

# NEXT STEPS Submission



## **Speaker: Jill Eliassen, BS, BSN, RN**

Jill has been a Registered Nurse since 1998 and has worked in the healthcare staffing industry over 25 years. Her current position is VP of Clinical Services at Travel Nurse Across America



# LEGAL Stuff

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# Objectives

- Learner will understand the stages of the submittal process & common terminology
- Identify 2 ways to make your traveler profile stand out
- Identify 2-5 key questions to interview your agency surrounding the submittal process utilized
- Identify the proper way to fill out a skills checklist
- Understand who will interview you, there are new processes used since the pandemic







# A Submittal OR SUBMISSION IS...

An application to a specific open traveling position at a healthcare facility which is presented (submitted) by a travel staffing firm on behalf of the candidate.

# Timeline:

## WHAT SHOULD I BE DOING WHEN?

**4-12 MOS**

PRIOR TO START DATE

### Research + Network

Attend Travcon

Join FB Groups

TN101 Mentorship  
to Travel

Do Online Research

**3-4 MOS**

PRIOR TO START DATE

### Interview + Select Recruiters

Start relationships  
with recruiters

1-2 Agencies is  
Ideal.

**2-8 WKS**

PRIOR TO START DATE

### Submittal(s)

4 weeks is the  
average sweet spot  
prior to start date

**48-72 HRS**

POST SUBMITTAL

### Interviews

If no interview  
within 48-72 hours,  
look at a back up  
plan

**0-1 DAYS**

POST INTERVIEW

### Assignment Booked

Start working  
on the  
credentialing  
documents +  
housing asap to  
avoid a delay in  
start date

**2-3 WKS**

POST BOOKING DATE

### START DATE

YOU DID IT!





