒	☐
Lifting > 50lbs.	☐	☐	☒	☐
Carrying > 50lbs.	☐	☒	☐	☐
Squatting	☐	☒	☐	☐
Bending	☐	☒	☐	☐
Kneeling	☐	☒	☐	☐
Reaching Overhead	☐	☒	☐	☐
Reaching Forward	☐	☒	☐	☐
Travel	☒	☐	☐	☐
Other:	☐	☐	☐	☐
Other:	☐	☐	☐	☐

My supervisor has reviewed the job responsibilities of this position with me and I have received a copy of this job description. I fully understand the job duties and responsibilities described herein. I acknowledge that this document does not create an employment contract, implied or otherwise, and that my employment with Maxim is on an "at will" basis.

_____

Employee Name (Print)

_____

Employee Signature: **Date:**

_____

Supervisor's Signature: **Date:**

Registered Nurse-RN

Maxim Healthcare Services is one of the largest employers of clinicians in the nation; we make our employees a top priority. As an employee, Maxim will provide you with the same level of care and dedication that you provide your patients. We know that you are entitled to great benefits, flexible scheduling options and rewarding assignments in some of the best medical environments. Our Healthcare Recruiters will work hard to accommodate your career preferences. As a member of our dynamic healthcare team you will choose from prestigious assignments in top medical facilities and home-based settings. Our supportive staff will match your skills, experience and schedule to find you the best long-term, short-term or travel assignments. Maxim Recruiters will be available around-the-clock to provide the assistance that you need to get your job done. Whether you prefer day, evening or night shifts, Maxim has the solution for you.

Registered Nurse / RN Duties / Details:

Skilled Registered Nurse / RN is needed to work in our client's homes to provide direct patient care. Registered Nurse / RN will observe, assess, and record symptoms, reactions, and progress in patients; administer medications; and assist in rehabilitation. Registered Nurse / RN will also develop and manage nursing care plans, instruct patients and their families in proper care, and help individuals and groups take steps to improve or maintain their health. Qualified nurse should be an advocate and health educator for patients, families and communities.

Job Title:	Registered Nurse – Psychiatric		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** RNPY	**W/C Code:** 8833

Position Description:

The registered nurse, as a professional practitioner employed by Maxim Staffing Solutions, assumes responsibility and accountability for the application of the nursing process and the delivery of patient care. The nurse demonstrates ability to make clinical judgments in an effective and efficient manner with supervision. The nurse demonstrates critical thinking and performance ability in the coordination of patient care. Consistently performs according to nursing standards and is accountable in managing patient care and assisting others in the management of patient care.

Essential Duties and Responsibilities:

- Utilizes the nursing process to assess, plan, implement and evaluate patient care in a psychiatric facility setting.
- Performs focused interview to identify specific patients needs.
- Assess signs and symptoms indicating physiologic and psychosocial changes in the patient's condition.
- Collects, analyzes, and interprets data and information from health care members and documents actual and/or potential nursing diagnoses.
- Documents the patient's plan of care using identified nursing diagnoses, expected patient outcomes, and selected nursing interventions.
- Identifies and prioritizes actions based upon patient care requirements.
- Monitors consistency between patient plan of care and actions of medical staff.
- Performs interventions according to identified priorities, plan of care, and the hospital policies and patient care outcome standard.
- Provides a safe, comfortable and therapeutic patient environment.
- Initiates and evaluates patient and/or family education.
- Revises the plan of care according to evaluation, changes in medical plan of care, and effective/ineffective nursing interventions.
- Documents patient's response to nursing and other interventions.
- Uses clinical judgment in evaluation activities to meet patient care needs of an assigned unit/floor including establishing priorities.
- Monitors the safety and effectiveness of the environment and equipment.
- Participates in activities to facilitate good interpersonal communications with the chosen facility.
- Supports professional practice by observing the following: Uses knowledge and practices in accordance with 1) the Nurse Practice Act; 2) Standards of Nursing Practice; 3) Standards of Patient Care; 4) The Joint Commission, state and local laws; 5) Patient's Bill of Rights; and 6) Maxim Healthcare, nursing and client hospital policies.

- Other duties as assigned

Minimum Requirements:

- Current Registered Nurse License for the state in which the nurse practices.
- Full command, verbal and written, of the English language.
- Current Health Certificate (if applicable)
- Current PPD or chest X-Ray.
- One year prior professional nursing experience in a psychiatric acute care hospital or its equivalent preferred.
- Current BLS card.
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Occupational Health Nurse RN/LPN		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Accounts Manager		
FLSA Status:	Exempt	**Job Code: OCCN**	**W/C Code: 8833**

Position Description:

The Occupational Health Nurse, as a professional practitioner employed by Maxim Healthcare Services, Inc., assumes responsibility and accountability for the application of the nursing process and the delivery of nursing and first aid services to employees or persons who are ill or injured on the job in accordance with facility policies, practices, and procedures. The nurse demonstrates critical thinking and performance ability in the coordination of care. Consistently performs according to nursing standards according to RN/LPN scope of practice.

