

	Chesapeake Registry Documents /Records Needed for	Upon Hire	Frequency
Date	Agency Personnel		
	Nurse:		
	Application	X	
	Resume	X	
	RN License: MD, DE, or Compact State	X	Yearly
	CPR-BLS	X	Bi-annual
	ACLS for Specialty Units if required	X	Bi-annual
	PALS for Specialty Units if required	X	Bi-annual
	NRP for Specialty Units if required	X	Bi-annual
	In-Service Training Records	X	Yearly/prn
	Medical Screening	X	
	Hepatitis B Vaccination or Declination Form	X	
	MMR Titers or Immunizations	X	
	Varicella Titer or Immunization	X	
	Physical Exam MD Statement regarding fitness to work and Eye Exam on Letter Head	X	Yearly
	TB Mask Fit Test: should include date of test, size and type of mask	X	Yearly
	TB Screening PPD	X	Yearly
	TB Screening Questionnaire (as applicable)		
	Chest X-ray (as applicable)		
	Criminal Background Consent & Release	X	
	Work Experience Checklist	X	
	Criminal Background Check Report	X	Yearly
	Clinical References/Hospital Evaluations	X	Yearly
	Work Experience Verification	X	
	Medication Test	X	
	Competency Exam	X	
	HIPAA Acknowledgement	X	
	Tax Withholding Upon Hire	X	Yearly
	I-9	X	
	Other facility specific requirements as requested	X	PRN