# Submittal Process

## WHAT HAPPENS NOW?



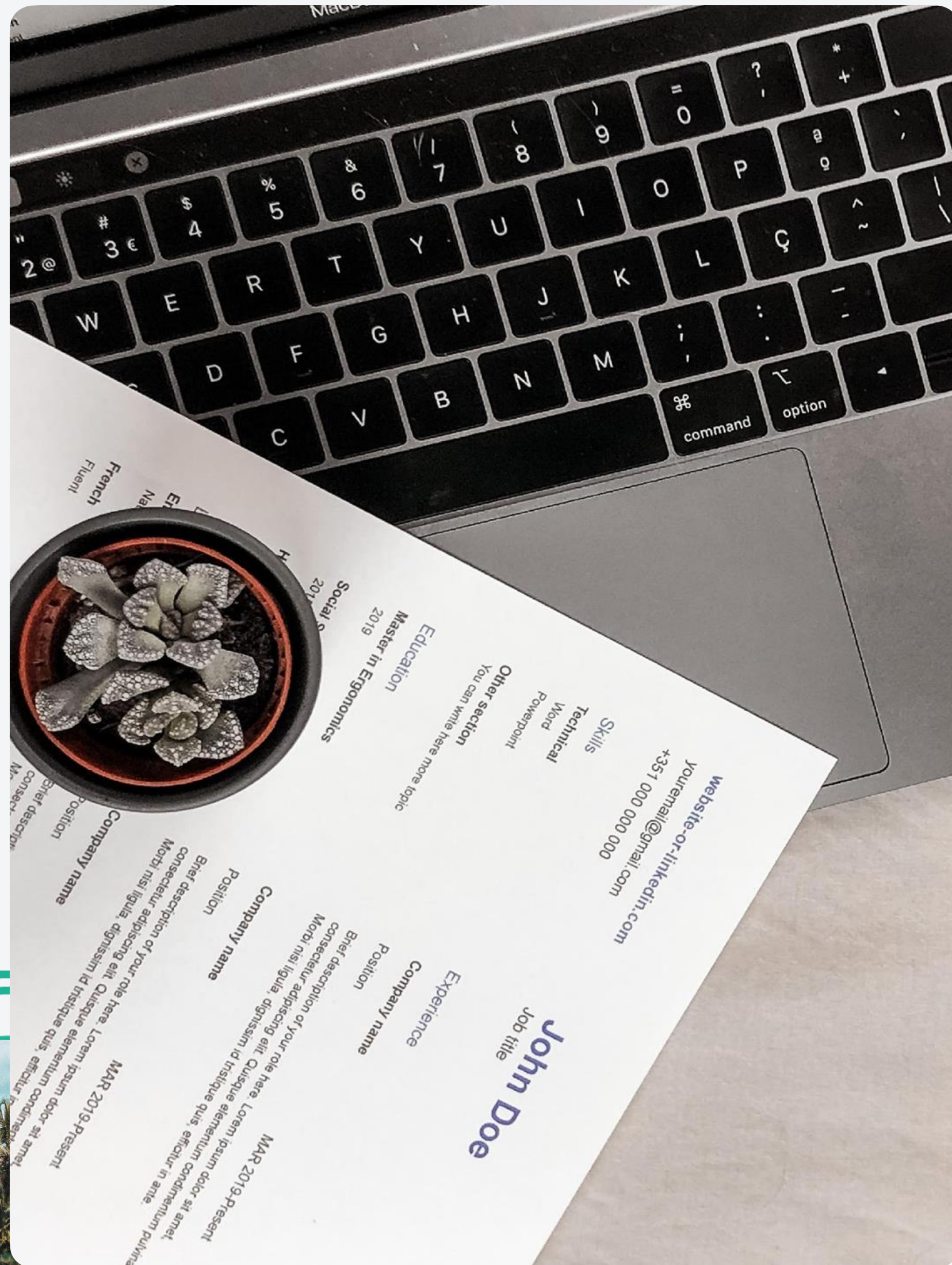
# THE TRAVELER Profile

**What does the Agency submit to the Healthcare Facility?**  
*(Hint: It can be over 40 pages!)*



**Cover Page** – Highlights a few key details such as years of experience, certifications, licenses and highlights that make you stand out. (your 30 second sell)

Assure the agency has all pertinent information on this front page!