Essential Duties and Responsibilities:

- Utilizes the nursing process to assess, plan, implement and evaluate patient care within the scope of RN/LPN scope of practice.
- Performs focused interview to identify specific patient needs.
- Medical knowledge of techniques and information needed to treat injuries/illnesses.
- Customer and personal service knowledge including assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Ability to effectively communicate information to supervisors, peers, or customers.
- Identifies and prioritizes actions based upon care requirements.
- Provides a safe, comfortable and therapeutic patient environment.
- Initiates and evaluates patient and/or family education.
- Documents patient's response to nursing and other interventions.
- Monitors safety and effectiveness of the environment and equipment.
- Participates in activities to facilitate good interpersonal communications with the chosen facility.
- Supports professional practice by observing the following: Uses knowledge and practices in accordance with 1) the Nurse Practice Act; 2) Standards of Nursing Practice; 3) The Joint Commission, state and local laws; 4) Patient's Bill of Rights; 5) Maxim Healthcare and nursing and client hospital policies.
- Other duties as assigned.

Minimum Requirements:

- Current Registered Nurse/Licensed Practical Nurse License for the state in which the nurse practices.
- Full command, verbal and written, of the English language.
- Current Health Certificate (if applicable)
- Current PPD or Chest X-Ray
- One year prior professional occupational health nursing experience preferred.
- Current BLS Card
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Certified Nursing Assistant (C N A) / Nursing Assistant (NA)		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** CNA	**W/C Code:** 8833

Position Description:

The certified nursing assistant performs direct patient care under the direct supervision of a registered nurse or his/her licensed designee. The nursing assistant performs a variety of individualized patient care activities and related non-professional services necessary in caring for the personal needs and comforts of patients.

Essential Duties and Responsibilities:

- Maintains patient confidentiality of all clients.
- Performs duties, as assigned, in an accurate and timely manner.
- All procedures are performed in an accurate and timely manner as directed by facility and/or licensed designee within the scope of practice.
- Safeguards the client/patient by observing appropriate infection control procedures including but not limited to universal precautions.
- Notifies the supervising nurse of any abnormal findings or conditions.
- Adheres to standards and procedures of Maxim Healthcare Services and all facilities.
- Arrives at the facility on time, before the scheduled shift starts to sign-in at the nursing office and report to the floor-unit for orientation.
- Represents Maxim Healthcare Services with a positive image at all times.
- Demonstrates flexibility and adaptability in meeting the needs of all facilities.
- Other duties as assigned

Minimum Requirements:

- Prefer one year experience as a certified nursing assistant within the last three years.
- Graduate from certified nursing assistant program with subsequent documentation as a certified nursing assistant per state requirements with proof of verification as being an active certification.
- Knowledge of medical terminology, and knowledge of clerical functions.
- Current Health Certificate (per facility contract, or state regulation).
- Current BLS card.
- Current PPD or Chest X-Ray.
- Full command, verbal and written, of the English language.
- Good telephone communication skills.
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Pharmacist		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Exempt	**Job Code:** PHAR	**W/C Code:** 8833

Position Description:

Performs clinical and professional pharmaceutical work in the compounding and dispensing of drugs and IV supplies. Reviews prescriptions to assure accuracy. Collaborate with other health care professionals to plan, monitor, review and evaluate patient effectiveness. Provide information and advice regarding drug interactions. Analyze prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions.

Essential Duties and Responsibilities:

- Prepares, fills and compounds drugs and IV orders by physicians and other authorized personnel/staff.
- Maintains narcotic inventory and records usage of all controlled substances and pharmaceuticals within the pharmacy. Properly stores biologicals, vaccines and serums.
- May provide specialized pharmaceutical services including, but not limited to, advising physicians on issues concerning drug therapy, the inherent toxicity of drugs and their side effects, as well as assisting in the prescription of appropriate doses.
- Depending upon the assignment, may prepare IV chemotherapy solutions.
- May supervise or coordinate the activities of pharmacy technicians who are engaged in the preparation, labeling and delivery of medications and other pharmaceutical supplies.
- Ensures compliance with federal, state and local laws and regulations pertaining to the dispensing of drugs and controlled drugs and the maintenance of required records.
- Maintain professional working relationships with medical and nursing staff;
- When necessary, conducts and evaluates patient medication histories, assesses compliance and suggests modifications to medication orders to achieve desired outcomes.
- Instruct patients in the proper use of prescribed drugs; answers patient questions as needed.
- Individualizes medication regimens using sound principles, accounting for pharmacodynamic and pharmacokinetic variations in drug absorption, distribution, metabolism and elimination.
- Maintains pharmaceutical knowledge by attending educational in-services.
- Adheres to all Maxim and worksite rules, policies and procedures.
- Other duties as assigned

