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'A study on the Recruitment of Healthcare Professionals in the United States of America."

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Abstract
This study deals with recruitment in a Health care facility in the United States of America. It is studied under the supervision of a US Staffing company, which operates the healthcare professional in a facility that initiates the requirement of healthcare professional in a facility, the process of sourcing, onboarding, and paying the professional. The study deals with the type of healthcare professional required and what are the ways to fulfill the requirement. The methodology involved to present the paper is a qualitative study.

Research Methodology
The research methodology is scientific and systematic for pertinent information on a specific topic. It is a careful investigation or inquiry, especially through the search for new facts in any branch of knowledge. This research study is taken as a part of the educational curriculum. Research is a systematized effort to gain knowledge; hence, it helps practical knowledge in studying various steps that are generated and adopted by a researcher in studying his research problem along with the logic behind them. Research Design The type of research is descriptive innature; since an attempt was made to find out the interrelationship between variables. A basically qualitative study of data is performed.

Data Collection
Data refers to a collection of organized information, usually the results of experience, observation, experiment, or a set of premises. This may consist of numbers, words, or images, particularly as measurements or observations of aset of variables.

Data Sources
There are two types of data sources available for the researchprocesses.
1. Primary data.
2. Secondary data.

I. Primary Data

Primary data are collected using primary methods such as interviews and observations. This study uses questionnaires to collect primary data from industry employees. Little is systematically known about how or why organizations choose different combinations of these strategies, but some of the results reported in recruitment and selection studies and large enterprises are, provide clues worthy of further exploratory research.

Especially in small and medium-sized organizations. Someone of the Primaryways are as follows:
1. Interview
2. Work experience
3. Performance/competency test
4. Qualifications
5. Assessment center

2. Secondary Data: - Secondary data is collected from various departments of the company such as operation, finance, and various head management and other research reports.

Originality/value
This study gives a new direction on the approach to improve quality in healthcare recruitment and shows ways for better quality improvement. The originality of the study is to present the reality report after researching each step of recruitment on the ground. The value of data provides readers with every step ofrecruitment in a healthcare facility.

II. Literature Review

The healthcare industry is a service sector and has seen tremendous growth in the past few years. Thus, there is an urge to understand the cause of its development. HR of any service industry acts as a backbone of its growth. Therefore, Recruitment and selection process are very crucial in hospital industry. It offers an advanced diagnostic and

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surgical solution as well as the latest IT systems to doctors and patients. A number of hospitals represent a confluence of excellent talent, state of art infrastructure, cutting edge technology, and commitment. These four pillars are considered very important as they act as the foundation of the institution's huge range of healthcare services. The researchrelated to health and related sectors are fully geared- in terms of technology, structure, talent, and spirit to reshape perceptions regarding hospitals. It is done with a view to redefine the concept of caring. Certainly, this globally benchmarked foundation marks the establishment of a new era in Indian healthcare industry.

Recruitment is a vital task that involves professional perspective, expertise, and ability tofind the best aspirant for the organization. The HR specialists of the recruitment department of the organization frequently face new tasks. The largest confrontation in recruitment is to recruit the best potential aspirant for the organization as they are already aware of lack of motivation and technological issues. Candidates for lower positions are not that rewarded.

Objectives of the study

On the basis of study, the following objectives have been taken for the study.

- To study the process of Recruitment in Healthcare industries.
- To study the different sources of recruitment process in selected privatehospitals.
- To study the recruitment and selection procedure in private hospitals.
- To determine the feasible area of development to make recruitment andselection procedures more effective and efficient.

Scope of the study:

- The Study has based on healthcare recruitment in U.S.A.
- The Study Covers Following Information
- Process of Healthcare recruitment.
- Various obstacles involved in Healthcare Recruitment.
- Behavior of Candidate and Client
- Various information regarding Business Software

Healthcare Professionals

Healthcare is a diagnosis, treatment and prevention of disease, illness, injuries in a human being.Healthcare refers to the organized provision of medical care to people and communities. By that definition, healthcare careers do not just include doctors, nurses, and other frontline clinicians who often come to mind first when people think of healthcare jobs. Administrators, therapists, chiropractors, paramedics, and technology professionals all have a place in helping people live well.

As Cambay Healthcare works on two types of healthcare positions, these are as follows:

Nursing position
Allied Position

Nursing: Nursing is a profession within the health care sector focused on the care of individuals, families, and communities so they may attain, maintain, or recover optimal health and quality of life

We will go through Nursing with help of Hierarchy which shows Registered Nurse on top

Hierarchy in Nursing

Registered Nurse: Registered nurses are medical professionals who have received advanced education and training in the field of nursing and have passed a nursing exam in order to become licensed. They provide direct patient care and education to patientsand their families, working with other medical professionals to ensure the patient received the best care possible. RNs provide major medical care to patients in settings that include medical offices, clinics, urgent care centres, hospitals, long term carefacilities and more.

