



Employee Health Services
1222 Jefferson Park Avenue
P.O. Box 8000398
Charlottesville, VA 22908-0398
Office: 434-924-2013
Fax: 434-982-0523

To: UVa Graduate Medical Trainee (GMT)
From: UVa Employee Health Services
Subject: UVa Health System New Employee Evaluation

The University of Virginia Medical Center requires the following pre-employment actions be completed prior to providing patient care. Employee Health Services is responsible for evaluating all employees who will have patient contact

By May 8, 2009, please provide UVa Graduate Medical Education Office (GME), P.O. Box 800136, Charlottesville, VA. 22908-0136 the following information related to your current health and immunization status. You should be able to find documentation of your immunizations at your Student Health, Employee Health or primary care physician office. Please complete the following checklist and return **ALL** documentation in the enclosed white envelope provided by GME.

- Complete Pre-employment Drug Screen.
- Complete & sign Medical Questionnaire
- Complete UVa MC Tuberculosis Respirator Medical Questionnaire – must be completed in full. Please do not leave any blanks. Sign & date the Education for Respiratory Fit Testing Form
- Provide Tuberculin skin test (TST) – **All** will be **required** to have the equivalent of a 2-step TST placed. Please bring documentation of TST's and their reading placed within the past 12 months. If you have history of a positive TST, a documented chest x-ray report within the past 12 months will be accepted. If you have history of a positive TST & have taken INH, please bring documentation.
- Provide Measles/Mumps/Rubella – documentation of two doses of MMR or the equivalent administered on or after the first birthday or documentation of (+) titers to all 3 diseases.
- Provide Varicella –positive medical history (may be self reported), or medical documentation of immunization or a positive titer.
- Provide Hepatitis B– medical documentation of vaccine series including dates of administration **or** titer results
- Provide Tdap – medical documentation or Tetanus/diphtheria – medical documentation of a tetanus/diphtheria booster within the past 10 years (recommended).

Expedite the Process: If you are local or will be in the area prior to your orientation, please call EH to schedule your health assessment. Calling EH in advance will **allow you** to **expedite** these mandatory requirements.

You will not be allowed to work at UVA until this process is complete. Beginning the week of May 8, 2009, please call EH @ 434-924-2013 for assistance in assessing completion of all mandatory requirements Thank you in advance for your prompt attention and cooperation. Welcome and best wishes!