Minimum Requirements:

- Bachelor's degree in Pharmacy from an accredited college of pharmacy required.
- Current registration/licensing to practice pharmacy issued by the state.
- One (1) year of experience working as a licensed pharmacist preferred.

- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.
- Current physical exam per state or contract regulations.
- Current TB test or chest x-ray.

Job Title:	Pharmacy Technician / Assistant		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** PHTC	**W/C Code:** 8833

Position Description:

Performs clerical and technical tasks necessary to operate a pharmacy. Collaborates with members of the pharmacy and health care team to promote total patient care.

Essential Duties and Responsibilities:

- Can prepare, package, and distribute medications prescribed by physicians.
- Completes paperwork and computer related duties.
- Assists pharmacists, physicians, nursing and clinical personnel with pharmacy services.
- Maintains department facilities, equipment, and materials in a condition to promote efficiency, health, comfort, and safety of patients and staff.
- Checks equipment, supplies and accessories on a regular daily basis.
- Keeps supplies current and replenished.
- Processes prescriptions, evaluates for quality and accurate patient identification and side labeling.
- Greets patients, verifies patient identification and physician orders. After pharmacists review the order for errors or potential problems, technicians transcribe the relevant information about the patient and the prescribed medications into the patient's chart.
- Holds medical and other sensitive information
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent certification.
- Graduate of accredited Pharmacy Technology Program preferred.
- PTCB or NPTA license preferred.
- Full command, verbal and written, of the English language.
- Minimum of one year relevant experience preferred.
- Current Health Certificate per contract or state specific regulation.
- Current PPD or Chest X-ray.
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Job Title:	Phlebotomist		
Division:	Maxim Staffing Solutions, Maxim Government Services, TravelMax, Maxim Administrative Staffing		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** PHLE	**W/C Code:** 8833

Position Description:

Draws blood from patients or donors in hospital, blood bank, or similar facility for analysis or other medical purposes.

Essential Duties and Responsibilities:

- Assembles equipment, such as tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray, according to requirements for specified tests or procedures.
- Verifies or records identity of patient or donor and converses with patient or donor to allay fear of procedure.
- Applies tourniquet to arm, locates accessible vein, swabs puncture area with antiseptic, and inserts needle into vein to draw blood into collection tube or bag.
- Withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing.
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent.
- Full command, verbal and written, of the English language.
- Successful completion of Phlebotomist training with subsequent certification as a Phlebotomist.
- Minimum of one year relevant experience preferred.
- Current PPD or Chest X-ray.
- Current CPR card
- Current Health Certificate (if applicable)
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.

Urgent Care Trauma Level 1 & Trauma Levels 2-5

Job Description: The physician is to be competent in modern treatment principles and techniques, fully trained in all aspects routine adult medical care. The physician will work in the Emergency Department. The physician will see approximately 25- 35 patients per shift in the Emergency Room The contractor shall perform, but are not limited to, the following services: Provide emergency medical care for patients presenting to the Emergency Room and/or Urgent Care. Be responsible for appropriate documentation of clinic notes, consultations, and procedures using the Computerized Patient Record System (CPRS).Process and take action upon all clinical alerts in CPRS and write prescriptions, sign and cosign all CPRS notes, return messages regarding patients, and respond to patients and inquiries in a timely manner. Complete electronic encounter forms for each patient encounter.

Qualifications: Board certified or Board eligible Physician in Internal Medicine, Emergency Medicine, or Family Practice Locum Tenens for the Emergency Department. Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) certified, Advanced Trauma Life Support (ATLS, this is for level 1 trauma).

The only other big difference that a level 1 trauma will have over the others would be that it would be required that physicians are board certified by the American Board of Emergency Medicine with completion of an Emergency Medicine residency.

Job Title:	Medical Records / Health Information Technician		
Division:	Maxim Staffing Solutions		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** MRHI	**W/C Code:** 8833

Position Description:

Collects, processes, retrieves, analyzes and disseminates health care information for purposes of patient care, research, managerial planning and decision making. Manages patient record databases and ensures that all health data systems meet the standards/regulations of government agencies and accrediting professional organizations. Responsible for maintaining the confidentiality of all patient health information data.

