

Help... I'm a First Time Traveler!

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Thank you for downloading this report. In this report, we will outline some important facts about travel nursing. Travel nursing can seem very intimidating on the surface and we hope this report will ease any of the intimidating parts. In the interest of helping you make an informed decision, we are going to simplify this down into blocks....building blocks, if you will, for a successful assignment.

- 1) There are few milestones you will first have to complete before you can even consider becoming a travel nurse. You will need experience, a good attitude & work ethic, and flexibility. Nearly all hospitals will want to see at least 2 years of current experience in your specialty. The good attitude & work ethic will help you get good references and being flexible will serve you well as hospitals expect travel nurses to hit the floor running with a short orientation of 8-24 hours.
 - 2 years current experience in specialty
 - 2 professional supervisory references

- 2) There are personal items that you will need to provide. The hospital is going to want you and their patients to be protected so there are several employee health documents that the hospital will want to see, which we will list below. The hospital will also require your RN license (some require educational verification along with a license), and any required credentials such as BLS or ACLS. The hospital will also want to complete a criminal background check and require you to provide addresses you've stayed at over the course of the last 7 years.
 - RN License
 - Professional Certifications (BLS, ACLS, etc.)
 - Employee Health Titers/Results: MMR, Varicella, Hep B, TB skin test or chest x-ray, physical statement of good health, recent drug screen, and some require a respirator fit and nicotine testing if the hospital is smoke free (this also applies to smokeless tobacco). You should try to provide copies of these to your agency. Many agencies will carve out the cost of these items out of the overall pay package if you can't provide copies.(Your current employer likely has copies in their employee health department and you can request copies there)
 - Address of Places You Lived The Last 7 years.

- 3) Housing. Here you will have 2 options. First, your company can set up and arrange for housing, furniture and even house wares if you need them (house wares are linens, plates, forks, etc). Your company will also set up for utilities. Nearly all companies will require you to be in your travel housing so furniture and house wares can be delivered. Often time's delivery happens on weekdays, so you may need to make arrangements to be in your travel location in plenty of time to accept delivery. The second housing option is stipends or per diems. Stipends

are amounts set forth by the IRS that entitles you to tax free money to pay for your housing while you are away on your assignment. To receive a stipend, you agree to arrange for your own housing and accommodations. (Please download our report Tax Home vs Permanent Residence to help you determine if you should take a stipend or have your company arrange for housing)

- Company Housing?
- Find my own housing?

Now that you have the 3 items above sorted out, let's go step by step how a typical travel assignment works.

- 1) You find a company and recruiter you like and want to work with.
- 2) You find the jobs and locations that interest you.
- 3) You and your recruiter develop a pay package agreeable to you for each assignment.
- 4) Your recruiter will then submit to the job(s) you are interested in.
- 5) The hospital will conduct a phone interview. If they like you, they will contact the agency and make an offer to bring you on as a traveler. If you like what you've heard in the phone interview, then you will accept your assignment.
- 6) Hopefully by this stage of the process you have already been working on getting your employee health documents taken care of along with copies of your RN license and certifications. (If you are applying for a new license, your recruiter should be able to help you with that process)
- 7) Your travel company will provide you with a travel contract for you to review. This explains yours, the company's and the hospitals obligations. (please download our report: Travel Contract Checklist – Protecting Yourself to make sure the finer points of the contract are hammered out)
- 8) If you are taking company housing, the company housing coordination will begin finding you housing options. (You should request pictures of the place and crime reports so you know what you are getting yourself into)
- 9) If you are taking the stipends, then you will need to get finding housing that is acceptable to you!
- 10) Once the contract is signed and you've provided all the employee health documentation plus any company on-boarding requirements & hospital requirements, you will be set to go.
- 11) Your recruiter should provide you with day one instructions so you know what to wear, who to report to and when to report for your travel nursing assignment.

This is a simple outline and you may still have questions. Please feel free to contact AHS Staffing and ask to speak to any of our knowledgeable recruiters. They will be happy to answer any questions or concerns you may have.