Typical duties include:

- Taking detailed patient medical history
- Administering medication orally, by syringe or through an IV
- Starting intravenous drips (IVs)

- Charting changes in patient's medical condition
- Operating specialized medical equipment such as monitors
- Providing other medical care to patient as deemed necessary
- Educating patient and family members about management of medical condition after patient returns home.
- Consulting with and making recommendations to the primary physician.

Types of Nurses:

CRITICAL CARE: Critical Care often known as intensive care unit (ICU) is a department that provides intensive care to all sorts of patients.

NEONATAL INTENSIVE CARE UNIT (NICU): Neonatal care unit is an intensive care unit which deals with newly born children. Children till 28 days stays in this unit.

PAEDIATRIC INTENSIVE CARE UNIT (PICU) : Paediatric care unit is an intensive care unit which deals with children from age of 1 to 17 years .

EMERGENCY DEPARTMENT: An emergency department is a department that deals withacute care of patients that needs immediate assistance. The emergency department is generally found in every hospital and deals with all sort of emergencies.

OPERATING ROOM: Operating room nurses, also referred to as perioperative nurses, care for patients before, during and after surgery.

LABOUR AND DELIVERY: Labor and delivery nurse jobs involve caring for women and new-borns during the antepartum, intrapartum, postpartum and neonatal stages of thechildbirth process.

REQUIRED CERTIFICATION:

- State License Registered Nurse
- BLS (Basic Life Support)
- ACLS (Acute Cardiac Life Support)

Licensed Practitioner/Vocational Nurse (LPN/LVN): LPNs are licensed practical nurses. LVNs are licensed vocational nurses, which the designation is given for the same position in California and Texas. These licensed professional work under the direction of another medical professional such as an RN or doctor. LPNs duties vary from state to state. In certain states, an LPN may give medication to a patient or even start an IV (intravenous drip). In other states they are not allowed to do this.

Typical duties include:

- Collecting information on patient history with appropriate charting
- Performing wound cleaning, care and changing of dressings
- Inserting catheters and performing catheter care as needed
- Providing ostomy care

REQUIRED CERTIFICATION:

- State License LPN/LVN
- BLS (Basic Life Support)
- ACLS (Acute Cardiac Life Support)

Certified Assistant Nurse (CNA): A certified nursing assistant has obtained professional training resulting in certification. A CNA serves as the connection between the patients ina facility and the registered nurses assigned to their care, as the CNA spends more time with the patients and may notice changes in medical condition that need to be relayed to the registered nurse or other medical personnel in charge**.**

Typical duties of a CNA include:

- Taking vital signs on a regular basis, which includes blood pressure andtemperature
- Charting vital signs and other information
- Rendering assistance with personal hygiene performance such as bathing orshowering
- Repositioning the patient on a regular basis to prevent the development of bedsores
- Performing range of motion exercises with patients with limited mobility

REQUIRED CERTIFICATION:

- State CNA License/Registry
- BLS (Basic Life Support)
- ACLS (Acute Cardiac Life Support)

2. Allied: According to Allied Health, its professionals deliver "health or related services pertaining to the identification, evaluation, and prevention of diseases and disorders; dietary and nutrition services; and rehabilitation and health systems management, among others." Allied Health

encompasses most health-related occupations, but not medical ones such as physicians or nurses. It even includes health care administrators and health systems managers.

Types of Allied Professionals:

Certified Medical assistant (CMA) / Registered Medical Assistant (RMA): Differences Between the RMA and CMA Credentials. The Registered Medical Assistant credential, or RMA, is offered through the American Medical Technologists (AMT).The Certified Medical Assistant certification, or CMA, is offered through the American Association of Medical Assistants (AAMA).

Clinical Duties include:

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets

STERILE TECHNICIAN: Sterile technician are the technicians which are allied with operating room team. They are responsible for sterilization of all the equipment's thatwill be used in the operation

OCCUPATIONAL THERAPIST: Occupational therapy is the only profession that helps people across the lifespan to do the things they want and need to do through the therapeutic use of daily activities (occupations). Occupational therapy practitioners enable people of all ages to live life to its fullest by helping them promote health, and prevent—or live better with—injury, illness, or disability.

PHYSICAL THERAPISTS: Physical therapists helps injured or ill people to improve their movement and manage their pain. They generally help the patients who recently got back from there surgery or has some joints issues. They are most actively working with their patients making them exercise.

PHARMACISTS: Pharmacists also known as chemists are healthcare workers who generally focuses on the effective usage of medication. They provide medicines prescribed by doctors to the patients. Pharmacy tech are assistants to Pharmacists.

RESPIRATORY THERAPIST: Respiratory therapists care for patients who have trouble breathing—for example, from a chronic respiratory disease, such as asthma or emphysema. Their patients range from premature infants with undeveloped lungs to elderly patients who have diseased lungs. They also provide emergency care to patients suffering from heart attacks, drowning, or shock.

