



*****Welcome New Nurses & Midwives*****

Putting Yourself On Call

- To make yourself available for work, please email your name, phone number and availability to bookings@nurseoncall.ie
- On receipt of your email, we will email you back to confirm you are on call. We will then contact you as soon as shifts come in (as hospital requirements change so much this can be anything from a day to a couple of weeks prior).
- We will also email you to confirm your shift once you are booked in.
- Do also keep an eye on our job emails that advertise different temporary & permanent positions coming up

On Arrival to the Ward/Submitting Timesheets

- On arrival to ward, report to the Ward Manager
 - Get your timesheet signed at the end of your shift and submit to Nurse on Call before 21.30 on the following Monday
 - Please note that **St. Vincent's University Hospital** have separate timesheets and these must be submitted directly to the Nurse Bank Office on the Ground Floor in St. Vincent's
 - If you are working in **St James Hospital**, please ensure you sign in & out on the wards and if given a reference number for your shift to note this in the signing in book
 - Please note that **Our Lady of Lourdes Hospital** also have separate timesheets.
 - Queries in relation to payroll/increment must be made in writing to nursesaccounts@nurseoncall.ie
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