



# Example of Travel Medical Job Description

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Our company is hiring for a travel medical. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for travel medical

- Serves as public relations liaison between the volunteers, the travel agency and donors to aid in their understanding of service to mission hospital/clinic in foreign countries comprehensive understanding of World Medical Mission and Samaritan's Purse ministries
- Provides oversight and direction to entire logistical process once volunteers are placed at hospital/clinic
- Sends detailed orientation packets to volunteers
- Assists volunteers in obtaining information regarding workload, call schedules, facility layout, needed supplies and medical equipment
- Manages a wide variety of logistical problems in route, which may include emergencies
- Updates and restructures hospital/clinic orientation materials on an ongoing basis
- Researches and facilitates all travel arrangements upon receipt of a volunteer file
- Communicates confirmed travel schedules and all documentation needed for trips, such as passports, tickets, and customs letters
- Obtains necessary documentation from volunteers for medical license, special pass, work permit and dependent's pass
- Organizes medical credentials, obtains letter of good standing, assures that documents have been notarized, if needed, and sends them to the hospital

## Qualifications for travel medical

- Or interoffice note, documentation of patient information) and to take complete and accurate messages
- Must be willing to work 12 hours shifts periodically
- Graduate of an accredited Registered Nurse Program if less than three (3) years' experience
- 6 months nursing experience (in an acute setting)
- State licensure as a Registered Nurse (RN) and any relevant unit specific certification requirement
- Experience in a teaching/academic hospital