

Travel Healthcare Contract Checklist

For travel nurses, RTs
and allied travelers

Facility: _____

Start date: _____

Recruiter: _____

Check things off as you go. Every agency and facility has its own requirements, so use this as a starting point and go by your agency's compliance list. Items marked **RT** are just for respiratory therapists.

Documents to have ready

- ☐ State license(s) for where you're going, plus your home-state license and verification printouts
- ☐ Certifications that apply to you: BLS, plus ACLS / PALS / NRP / others your unit asks for (check the expiration dates)
- ☐ **RT** NBRC credential (CRT or RRT) and your credential number. Verify it at nbrc.org
- ☐ Immunization records (MMR, varicella, hep B, Tdap, flu, plus anything else the facility requires)
- ☐ TB test or chest X-ray results, and titers if you have them
- ☐ Recent physical / fit-for-duty form (if required)
- ☐ Drug screen. Your agency usually sets this up, so watch for the deadline
- ☐ Updated resume with dates, unit types, bed counts and charting systems
- ☐ Skills checklists for your specialty
- ☐ References: 2 to 3 recent managers or charge staff, with phone and email
- ☐ Photo ID (driver's license)
- ☐ I-9 paperwork: a U.S. passport alone, OR a driver's license plus your Social Security card or birth certificate. Bring the originals, no copies
- ☐ Direct deposit info, plus proof of your permanent (tax home) address
- ☐ Car insurance and registration

Packing list for a 13-week contract

- ☐ Scrubs, at least 4 to 5 sets (find out if the unit requires a color)
- ☐ Two pairs of good work shoes and compression socks
- ☐ Stethoscope, penlight, trauma shears, pens, badge reel
- ☐ **RT** Your own pocket reference, plus anything you like having (O2 / vent quick cards, ABG cheat sheet)
- ☐ Warm layer or scrub jacket (hospitals run cold)
- ☐ Lunch bag, water bottle, travel mug
- ☐ Everyday clothes for the season, plus a rain jacket
- ☐ Bedding and towels (if not provided), plus your own pillow
- ☐ Laptop or tablet and chargers, plus a power strip
- ☐ Meds, a basic first aid kit, and copies of prescriptions
- ☐ A folder (paper or phone) of all your documents from the list above
- ☐ Small toolkit, flashlight and duct tape
- ☐ Something that makes it feel like home: photos, a favorite mug, a blanket



Optional: RV / camper travelers

Only if you're pulling a camper. Renting? Skip this and see Housing on the site.

- ☐ Water pressure regulator
- ☐ Drinking-water-safe fresh water hose
- ☐ Surge protector / EMS for your amp rating (30 or 50 amp), plus adapters
- ☐ Sewer hose, support and fittings, plus gloves
- ☐ Leveling blocks and wheel chocks
- ☐ Water filter
- ☐ Heat tape or skirting if you're headed somewhere cold
- ☐ Tire pressure gauge, plus a spare tire you've checked
- ☐ Copy of the park's rules, and your site number and gate code



First week on contract

- ☐ Get your start time, where to report, and who to ask for in writing before day 1
- ☐ Bring your ID, license and certification cards to orientation
- ☐ Figure out parking: where staff park, any permit or fee, and where the night-shift entrance is
- ☐ Get your badge, computer logins and charting access, and test them before your first shift
- ☐ Know how you clock in and how timecards get approved (and who signs them)
- ☐ Save the numbers for your unit, charge nurse or lead, manager, staffing office and recruiter
- ☐ Learn where the supplies, crash cart, Pyxis or med room, and break room are
- ☐ **RT** Find the RT department, the vent and equipment room, the ABG analyzer, and the RT protocols
- ☐ Find the closest pharmacy, grocery store, gas station, urgent care and laundromat
- ☐ Do a practice drive at your shift time to see the real traffic
- ☐ Check your first paycheck: hours, rate and stipends should match your contract
- ☐ Write down your requested days off and confirm them with the manager



Before you leave an assignment

- ☐ Turn in your final timecard and get it approved before you go
- ☐ Return your badge, parking pass, keys and any equipment
- ☐ Ask your manager or charge staff for a reference (get their phone and email)
- ☐ Ask for a copy of your final evaluation if they do one
- ☐ Housing checkout: clean up, take photos, return keys, and confirm in writing when you'll get your deposit back
- ☐ Set up mail forwarding at USPS (moversguide.usps.com) or update your address
- ☐ Cancel or move utilities and internet if they're in your name
- ☐ Let your recruiter know if you're coming back or what's next, and ask when your completion bonus pays
- ☐ Save your pay stubs and contract for tax time
- ☐ Note down what you liked about the unit, the town and the housing for next time

General info, not tax or legal advice. Always confirm details with your agency, facility and state board. More free tools (state licensing boards with phone numbers, RV parks near hospitals, housing, pay calculator) at travelhealthcarehq.com.



Questions to ask your recruiter

- ☐ Taxable hourly rate by itself, and how stipends split out (housing, M&IE, travel)
- ☐ Guaranteed hours per week, and what happens if I'm canceled for low census
- ☐ How many shifts can be canceled per contract, and how much notice I get
- ☐ Shift, schedule and floating: days or nights, 8s or 12s, weekends, call, which units
- ☐ Overtime: when it starts, the rate, and whether extra shifts are allowed
- ☐ Requested days off written into the contract
- ☐ License, compliance and travel reimbursement: how much and when it's paid
- ☐ Health insurance start date and cost; completion bonus terms
- ☐ Can I see all of this in the written contract before I sign?



Notes