SONOGRAPHER: Sonographer is a healthcare worker that is specialized in sonography or diagnostic ultrasound

Important Terminologies

Vendor Management System (VMS)/Client: They are position provider as they are associated with chains of facilities. Sometimes they are formed by same facility having numerous of facilities and sometimes it is created by groups of facilities.

Facility provide VMS operator their requirements and VMS upload those requirements on Portal by which recruiters get to know the details of position and position is exactly asper the requirements, there is no place for negotiation. As it gives specific details of position like what certification and experience is required and accordingly they hire.

Bill Rate: Bill rate is amount to be given by VMS. Generally, Bill rate is given in Dollar perhour as the payment system works in USA hourly. As the number of hour candidate will work, they will get salary accordingly and according to that they will receive their Overtime that is 1.5 multiplied by Bill rate.

Pay Rate: Pay rate is what candidate will receive by Consultancy. Pay rate is calculated after deducting 5% for VMS and then 15% is acquired by Consultancy and then with the rest Recruiters save for themselves in which 7% is given to recruiters and rest is companyprofit.

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Bill Rate to Client (before MSP Fee)	MSP Fees %	Final Bill Rate	OT Bill Rate to Client (before MSP Fee)	Pay Rate to HP (not including any MB&L or other $; taxable only)	Payroll @ 20%	If California # of hrs per shift	# of Hours per week	# Weeks	Total # Hrs for Assignment	Weekly Lodging	Weekly M&I	Total $ Other Reimbursements	Actual Margin - $	Weekly gross pay $
110	5	104.5	0	50	10		40	8	320	0	0	1000	41.38	2000
92	5	87.4	0	32	4.8		36	8	288			0	50.6	1152

System Margin	50.6
Original Margin	40.32

Bill rate → Pay Rate → Actual Margin

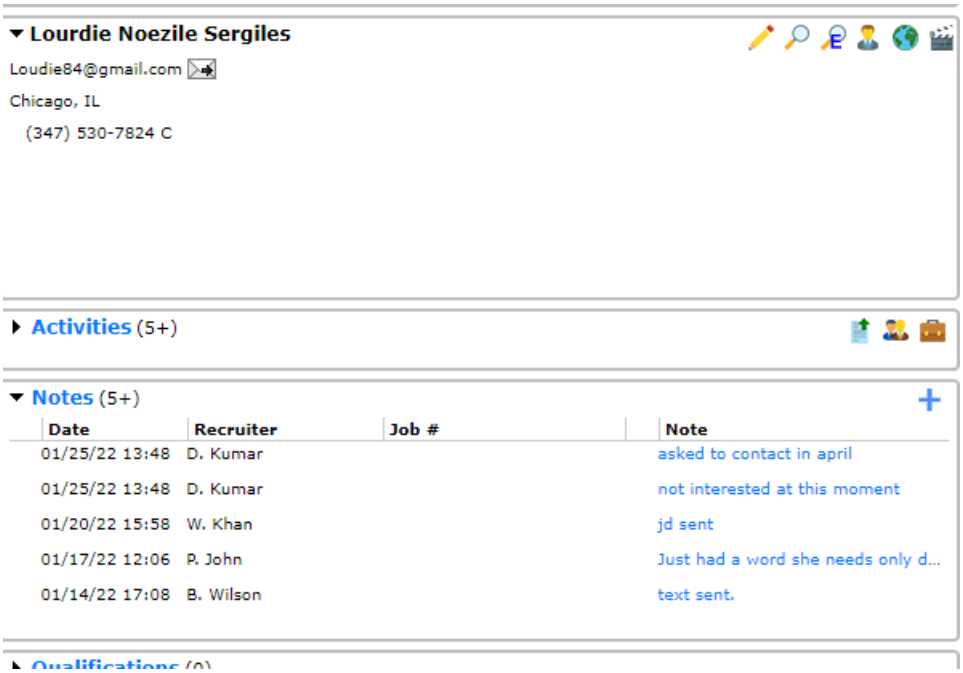
5% for VMS

Details of Contract is mentioned to Calculate final Gross

Job Diva:

Job Diva's staffing solutions are provided via the Software as a Service (SaaS) model. Thatmeans Job Diva is a smart recruiting system which is always, functionally, "on"—always collecting data, collating reports and analyzing staffing activities**.**

Job Diva is Central VMS on which each information of candidate is updated. So that no obstacle could be erupted in the process of Submission of candidate. From wherever you contact candidate, but you have update portal with the candidate's



