

Health Care Staffing Agency (HCSA) Checklist

Agency's name –

Date received - _____

Date reviewed - _____

Complete application - ____ ____

List missing items –

Personnel Qualifications and Duties.

The agency shall maintain the following from client facilities:

1. Job descriptions for referred individuals - ____ ____

COMAR 10.07.03.09E(1)(a)

2. A documented procedure for the agency and client facility to determine that an individual's qualifications are consistent with the assignments to which the individual is being referred __ _

COMAR 10.07.03.09E(1)(b)

The agency shall maintain documentation indicating that individuals providing services in any health care facility within the State have been educated by the agency or the facility about:

3. The facility's policies and procedures related to the individuals' scope of practice and responsibilities in the referred assignment - ____ ____

COMAR 10.07.03.09E(2)(a)

4. The individuals' obligations under Maryland law to report abuse and neglect - ____ ____

COMAR 10.07.03.09E(2)(b)

5. Health status and any necessary testing and immunization - ____ ____

COMAR 10.07.03.08B(5)(a)

6. Drug screening (if the facility requires drug screening for employees) - ____ ____

COMAR 10.07.03.08B(5)(b)

7. Drug testing (if there is probable cause) - ____

COMAR 10.07.03.08B(5)(c)

8. Criminal background checks (if the facility requires them their employees) - ____

COMAR 10.07.03.08B(5)(d)

9. References - ____

COMAR 10.07.03.08B(5)(e)

10. I-9 status - _____

COMAR 10.07.03.08B(5)(f)

11. Licensure or certification - ____

COMAR 10.07.03.08B(5)(g)

12. Selecting and verifying the credentials of a health care practitioner referred by the agency
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COMAR 10.07.03.08B(1)

13. Validating the experience of a health care practitioner prior to referral by the agency -

COMAR 10.07.03.08B(2)

14. Tracking and acting on serious or life-threatening complaints received by a client,
facility, or the client facility's agent - ____

COMAR 10.07.03.08B(3)

15. Reporting of an action or condition performed by a health care practitioner as required
under Regulation .09C of this chapter - ____

COMAR 10.07.03.08B(4)

Investigating a complaint or grievance –

16. Description of how and to whom to file a complaint within the agency - ____

COMAR 10.07.03.08B(6)(a)

17. Description of how and to whom to file a complaint with the OHCQ - ___ _____

COMAR 10.07.03.08B(6)(b)

18. Commitment to conduct a thorough investigation into any allegation against individuals referred by the agency - ___ _____

COMAR 10.07.03.08B(6)(c)

19. Mechanism for making completed investigation reports available to the Department immediately upon request during inspections - ___ _____

COMAR 10.07.03.08B(6)(d)

20. Workman's Compensation Insurance (must provide copy of certificate) - ___ _____

21. Assessment and Taxation proof - _____

Additional notes -