

The *complete* checklist for every new healthcare travel assignment

Here's a complete checklist of things you'll need to do before you start your next healthcare travel assignment. Download, print and/or save a copy of this checklist to reference every time you apply for a new travel job.

1

After you submit your application.

Update your personal info.

- ☐ Create or update your account or traveler profile
- ☐ Make sure your certifications are up to date
- ☐ Add/update your resume and add new skills
- ☐ Complete a skills checklist (pertaining to your new application)
- ☐ Add your contact information (Address, DOB, SSN)
- ☐ Add/update your references (supervisors or manager-level from the past year or two)
- ☐ Let your recruiter know about days off, breaks, and extensions

2

Once you've been placed.

Time for some paperwork!

- ☐ Sign the contract (make it official!)
- ☐ Complete Welcome Email tasks from Compliance
 - ☐ Sign & submit background authorization
 - ☐ Complete proficiency exams (color, vision, and core exams) per specialty
 - ☐ Coordinate and complete clinical and health screens
 - ☐ Submit any outstanding tasks and information (copy of driver's license, ssn, etc.)
- ☐ Complete housing and transportation request forms (from Traveler Experience Team)
- ☐ Add health and vaccination records to your account or traveler profile
- ☐ Add your driver's license to send your recruiter a copy of your driver's license
- ☐ Complete any additional assignment requirements (certs, licenses, etc.)
- ☐ Let your recruiter know once you've completed the list above so they can send you information about your first day on the job.

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3

Before you move.

Plan for time away from your permanent residence.

- ☐ Research the climate and pack your bags!
- ☐ Notify your credit card companies
- ☐ Pause utilities at your permanent address (save some money!)
- ☐ Turn off your water (optional)
- ☐ Arrange for plant and animal care (if you're not traveling with your pet)

4

Research your new city.

Plan now, explore later.

- ☐ Put together a bucket list of activities to do while you're there
- ☐ Look up local restaurants and bars
- ☐ Find trails to hike, bike or explore
- ☐ Google your new temporary residence (if you haven't already)
- ☐ Take a deep breath and enjoy the adventures to come