Candidates' Profile on Job

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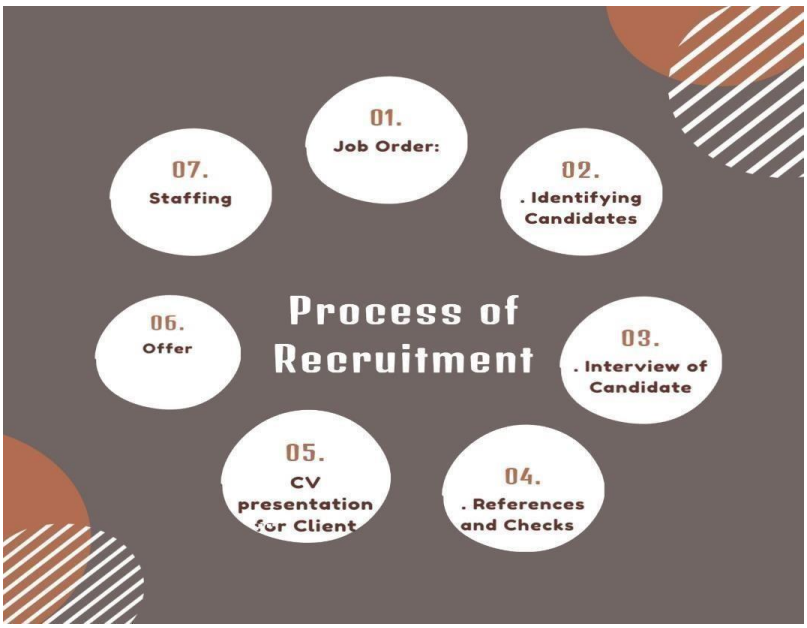
Process of Recruitment

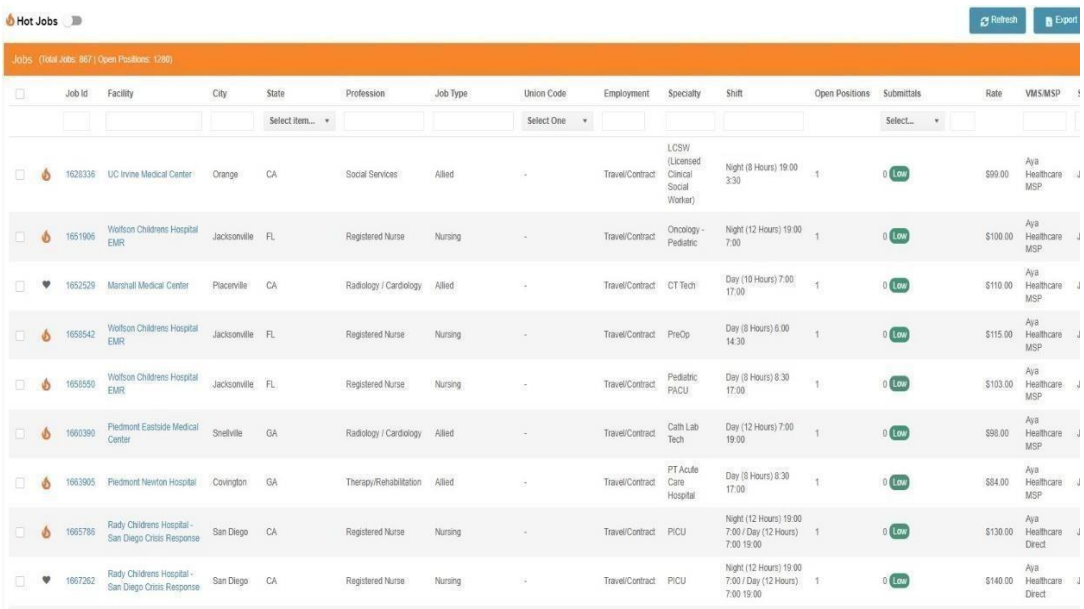


1. Job Order:

A job order is simply a form requiring or looking for an individual to fill in a job. A joborder helps a company or business in cost estimation for a job and in attracting goodpeople for the job. Things that grab the attention of a job seeker.

In Cambay Healthcare, they collaborate with other companies that is called VMS (Vendor Management System) who release job order and on behalf of them Cambayrecruit candidates.

For example:
AYA HEALTHCARE



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Above is the portal of Aya Healthcare, which is one of the VMS of Cambay Healthcare. We can see details in row and column.

In First Row, Job Id is mentioned which is gives particular job an identity and when youwill click on that you will get to know more details of the position.

In Second Row Facility is Mentioned which refers to hospitals in U.S.A. where diagnosis, treatment and prevention of disease, illness, injuries in a human being can be treated.

Third and Fourth include city and state respectively, by which job's details can be morespecified.

Fifth has Positions such as Registered Nurse/Radiology

Sixth has Job type allied/nursing

Seventh has employment type that is Contract/Travel

Eight has Specific speciality in which department candidate has to work

Ninth has Shift at which candidate has to workTenth has requirement of candidates
Eleventh has Submittals has number of candidates submitted by company

Twelfth has Bill rate which is given by VMS to consultancy and then consultancy will decide how much to give candidates and the rest is acquired by Consultancy as profit.

