



PACE MEDICAL
STAFFING

January 2009
Pace Medical Staffing
Bend (866) 718-2923
Eugene (877) 223-7223

New Executive Director

I am thrilled to be the new Executive Director of Pace Medical Staffing. I worked as a Travel Recruiter with Pace about 1 ½ years ago, so some of you may remember me from before. I am happy to be back with Pace and look forward to helping you in any way that I can. I am very grateful for the two great recruiters I have! Norman continues to be the main contact in Western Oregon out of the Eugene office and Kristy will be your main contact in the Bend office, but we all work as a team and any of us can help you out. Look forward to talking with you soon.



ANNE BAHN
Executive Director

WELCOME TO OUR TEAM!

BEND - Annie M. LPN, Tracey D. RN, Tina G. RN, Kara H. RN, Terese L. RN, Robin C. RN

EUGENE - Echo O. CAN / CMA, Cecelia H. LPN, Britiney C. CNA, Jackie K. CNA, Mackenzie M. CAN / CMA, Leslie J. CNA, Toni P. CNA, Ed F. LPN, Colleen F. CNA, Rebekah P. CMA

RECEIVE A \$400 BONUS!

Refer a friend, relative, or co-worker to Pace and receive up to a \$400 bonus! Call our office today to find out more information!

Reminders for All Employees

Please make sure that you are communicating your availabilities to us. Please be consistent and if tell us you are going to be available than please be available. If you decide you don't want to work then please let us know so that we can make a note of that. For those of you that don't have access to your calendars online please let us know and we will give you access to your calendars so that you can update them with your availability.

QUESTIONS?

Contact Kristy@pacestaffing.net or call 541-312-5849.



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WWW.PACESTAFFING.NET

Great Tips for Travel RNs by Kristy Walters

Being a travel nurse is an exciting time in an RN's life. You have to get acquainted with the new facility and all of its team members.

One of the most important things is to have a good relationship with your recruiter. This typically makes or breaks everything. Be open and honest with them and they will help you to the best of their ability. Open communication is a big part of making this successful.

Figuring out what to pack is an ordeal for most of us when we leave our house. Here are some tips from other travel nurses. Pack as light as you can, there is always a thrift store near you. You can also keep some of your items in plastic containers so they are easier to pack and move around. Pillows and your favorite blanket that reminds you of home are great things to pack in a tote and take with you everywhere you go.

After you are in your new home, take the time to explore the area. Drive around to see where your new facility is, so you know how much time you need to get there. Also on the way see what fun and exciting places are on the way. You never know when you will need something and being aware of what is nearby you can be very helpful. Another great tip is to look up the city you are going to on the internet. They may have an exciting feature that you don't want to miss.

Last and foremost, make your assignment feel like a working vacation. Take in all the great sites and make the most of it. Go in with an open mind and mindset that I am here to do a job. Always realize that you are a guest in the facility and are there to help.



NOTICE to Pace Medical Staff

- Pay periods are Sunday through Saturday
- Completed time and mileage sheets **must** be received in the Pace Medical Staffing Corporate Office **no later than** 10:00am on Mondays. **If your time and mileage sheets aren't received by then, we can not guarantee that you will be paid until the following pay period.**
- We will no longer call to remind you to send your time and mileage sheets to us.
- Always leave a copy of your time sheet at the facility where you worked.
- Carefully review your completed time and mileage sheets before faxing them to us!!
 - Use our time and mileage sheets (not another agency's or blank sheet). Please contact us at 1-866-718-2923, if you need the forms.
 - Use black ink.
 - Do not scribble / cross things off.
 - Write legibly.
 - Have the supervisor (of the shift you worked) sign your time sheet.
 - If you do not take a lunch, write a "0" (zero) in that box and have the supervisor (of the shift you worked) initial it.

EMPLOYEES of the Quarter

CONGRATULATIONS!

Per Diem Employee of the Quarter: Angela Wenks has been with Pace Medical Staffing for just about a year. Angela is well liked and appreciated by all of our clients, many of whom ask for her specifically if she is available. Angela has been travelling to one of our clients on the Coast, even when the weather wasn't that greatest recently. We all want to thank you Angela for all of your hard work and dedication.

Travel Employee of the Quarter: For her reliability, dedication, and hard work. Tina Griffin is always



TINA GRIFFIN
RN

willing to take on the challenging positions. She travels for us in any type of weather. Tina, thanks for all your hard work and kindness.

- We do offer direct deposit. This is the best way to ensure that you are getting your paycheck timely. Contact Kristy or Norman and they will assist you in setting that up.

Fax your time and mileage sheets to:
1-877-220-7223



KRISTY WALTERS

I am very excited to be the newest member of Pace Medical Staffing. My previous background is in retail management and customer service. I love the challenge of something new and with everyone's help I learn something new everyday. Thanks for all of your hard work and efforts last year. I look forward to a New Year with each and every one of you. Together we can make this one even better.