

Standard Work- Provincial Travel Nurse Team

Accommodation Requests

Background:

All staff are expected to communicate the need for accommodation to be booked in the region they are assigned.

This document will serve as a guidance tool to support effective communication.

Requesting accommodation is communicated through the following 2 Provincial Travel Nurse bidding processes.

- **ESP- self-service**
- **Availability Form**

Key Elements of Communication:

ESP- self-service- bidding of shifts through ESP within the identified regional picking up of additional available shifts.

When selecting shifts to bid on in ESP, clearly state in comment prior to submission your accommodation requirements. For example:

“No accommodations required”

OR

*“Accommodations required- Site, unit, check in date and check out date” (Ex. Accommodations required. Selkirk, medicine, check in Sept. 20th. Check out September 25th). **It is important to state the exact check in and check out date, late check out times, and unit worked.***

Availability Form –

- bidding on outstanding needs in all regions
- all bids in NRHA.

Clearly identify on availability form when accommodations are required. (Ex. Accommodations required. Selkirk, medicine, check in Sept. 20th. Check out September 25th). **It is important to state the exact check in and check out date, late check out times, and unit worked.**

In the event you are unable to make a shift and accommodations are booked, you are required to call the accommodation and cancel your booking.