

NP PLANNING CHECKLIST



Created in collaboration with **TravelingNP** to help clinicians feel confident and prepared for their first locum assignment.

Starting your first locum assignment doesn't have to be overwhelming. Use this checklist to stay organized and prepared before day one.

Licensing and compliance

- ☐ Obtain required state licenses (RN, NP, furnishing license if applicable)
- ☐ Update DEA registration for your state of practice (if applicable)
- ☐ Keep copies of all active licenses and certifications

Credentialing and documentation

Complete credentialing requirements, including:

- ☐ Professional references
- ☐ Immunization/health records
- ☐ Updated CV and skills checklist
- ☐ Malpractice history
- ☐ Licenses and certifications
- ☐ Continuing education and BLS/ACLS

Scan and store all required documents digitally

Travel and housing

- ☐ Join airline and hotel rewards programs
- ☐ Book travel (flight and rental car) with your LocumTenens.com contact
- ☐ Confirm housing arrangements (hotel or furnished housing)

Packing essentials

- ☐ Work attire per site guidelines
- ☐ Comfortable work shoes
- ☐ Stethoscope and white coat
- ☐ Notebook and pen
- ☐ Casual clothing for days off

Orientation and first-day prep

- ☐ Review orientation schedule and first-day instructions
- ☐ Review contract details and scheduled shifts
- ☐ Communicate any required time off



Bring valid personal identification
(Some facilities require a passport on day one)