Welcome All New Employees

Please review the following information for your pre-placement physical and New Employee Orientation, as this will insure a smooth beginning.

Pre-Placement Physical:

Where: Employee Health Office, 1100 Trancas Street Suite 300 inside Work Health (see map on next page)

Things to Remember and Things Bring for Your Physical:

✔ Wear comfortable clothes and shoes.
✔ A urine drug screen will be performed, so be prepared to give a urine sample.
✔ A two step PPD (TB skin test) will also be performed. If you have documentation of a previous TB test done within the last 12 months, bring it with you. If you do not have this documentation, you will need to have 2 TB tests placed at least a week apart. Be prepared to return for the reading of the TB test/s.
✔ Please bring any immunization or titer information you may have. We require immunity to Varicella, Rubeola and Rubella. We strongly encourage immunity to Hepatitis B. If you do not have proof of immunization or titer results, be prepared to have blood drawn. If your titer results come back negative, be prepared to receive any needed immunizations before you can begin work.
✔ Bring Photo ID (Drivers License will do)
✔ Please do not bring young children with you to the physical.

Things to Bring for General Hospital Orientation:

✔ Bring your completed New Hire Paperwork that was either mailed to you or you printed out from our QVMC website.
✔ Original documents that shows proof of right to work in the US to complete the I-9 form. (examples might be birth certificate, US passport, naturalization card, or employment authorization card, Social Security Card – make sure it does not state “Valid with INS authorization only” Please refer to the list of acceptable documents.
✔ Current BLS and originals of all licensure and certifications required for the position

Bring all of the correct documentation, your start date may be delayed without them.

General Hospital Orientation/New Employee Orientation:

Where: 1000 Trancas St. 3rd Floor, held in Classroom A. There is a large “Christmas Tree” in front of the entrance. Take the elevator to the 3rd floor and follow signs to Education Center and enter the first door on your right.

When: Plan to be in class all day from 7:30 am (continental breakfast will be served) to 4:45 pm. You may wear comfortable clothes that day.

If you have any questions or concerns please call:

• Lucy (707) 252-4411 ext. 2197 for non-nursing positions
• Paula (707) 252-4411 ext. 2542 for nursing positions

Thank you,

Queen of the Valley Medical Center Recruitment Team
EMPLOYEE HEALTH

Located
@ 1100 Trancas-North Building
Suite 300
inside WORKHEALTH

Hours: 8:30-12:30 & 13:30-5:00
(707)252-4411, ext 2836