Thirteenth has name of the VMS who provides positions.

2. Identifying Candidates:

This is a process of finding and attracting the potential resources for filling up the vacantpositions in an organization. It sources the candidates with the abilities and attitude, which are required for achieving the objectives of an organization.

Internal sources of recruitment refer to hiring employees within the organization internally. In other words, applicants seeking for the different positions are those whoare currently employed with the same organization.

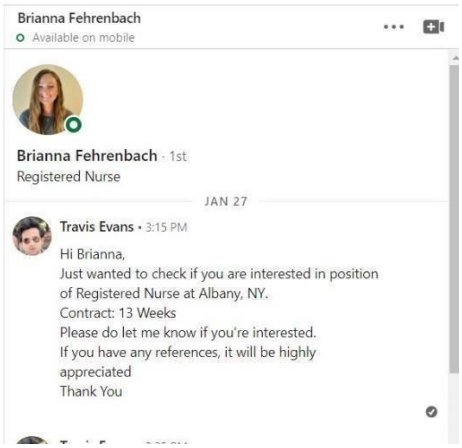
Referral: Referred by candidates, who are associated by consultancy from earlier.

Applicant: Applicant who directly apply through online portals.

External sources of recruitment refer to hiring employees outside the organization externally. In other words, the applicants seeking job opportunities in this case are those who are external to the organization.

Job Boarders: A job board is a website used by employers to advertise their job vacancies to job seekers. Job seekers can use job boards to search for new job opportunities in their area and profession. Some well-known job board sites are Indeed, Glassdoor, and Careerjet to name a few.

Social Media: Advertisement of position is done on social media platforms and jobseekers apply online.



Reaching candidate for position

3. Interview of Candidate:
Interested Candidates are interviewed by Healthcare recruiters. They ask basic questions which is mentioned in requirements of Job. They go through this process before presenting their Candidates to VMS as this is also the matter of Client of satisfaction.

Position should be filled as per the demands of position. Basic questioned asked are enlisted in series:

Questions:

Shift and Schedule related:

Are you able to work extra hours or two shift in a

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day?
If you are working on a contractual position, when your contract will be over and do youhave any other offer in-hand?
May I know how many hours in a week you are working with/Currently Working? What Your working Proportion, Or Shift Timing
Which shift would you like to go for?
A part from that you can also do more working hours with us. (Genesis)
Kindly let me know your two weeks upcoming schedule (Do you have any weekend plan or any short or long journey within upcoming weeks)

Contractual/Permanent/Contact to hire/Per Diem:

If you working on per-diem then, how many days in a week and on what schedule you are working in a week. (Particular day's in a week) Discuss the schedule of candidate inbrief.
Are you working on per diem/Full-time/Contract schedule?
If you currently working on per-deem schedule then why you looking for extra shift andis it possible for you to work for any fix schedule or full-time contractual position where you need to manage minimum 40 hours in a year for particular shift.
What is your current work status or are you currently working?
When you let your last job or when did you done with your last job, kindly let me know month and year
What kind of contract/ assignment you are working with?
Notice period if you going to let previous job and how you will join us

Why looking for change or other

Why you looking for change and how you will manage (If still working on different shift) Why do you want to leave your current job?
Why did you leave your last employer?
Can you share me your agency name, with whom you currently working? Rarely

Are you looking for job switch or would you prefer that position? Have you got any benefits from your current position?
How many benefits you getting for them, can you let me know

Pay Rate negotiation:

How much pay rate you are getting from your current or previous job/last job. How much pay rate you looking for?
What is your pay rate expectations?
Is it possible for you to work with (Pay rate) an hour?

Bill Rate to Client (before MSP Fee)	MSP Fees %	Final Bill Rate	OT Bill Rate to Client (before MSP Fee)	Pay Rate to HP (not including any M&I&L or other $; taxable only)	Payroll @ 20%	If California # of hrs per shift	# of Hours per week	# Weeks	Total # Hrs for Assignment	Weekly Lodging	Weekly M&I	Total $ Other Reimbursements	Actual Margin - $	Weekly gross pay $
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92	5	87.4	0	32	4.8		36	8	288			0	50.6	1152

System Margin	50.6
Original Margin	40.32

Bill rate to Pay rate Negotiation

Location:
What is your current location? **Zip code must**
How much miles you need to commute to reach your current working location and how you commute (by own vehicles or public transportation).
Do you have your own vehicle or how many miles you need to commute every day inyour current job?
Is it possible for you to commute that much?)
Just give me quick seconds and let see how much miles you need to commute What mode of transportation you will use to commute on daily bases.