Essential Duties and Responsibilities:

- Compiles, processes, and maintains medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements.
- Processes, maintains, compiles, and reports patient information for health requirements and standards.
- Keeps detailed patient records such as prescriptions, treatment plans, test results, diagnoses, medical history, and description of symptoms.
- Responsible for patient's records from the beginning of treatment; provides patient with all of the proper forms and ensures that they are completed properly and signed.
- Translates the narrative descriptions of diseases, injuries and medical procedures into numeric or alphanumeric codes.
- Uses Diagnosis Related Groups to group patients by diagnosis. Assigns a code to each different diagnosis and medical procedure
- Ensures that all patient medical information is entered into the computer database and checks regularly with physicians and other healthcare providers to make sure the information recorded is correct/complete.
- Possesses an understanding of the payment procedures of health insurance firms, HMOs and government programs such as Medicare/Medicaid.
- Depending upon the assignment, may supervise a group of medical records clerk, transcriptionists and coders;
- Adheres to all Maxim and worksite rules, policies and procedures
- Other duties as assigned

Minimum Requirements:

- Associate/Bachelor degree in a health related field preferred.
- One (1) year working in a facility, physician's office, or hospital as a Medical Records/Health Information Technician preferred.
- Thorough knowledge of ICD-9-CM coding and medical terminology preferred.

Job Title:	Occupational Therapist		
Division:	Maxim Staffing Solutions –Travel Division		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code: OT**	**W/C Code: 8833**

Position Description:

A Certified Occupational Therapist who, in collaboration with the multi-disciplinary team, develops a plan of care for each occupational therapy patient and provides skilled occupational therapy services in accordance with physician orders.

Essential Duties and Responsibilities:

- Provide skilled occupational therapy services/interventions in accordance with physician orders.
- Assesses patient needs, plans for, evaluates and modifies care to meet goals of Occupational Therapy Interventions.
- Collaborates with all disciplines to plan and evaluate team goals for each patient.
- Instructs patient/family/caregivers on patient's total occupational therapy program.
- Advises, consults and instructs members of the multi-disciplinary team in specific occupational therapy modalities.
- Observes and reports patient progress and/or changes in patient status to physician and appropriate multidisciplinary team members.
- Other duties as assigned

Minimum Requirements:

- Graduated from a school of Occupational Therapy accredited with the American Occupational Therapy Association and the Council on Medical Education of the American Medical Association preferred.
- Maintains certification through the American Occupational Therapy Certification Board preferred.
- Minimum of one (1) year experience in an acute care facility, outpatient setting, community health service or Home Health agency in the past two (2) years preferred.
- Current CPR card.
- Current Health Certificate per contract or state regulation.
- Current PPD or Chest x-ray.
- Successful completion of TravelMax screening test with a score of 80% or greater.
- Must meet all TravelMax pre-employment screening requirements

Job Title:	Respiratory Therapist (CRTT)		
Division:	Maxim Staffing Solutions		
Reports Directly To:	Recruiter		
Reports Indirectly To:	Account Manager		
FLSA Status:	Non-Exempt	**Job Code:** RT	**W/C Code:** 8833

Position Description:

The Respiratory Therapy Practitioner provides respiratory/pulmonary therapy, management, rehabilitation, diagnostic evaluation, and direct care to patients with deficiencies and abnormalities, which affect the pulmonary system.

Essential Duties and Responsibilities:

- Adheres to established policies and procedures of the facility to which the respiratory care practitioner is assigned.
- Performs focused interview to identify specific patients needs.
- Assess signs and symptoms indicating physiologic and psychosocial changes in the patient's condition.
- Collects, analyzes, and interprets data and information from health care members and documents actual and/or potential diagnoses.
- Plans for outcomes of care for those patients assigned.
- Performs interventions according to identified priorities, plan of care, and the hospital policies and patient care outcome standard.
- Adheres to emergency, safety and infection control procedures of the facility to which the respiratory care practitioner is assigned.
- Promotes and participates in activities to facilitate good interpersonal communications.
- Reports changes in the patient's respiratory status to the Director/Supervisor of Respiratory Care Services, the nurse primarily responsible for the patient, and the physician, as needed, and prior to leaving the facility.
- Other duties as assigned

Minimum Requirements:

- Current Respiratory Care Practitioner verification license for the state in which he/she practices.
- Prefer one year of respiratory therapy acute care hospital clinical experience within the last three years.
- Current CPR card.
- Current PPD or Chest X-Ray.
- Current Health Certificate (if applicable).
- Successful completion of Maxim Staffing Solutions testing process.
- Successful completion of background screening and hiring process.