

To: New Housestaff Members

Welcome to Tufts Medical Center. We look forward to your arrival as a vital member of our health care team. In preparation of your joining us this June 2010, we would like to initiate the process of completing the infection control requirements of Tufts Medical Center. All employees of the Hospital, including housestaff, must comply with these requirements set forth by the Tufts Medical Center Infection Control Committee. It is likely that you have already completed them during the course of your medical education at your respective institutions. We will need some type of documentation of these immunizations. There is a list of these requirements in the attached letter. This process needs to be completed before your start date, so that you can be entered into our payroll database. If you are unable to provide this documentation, please let us know. Our Employee Health Services can answer any specific questions that you may have and help you make arrangements to obtain what is required. It is important to note that these immunization requirements must be completed before you begin working.

The following documents are enclosed:

- A letter to new employees regarding Hospital infection control requirements
- Tufts Medical Center Pre-placement Health History form
- A local demographic information sheet to obtain a Medical Record Card
- Respiratory Fit-Testing Questionnaire

Please mail the completed documents listed above along with a copy of your immunization records to:

Tufts Medical Center
Employee Health Services
800 Washington Street, Box # 801
Boston, MA 02111

If there is anything that we can do to facilitate this process for you, please call Employee Health Services Department, (617) 636-5480. We look forward to your arrival.