Resume Experience:
Tell me about your job/responsibilities at present/previous Company or Discuss current experience and Skills
I can't find your recent working status in your resume …r u still working somewhere How much experience do you have on (Specific- Long term nursing home or rehab center)?
Do you have any reference or friends who might be looking for the same opportunity or another in healthcare?
If you are comfortable with this profile

requirements then I am going to go ahead and discuss the pay rate with you...
Would you able to provide me your updated resume with your entire experience till now. Show me whatever experience you have than I can screen it and will let you know the best profile suited you in
May I know your qualification?
You completed high school or did you complete you associate/Do you have any high School or associate degree./ I really appreciate to let you know once you completed your profile with full potential then you will be hired as a permanent employee./ Shall I submit you with this resume or with your most updated resume?

Phone Number/ Email/ SSN/ DOB/Resume

Few things I need from your end
Can you help me out with your social security number, I need to mention that as well Would you be comfortable to take drug test and back group check
Could you help me out with your email address and phone number
Your contact number would be (In case of same contact for further reach out) I would be needing your DOB for the submission process
Please email back when you get a chance. Thank you, and have a blessed day!
Would you be able to provide me your updated resume with your entire experience tillnow.
Show me whatever experience you have than I can screen it and will let you know the best profile suited you in/on you

License/Visa/Certification:

Would you let me know your Visa Status?
May I know do you have (State name) License with you?May I know do you have active (BLS, ACLS, RN Etc.)
If you don't have your license copy, kindly provide me your License Number

Credentials:

Now I need to discuss Requirement of credential part with you. There are few medicaldoc that I need from your side to get this offer for u. Do you have Tb test or physical health report with you?
Before giving your offer we need to make share that you have good health report and Skin Test statement, because you need to get in touch with patients that why we needyour credentials to make sure your be safe for your client and patients
kindly share me your 4 initial credential asap (License, ID, PPD, Physical Statement)
we haven't recognize your credentials/reports validation which is must to approve yourprofile

Before Submission:

and in order to submit you profile to our client kindly provide me (as per need)
I'm going to submit your profile right away to my manager and you will received call fromhim after an hour.
Ok, now (I Am going to/ what m goanna do is, m goanna go ahead and) submit your profile to my client before that kindly wait for few more minutes and you will receive callfrom my account manager (Name) and he will let you know more about the opportunity.

RTR (Right-To-Represent):
Now I'm goanna drop you an email with the subject line of Right to represent rateconfirmation email
I'm going to share you final rate conformation right away, kindly have a look andacknowledge me with your acceptance

References:
I would really appreciate if any of your colleague or friend open to join this job. We will really appreciate your help to fill this job

After Submission:

We are going to submit your profile to our client and within seven working day's you will get an offer letter and starting date from client/ facility.
After getting an offer letter we will initiate your background and drug test ASAP!

Payment System:
Our payment system is by-weekly
We will pay every 16th day and 1st day of every month

Other
Whenever you make your mind just give me a call

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4. References and Checks:

Candidates Credentials should be verified online via USA authorized Portal such as Nursys.

UNENCUMBERED *means that the nurse has a full and unrestricted license to practice by the state board of nursing.*

Name on License	Type	License State	License	Active	License Status	License Original Issue Date	License Expiration Date	Compact Status
TOLORUNJU, BLESSING E	RN	INDIANA	28250407A	YES	UNENCUMBERED	04/16/2019	05/05/2023	SINGLE STATE

Name on License	Type	License State	License	Active	License Status	License Original Issue Date	License Expiration Date	Compact Status
TOLORUNJU, BLESSING E	RN	INDIANA	99091240A	NO	EXPIRED (see history)	01/31/2019	03/30/2019	NONE

Primary source Boards of Nursing message & notification history
- This temporary license/permit is issued until the applicant meets all of the licensure requirements for a permanent license.

Candidate can practice in that state only in which he/she is authorized. Candidates experience in particular field is verified by following ways:
Verify online: contact candidates only if they have listed at least one year of experience in thelast three years on their resume

Contact candidate using the Text-Em-All message titled **First Contact** or the email (saved in OneDrive in the Docs for Recruiters folder) titled **First Contact**

Verify personally: Once the candidate has expressed their availability and interest, verifywith them through phone conversation, email or text exchange the following:

Verify **resume**: Ask the candidate to send the most recent, updated version of their resume. Double-check that they have at least one year of experience in the last three years in the same setting that you will be submitting them for.

Schedule and job details: Make sure you have a clear understanding of what type of job this candidate is looking for, including the type of facility they are qualified and willing to work in, whether they can only work day shift, evening shift or night shift (or if they are flexible), whether they need the same schedule weekly or if they are flexible, what length of contract they require, pay rate they will accept, etc.

Availability and willingness to complete compliance (email master list with **Compliance Check** email). Make sure to take into account if they are currently working full time: Do they need to go in for a physical, vaccinations, titers, fingerprints, mask fit testing? If yes,when will they be able to do so? When will they be able to go in for the drug test? If they are not available to complete these items within 72 hours of receiving an offer because of their current job, the start date will need to be set later to accommodate. These itemsmust be completed at least one week prior to start date to allow time for results and facility review.

