



DREAMTEAM HEALTHCARE SOLUTIONS LLC

5150 Candlewood Street, Lakewood, California, 90712

(800) 560-4686 info@dreamteamhs.com

DREAMTEAM'S REQUIRED DOCUMENTATION CHECKLIST

Dreamteam is delighted to have you aboard. Thank you for trusting us with your career endeavors. Below is a list of all required documents required by Dreamteam before your first day on the job. You can also keep track of what you have submitted here as well.

Minimum Documents Required Prior to Submission to Hospital		
DOCUMENT	DESCRIPTION	SUBMITTED
Skills Checklist	Skills Checklists are specific to your specialty; Done annually (update as often as needed)	
Certifications	BLS, ACLS, PALS, etc. (Copies of front and back of all cards)	
Application	Complete online (Home Page)	
Evaluations/References	Minimum of 2 clinical evaluations from a manager or supervisor (preferably most recent managers/supervisors)	
RN License	Provide front and back copies of all state licenses (active and inactive)	

Documents Required Before Travel		
Competency Tests	Complete prior to assignment (unit specific)	
Physical	Required Annual physical	
TB/TB Questionnaire	Negative TB within one year; If history of positive, a negative chest x-ray (after positive result) and TB questionnaire are required	
Flu	Proof or declination of flu vaccination	
Rubella, Rubeola, & Mumps	Positive titers or proof of MMR vaccination	
Varicella	Positive titer or proof of Varicella vaccination	
Tetanus, Diphtheria, & Pertussis	Proof of TDaP within the past 10 years or completed declination form	
Hepatitis B	Positive titer, completed declination form, or proof of series (3 vaccinations)	
I-9 Form	Completed I-9 form prior to travel	
Acknowledgement Documents	HIPAA Confidentiality and Consumer Authorization, Alcohol and Drug Policy, and Review of employee handbook	
Orientation Modules	Complete online prior to travel	

Documents to Submit Once Assignment Accepted		
Direct Deposit Form	Information for direct deposit	
Permanent Residence Tax Form	Completed Permanent Residence Tax form	
Federal W-4/W-2/1099	Completed W-4, W-2, or 1099 forms	