



New Team Member Checklist

Welcome to Potomac Hospital! To help make your transition to the Potomac Hospital team a smooth one, we have prepared this ‘to do’ list for your use.

Things To Do	Day / Time	Completed
Register for New Team Member Welcome Session Tuesdays , 8:15 to 10:15 a.m., Conference Rm 2/3 Via Phone (703) 583-7355		
Organize documents for Welcome Session: (1) One document to establish identity/employment eligibility (2) Licensure information pertinent to area of work (if required) (3) Vehicle registration information		
Attend New Team Member Welcome Session Arrive at 8:00 a.m.		
Make Appointment to Visit Employee Health Services Call (703) 670-1338 or email TBD		
Complete Pages 1-3 of Employee Health Record before Employee Health Services appointment Download form from PotomacHospital.com		
Go to Employee Health Services Appointment Review Health Record information Complete & Verify TB test		
Schedule & Attend New Team Member Orientation Monthly on 2 nd Monday, 8:00 a.m. to 4:00 p.m., Hylton Education Ctr		
Coordinate first day of work schedule with Dept Director		

Notes:
