

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, Rubella 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:

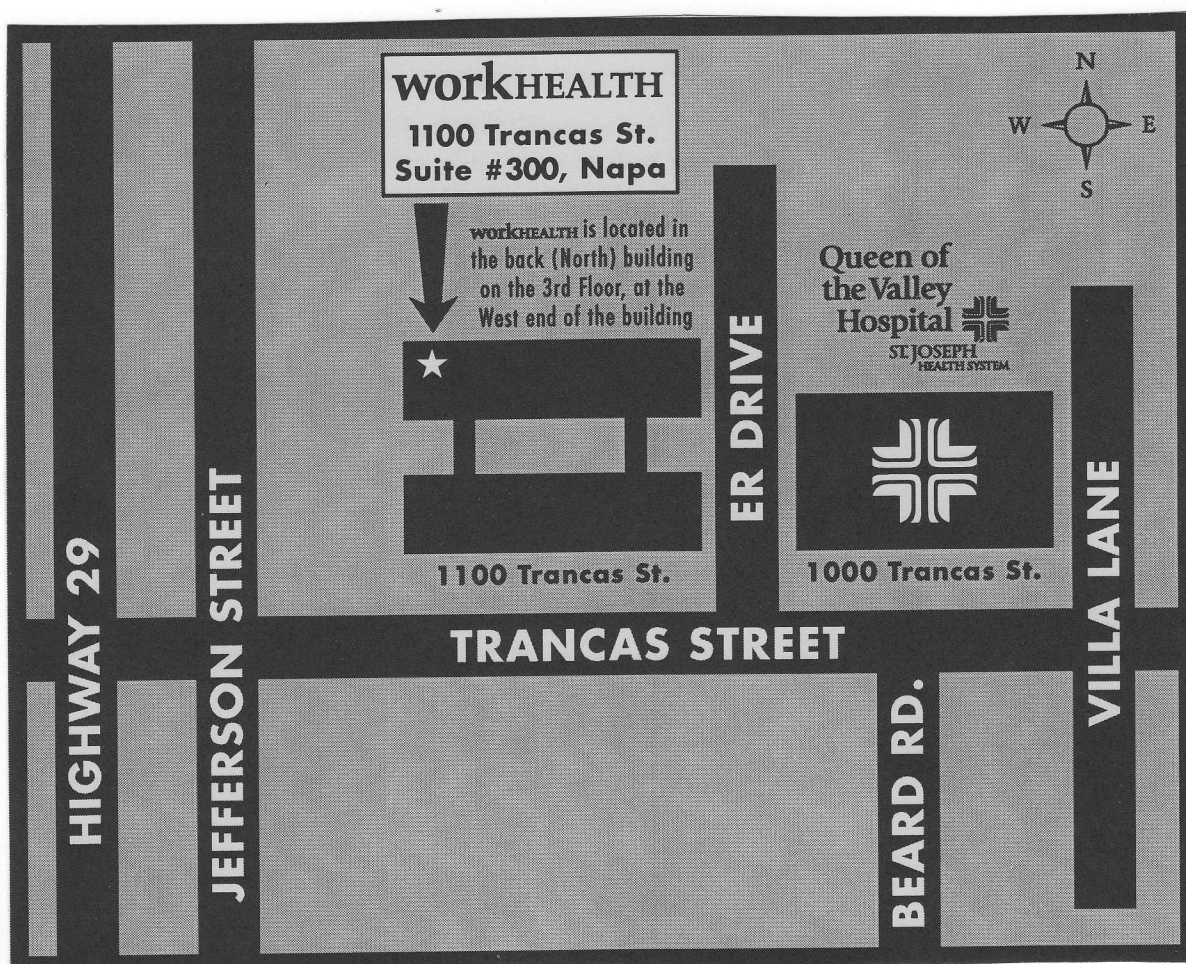
- Lucy (707) 252-4411 ext. 2197 for **non-nursing positions**
- Paula (707) 252-4411 ext. 2542 for **nursing positions**

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