Set expectations: Tell candidates that once a start date has been set by the client and accepted on both ends, contract start dates are firm. Ask if they are currently working and will need to give two weeks (or more) notice. Ask if they have any upcoming plans, appointments or vacations that will affect when they'll be able to complete compliance requirements or start a contract. Set a realistic availability date that allows a minimum of two weeks between offer date and start date. Candidates need to be committed to starting their contracts on time, which means completing their compliance requirements a week before start date. Set this expectation early in the process.

Confirm qualifications: Verify that you have the correct email for the candidate and assign the test in UNA that corresponds with their specialty and the skills checklist. They must pass the test and complete the skills checklist before you move on to the next step.

5. CV presentation for Client:

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After preparing profile of candidate as per the requirements of Client. CV is presented to Candidates in the following manner:

Enter the candidate's information into Job Diva. Verify that all contact information (address, phone number, email) is current and correct. Include as many details as possible about their work preferences and any other information you have gathered that will help you submit them for the perfect job.

Resume: Save candidates' resumes in their PERSONELL folders on OneDrive. All resumes must meet the following requirements:

7 years of employment with all gaps over 30 days accounted for. If worked in field less than 7 years include history since graduation.

Education: must include institution where they studied for their license and MM/YY of graduation and City/State, and any other degrees with MM/YY of graduation and City/State format

MM/YY and City/State format required for all workplaces and education entries

Travel/PRN assignments are preferred to be listed out separately, with specific facility listed, but may be listed under (each) agency. Be sure to include type of facility and unit.

If listed under (each) agency they must have dates in MM/YY format and City/State State licensure and certifications listed

Mention Specialty/ Unit for all previous jobs

Important note: recruiters can and should alter resumes so that they fit the proper format.

However, recruiters may not add or change any information regarding the candidate's education, work history or skills unless this information is provided and verified by the candidates themselves.

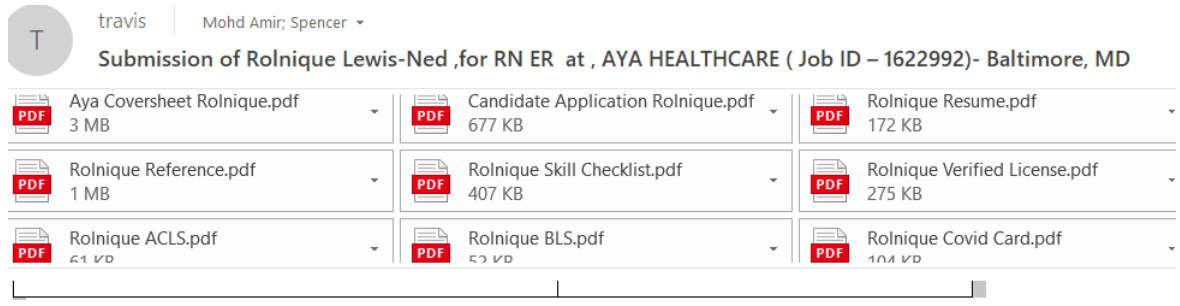
Create a profile for the candidate that includes their resume and any other items required to submit a candidate for a position. These requirements can be client-specific, so be sure to check with your manager regarding what is needed. Any documents (license, certifications, etc) collected from the candidate during this process should be saved in their PERSONELL folder in OneDrive.

Submittal attestation: Email the submittal attestation to the candidate, and review with them that they will need to complete drug test, health screenings (all), and any other appointments (fingerprinting, mask fit) within 72 hour of accepting an offer. Sign the attestation and send it toyour manager.

Review: a manager must review each profile and verify the submittal attestation before acandidate is submitted.

Submit: Once the manager has checked to make sure the submittal attestation is provided and the profile meets client requirements, either the recruiter or the manager can submit in the VMS.

SUBMISSION OF A PROFILE:



Attached file as per the requirement of Facility.

Hi Amir,
We are pleased to present resume of **Rolnique Lewis-Ned ,for RN ER at , AYA HEALTHCARE (JobID – 1622992)- Baltimore, MD**