# WHAT DOES THE AGENCY SUBMIT TO the Healthcare Facility

1

Employment History – Includes type of hospital system, trauma level, bed size

2

References JC requires 2

3

All state license Licenses & Certs

4

Additional certifications such as CCRN

5

Additional skills that make you stand out such as ACLS instructor

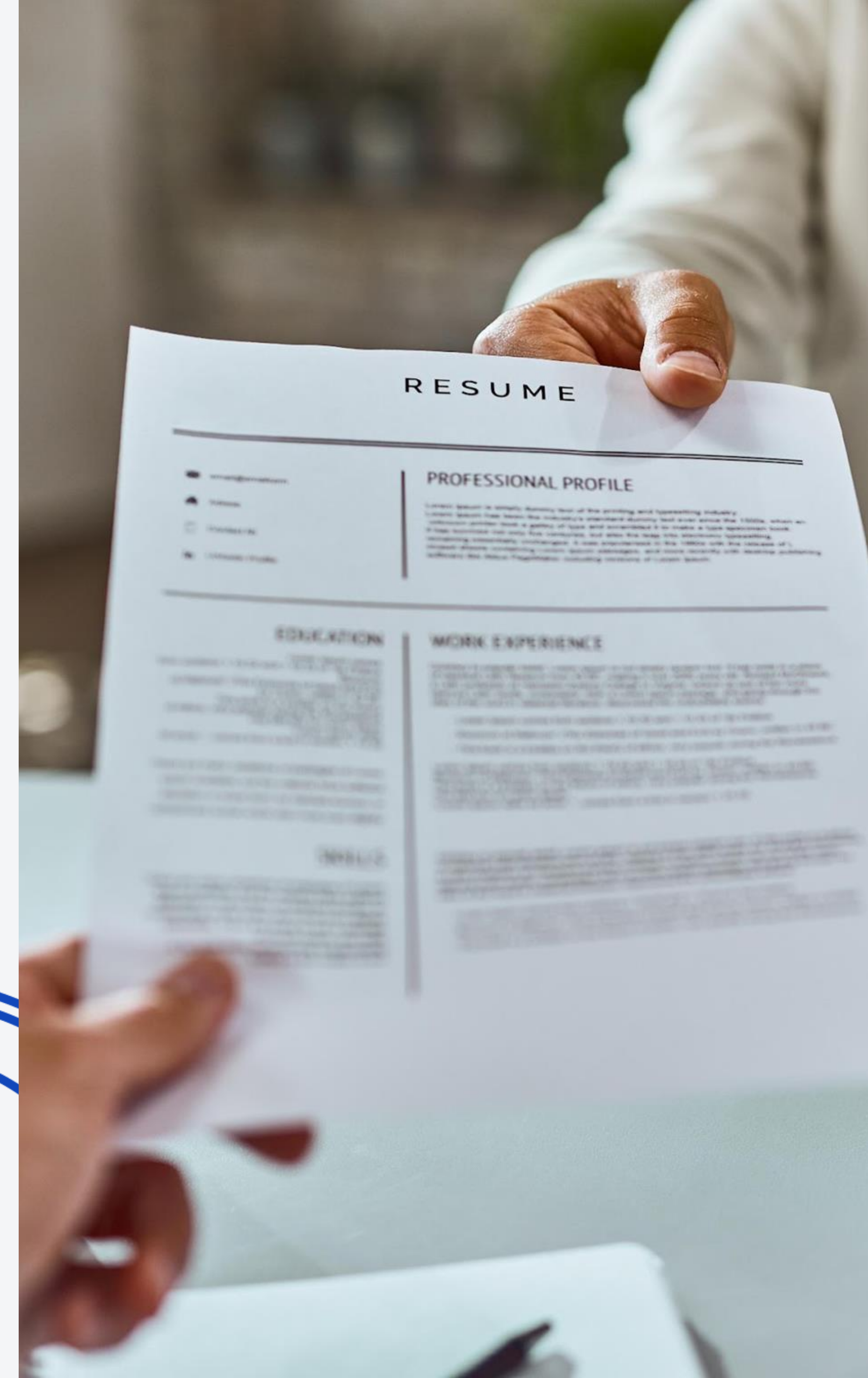
6

Skills Checklist



# Sometimes A RESUME WILL DO

- Common for Rehab & other allied health positions as well as nursing roles outside of hospital unit based positions
- Focus on your keywords -- remember a computer may be scanning it. Do not underline anything



# BUILDING YOUR PROFILE with your recruiter

1

## Complete/Accurate work history

Avoid “negative” reasons for leaving a position, however, do not avoid mentioning all positions you have held

3

## Have 2 strong references from a similar work environment

2

## Accurate Skills Checklist

Avoid being too conservative or misrepresenting your skills

4

## Include perks to hiring YOU

- provide the earliest possible available date
- flexible scheduling including willingness to work extra weekends or holidays
- Minimal requested time off
- any certifications or awards that make you stand out





I'VE SELECTED WHICH  
HOSPITALS I WANT TO  
GO TO WITH MY RECRUITER.

Now What?





## DISCUSSION WITH RECRUITER **before** THE SUBMISSION TO HOSPITAL SYSTEMS

- How long has the agency been working with this facility?
- Are they a “traveler friendly” facility?
- How many travelers does the facility have now?
- How many travelers have worked there the last 6 months?
- Compensation package review and general contract review







**WHAT IS YOUR**  
**30 second sell?**



# 30 SECOND SELL Example 1

## **For Assignment on an Oncology Unit at UCLA in Los Angeles**

Mary is a seasoned Oncology RN with a current and active CA license, who brings solid experience in both staff and travel positions, including completed contracts at multiple teaching hospitals! She also recently completed a Medical Spanish course, making her well-suited to care for much of the patient population in LA!





# 30 SECOND SELL Example 2

## **For Assignment in the OR at a Community Hospital in the Dallas area**

Robert brings an impressive 16 years of nursing experience, 10 of which have been in the OR! His experience is diverse and is comprised of time spent in Level I trauma facilities down to small community hospitals. Robert is also certified CNOR and is considering a permanent move to the Dallas area, making him an ideal candidate for this position!





