

Helpful tips to prepare you to work as a relief doctor (independent contractor) in Southern California through Veterinary Staff Unlimited. This list is not all-inclusive and you are encouraged to discuss tax issues with a C.P.A., legal issues with an attorney and labor issues with the department of labor.

This list will help support you in preparing for relief work:

0: Have your profile completed on vetstaff.com website, come in for an interview on time, dress professionally and meet our staffing team and fill out our questionnaires regarding rate of pay, distance willing to travel and skill set.

1. Have business cards made up with your name on it and “relief services” as part of your offerings
2. Fill out a w-9 with the company you work for
3. Sign a relief contract if the hospital has one, if they don't be sure to have at least filled out our paperwork.
4. be sure to read IRS 20 factor test of an independent contractor
5. Show up to the facility on time (at least 15 minutes early is suggested).
6. Wear a clean and pressed lab coat, with a non-hospital-affiliated name tag or embroidered name on the white-coat.
7. Own a receipt book, or email the hospital that you work for, an invoice for the services rendered before their pay dates. Also, if we have arranged it, be prepared to leave an invoice on the day you work in order to get paid directly from the hospital.
8. If the hospital contacts you directly, it is your responsibility to call the Vetstaff office (310)838-9300, email the branch manager (Michelle Inks) with the dates you will be working for them. She will generate a confirmation for all parties.
9. Keep your profile current on our site and check-in at least once a month to assure we are aware of your availability or lack thereof.
10. Be sure to keep track of your expenses as your accountant may be able to help you reduce your taxes by any expenses related to your relief work.
11. If you know of anyone seeking employment, please do not direct them to a hospital, have them contact us directly. We will register them and assure they have the appropriate paperwork needed before they are submitted for working interviews or selection.
12. on the business side: Please conduct yourself as a professional: you are considered an authority and opinion leader and your comments or gestures go a long way. We ask that you maintain professional conduct, do not get involved in hospital politics, and maintain a supportive attitude.

13. Be a good veterinarian (excellent diagnostics, surgical skills) and the ability to communicate to the patient's guardian what and how services need to be rendered clearly: either communicating the pet's medical needs or the financial component so the guardian has complete confidence in your ability.

14. Treat the support staff with respect and compassion. Have common courtesy and realize that you may be visiting a facility that has done things a certain way. Be mindful of the human component in dealing with the support staff and other colleagues and their management team (if one exists).

15. be aware that in order for you to be considered a feasible option for relief work, potential associate or eventual partner, you must perform at least 5 times your cost.

16. Benchmarks to consider if their management staff will give you feedback: know your average client charge, your number of visits, your total production for your shift(s), and any positive or negative client feedback on review websites or directly given to the hospital.

17. We only send out veterinarians that align with our suggestions as noted above, and those who have done all we ask for and good common courtesy, common sense, and people skills will be on our priority list.

18. If you are interested in our relief concierge service where we will spend more time and resources (money) on your placement, inquire within. This is the only service we charge an additional fee to the registered veterinarian, but otherwise, there are no charge to the relief vet for using our agency.

Good Luck,

Veterinary Staff Unlimited

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