International Journal of Humanities Social Science and Management (IJHSSM)
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SUBMISSION DETAILS	
Personal Details	
Full Legal Name as per Records	**Rolnique Lewis-Ned**
Current Physical Location (City, State Zip Code)	**540 Groundhog Lane Smyrna, DE 19977**
Commute or distance from the client location in miles	(101 mi)
Local / Relocate / Travel Back and Forth to client location?	Traveller
Phone Number (Mobile/Home) (Primary & Alternate) (for txt)	7622176323
Preferred Time & Days for the phone & in-person interview	M-F Anytime
Primary Email ID (Primary & Alternate)	NurseNedRN@gmail.com
Work Authorization (Green Card or US Citizen)	Authorized to work for any employer
Highest Education (Copy of Degree / Diploma/ Transcripts for background check available or not)	Yes
Employment Details	
Expected Rate/Salary (Mention Complete Offered Pay Package)	**Pay Rate: $85 per hour on W2 Lodging : $900(Non- Taxable) Fooding: $500(Non- Taxable)**
Current or last job : Fulltime or Contract?	Contract
Currently on Project ? (Y/N)	No
Reason looking for job Change? Or Reason for leaving last job	She's Looking for Better opportunity
Submitted to the Client in past 6 months by anyone else? (Y/N)	No
Ever worked with the same facility (Please mention - Permanent/Contract)? If yes, what was the reason to leave and who was the reporting manager?)	No
Any pending offers in the pipeline? Final round interviews? Etc.?	No
License & Certification	RN
Active License & Number	RN273158
Other available certifications	BLS
DOB (As per client need)	02/11/1977
SSN (As per client need)	9084
Availability & Misc.	
Vacation Plans (During Contract)	No
Availability for Start	ASAP
Is the candidate ok with Background Check, Drug Test, criminal background check & employment verification	Yes
2 Professional references (Name of Supervisor, Title, Email, Phone number)	Tamela Crane Supervisor (901) 870-4678 Texas Health Harris Methodist Alliance Hospital, Valerie HurtManager, (470)-806-3457 Texas Health Harris Methodist Alliance Hospital,
RTR Received	Yes

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Special Notes	
Immunization Records Availability	
Immunization Records: Active or Non- Active When did (He/She) took (TB/PPD): MMR (Measles, Mumps, Rubella): Varicella: T-DAP: Flu- Shot:	

Job Detail:

Job Title: RN ER Job Type: 13 weeks
Expected Shift: Night (12 Hours) 07:00p.m.-7:30a.m.
Facility Name: ER @ Sinai Hospital
Facility Address: 2401 West Belvedere Avenue Baltimore, MD 21215 Client & Job No: AYA HEALTHCARE (Job ID – 1622992)
Pay Rate: $85 per hour on W2 Lodging : $900(Non- Taxable) Fooding: $500(Non-Taxable)

6. Offer

Once we have an offer from the client, **reconfirm** the details (schedule, start date, compliance requirements and deadlines) with the candidate.

Important note: start date must be a minimum of two weeks from offer date unless approval from the Director of Quality Assurance is obtained.

Send the **Confirm Assignment** email with two attachments:
Assignment Confirmation

Once the candidate has signed the assignment confirmation and acknowledged they will complete the items on the Master List, inform the client that the candidate has accepted the offer and complete the acceptance in the VMS.

Welcome text: send the Welcome text from Text-Em-All

Booking email: send the email with the assignment details to the Bookings email and make note of the compliance team member who will be handling the candidate.
Hand off to compliance team: Give the candidate the name of the compliance team member who will be contacting them. Tell the candidate to watch for texts, emails or calls from the compliance team member and respond promptly to ensure a smooth process.

7. Staffing

First Day Instructions: Once you receive notice from the compliance team that the candidate is cleared, request the first day instructions from the client or from the Director of Client Engagement. If at all possible, include the name of the candidate's supervisor at the facility.

Important new Joint Commission requirement! FDI must also include clear instructions and a phone number to the facility for the candidate to call in the event that they are sick or an emergency prevents them from working. Joint Commission recommends the workers contact the facilities directly. Check Job Diva for this information, and if it is not provided, ask the client for call-off instructions and phone number for the facility. If you have difficulty getting this information from the client, inform the client services team.

Ongoing support: If a candidate contacts you with a call-off, a complaint, a question or any other updates regarding their employment, follow up with the appropriate people and make sure the situation is taken care of in a timely manner.

Extension: Two weeks prior to the end of a contract (or earlier, at your discretion) ask the candidate if they would be interested in an extension to their current contract if one is available. If yes, contact either the client (when appropriate) or the Director of Client Engagement to request the extension.

Ongoing assignments: now that we have a complete file for an Active clinician, the best thing we can do for our business is Keep Them Active! If extension is not an option, start seeking other assignments for the candidate. Be sure to verify the details with the candidate before submitting.

Make candidate inactive: If no extension or additional assignment is available (or if candidate declines to continue working with us for any other reason) change the candidate's status in Job Diva from Current Employee to Past Employee (in the Qualifications section). Please be sure to complete this important step!

Conclusion

Here, I have come to end of the project on the topic 'A study on the Recruitment of Healthcare Professionals at Cambay Consultancy LLC."

The internship program was a great opportunity for me to interact with the process of recruitment of healthcare professionals and understanding about the process of identifying the candidates that exist followed by analyzing the job specifications including the knowledge, skills and experience needed for the role.

This project has developed my thinking skill and more interest in this subject. This project gave me real insight into Human Resource Management.

I enjoyed every bit of work, I put into this project report. I do hope that my project report will be interesting and maybe even Knowledgeable