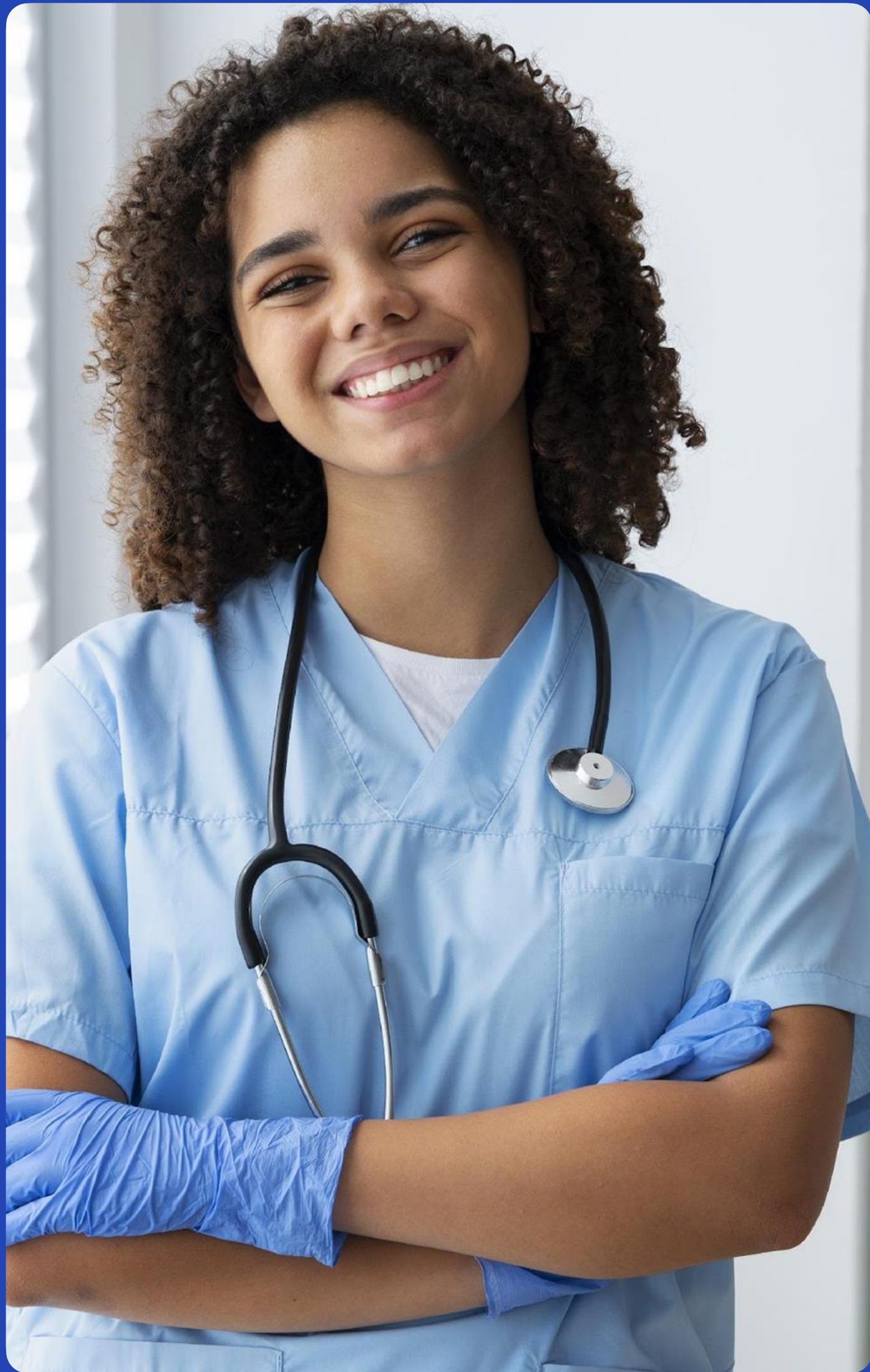
# 30 SECOND SELL Example 3

## **For Assignment at a Critical Access Hospital in Montana**

Brenda is a versatile RN who brings over 6 years cumulative experience in both ER and ICU, and has over a year of travel under her belt! Each of her assignments has been extended, a testament to the caliber of nurse she is. She has great experience at multiple small facilities and is open to floating as needed! She is also ACLS certified and will make an exceptional addition to your team!







# How will I FIND OUT IF A HOSPITAL WANTS ME FOR THE JOB?

- They may tell you during the interview they want you to start
- Contact your recruiter immediately if you received an offer during the interview
- Your recruiter can also reach out to you with an offer
- Assure the details are correct for you, start date, shift, length of contract, unit, and all requirements required by the offering facility
- A verbal “yes” goes a long way to your recruiter!

# SUBMISSION ISSUES and considerations

1

## **Submission without authorization**

Recommend authorization for each position, every time or provide pre-authorization based upon job criteria

3

## **Submitted too late**

Speed of industry and technology advancements

2

## **Duplicate Submittals**

- How they happen
- Why they are bad
- How to avoid them

4

## **Which agency submitted me?**



## THINGS THAT MAKE YOUR PROFILE

# Less Appealing

1

Time Off requests during assignment

2

Traveling partners requiring the same unit, shift, & schedule

3

Requesting a different shift than posted

4

Requesting block or set scheduling



Limit or eliminate these if possible!

5

Refusing to float or take call

6

Unexplained gaps in employment history

7

No travel experience and only 1-2 years of experience in the same hospital and unit





**QUESTIONS?**