

What to Expect if Selected

Please see below to help you understand what is required, prior to commencing work, if you are selected for employment with St. Joseph's Health Centre Guelph (SJHCG).

Criminal Records/Vulnerable Sectors Check

Safety of our clients (residents, patients, and participants) is critical. That is why all employees of St. Joseph's Health Centre Guelph are required to obtain criminal reference and vulnerable sectors checks prior to beginning employment at the Health Centre. Any cost for these documents are borne by the candidate. The Health Centre accepts only criminal reference checks dated within the 6-month period prior to the date of employment.

The use of information obtained through the Canadian Police Information Computer (CPIC) system regarding outstanding Criminal Code charges and convictions for which a pardon has not been granted, does not contravene the Ontario Human Rights Code.

Immunizations

Health care employees are at risk of exposure to communicable diseases because of their contact with clients and their environment. A full immunization history and up-to-date immunity is required from each employee at the time of the Occupational Health Assessment. This includes review of a complete Preplacement Medical Form, which includes:

- Tuberculin testing:
 - documented history of a two-step, and
 - a one-step if two-step has not been done within the last 12 months
- Immunizations/immunity from:
 - Measles, Mumps, Rubella (MMR) – two doses of vaccine OR lab evidence of immunity
 - Varicella – two doses of vaccine OR lab evidence of immunity
 - Hepatitis B – vaccine and lab evidence of immunity (series must at least be initiated)
 - Tetanus/Diphtheria – immunization required within past 10 years
 - Influenza – this is preferred but not mandatory

These requirements may take 3-4 weeks to meet, so starting early reduces delays. Once you have completed the form, submit it to the Employee Wellness Office in person or via fax: 519-767-3444.

Occupational Health Assessment

Prior to commencing employment, new employees require an Occupational Health Assessment with the Employee Wellness Office. This appointment takes approximately

30 minutes. All information given during this assessment is confidential.

To schedule an Occupational Health Assessment appointment, you must have completed and submitted your Preplacement Medical Form (link below) to the Employee Wellness Office. **The Occupational Health Assessment appointment cannot be scheduled without receiving this documentation and employees cannot commence employment.**

[Preplacement Medical Form](#)

Human Resources Induction

All new employees attend a Human Resources Induction meeting. This appointment will take approximately 30 minutes during which time we will discuss all the details pertaining to your employment (i.e. benefit information, parking, etc.) and have you sign any necessary forms. This will also provide you with an opportunity to ask any additional questions you may have.

Orientation

All new employees attend a full day of General Orientation. This orientation will provide you an overview of St. Joseph's Health Centre Guelph, as well as information such as Health & Safety, Emergency Codes, etc. In addition, if you are in a clinical position you will also attend Clinical Orientation and Electronic Orientation.

Workplace Safety – Footwear

SJHCG is committed to providing a safe and healthy work environment for all employees and will make every effort to minimize the risk of foot injuries. Your new position may require you to wear safety and/or slip-resistant footwear. Requirements for your position will be explained by your hiring manager; the footwear is required before you can begin work. Depending on the position you are being hired for, the footwear cost may be borne by the candidate or SJHCG.