

Pre-assignment Helpful Tips

From Your Clinical Director

Welcome to TaleMed! We're excited that you joined our family and are ready to begin your first assignment. As a team, the entire TaleMed staff is here to help. As your Clinical Director, I'm here to assist you with all clinical questions or concerns. Please feel free to contact me regarding anything of a clinical nature.

I have prepared a few helpful tips to assist you as you begin your travel healthcare position.

FIRST STEP

We want to do everything we can to keep the doors of communication open between you, the hospital and us. Please email me your Unit Manager's name and phone number. Let me know of any specific requests regarding communication.

HELPFUL HINTS

- **Orientation** — If, during your first or second day, you feel you need more time to orient to the unit or the EMR system, please let me know. I will be happy to call and discuss this with your unit manager.
- **Be a “team player” with the hourly employees** — It's common to feel “out of place” when beginning a new assignment. Give it some time. Most travelers tell me they feel better after a couple of weeks.
- **Professionalism** — Always remember to be professional and courteous.
- **Sick time** — Follow the protocol of your specific unit, which will be outlined during your upcoming orientation.
- **Cell phones** — Only use your cell phone during lunch or breaks while away from the unit. Give family members your unit phone number if they need to reach you.
- **Avoid breach-of-contract** — Time off requests are always pre-arranged. Your contract, as stated, should be followed through to completion.

It's our hope that we provide you with some of the best assignments in the US, so you'll think of us for your next assignment and you'll refer us to other healthcare professionals to our team and earn bonuses.

I'm just a phone call or email away. I look forward to working with you during this assignment and many more!

Susan Abbott, RN

Clinical Director

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