



TORRANCE ALLIED BRANCH INFORMATION

OFFICE HOURS: MONDAY-FRIDAY 9:00AM-5:30PM

AFTER HOURS / ON CALL: 310-436-3650

Please contact us if you ever experience any of the following:

- Clinical incident or sentinel event – any situation that results in an adverse outcome to a patient (immediate notification is required)
- Employee injury or exposure
- Reassignment / Floating by client request, to areas in which you are not skilled or competent to work
- Ethical issues or concerns
- Scheduling and communication issues
- Time off requests
- Other situations that resulted in your dissatisfaction

REMINDERS:

***Availability-** Please call us every **Monday** at 310-436-3650 anytime with ANY available days you have for the week.

***Confirmations-** Call in to confirm your schedule every **Monday** at 310-436-3650 if you are on a master booking/long term assignment/contract.

***Cancellations** – If you are going to be late for a confirmed shift please let us know ASAP, so we can inform the hospital. If you cannot work after you have been confirmed for a shift, **YOU MUST CALL 310-436-3650 AT LEAST 4 HOURS PRIOR TO THE SHIFT START TIME.**

***Pay Days-** Your paycheck or direct deposit form will be mailed (or can be picked up) every Friday.

***Sign-in Sheets/Time Cards-** Make sure that you are signing in at the beginning of each shift and signing out at the end of the shift.