Employee Health Pre Visit Checklist

Prior to your appointment, send your completed Employee Health Packet, Immunizations, Positive Titers, and QFT to employeehealthservices@gwu-hospital.com.

On day of appointment, Employee Health will review the items listed below. Should you need a vaccine or titer to confirm immunity or CXR for past positive QFT, this will be done at Employee Health at no cost to you.

1. **Personal Document:**
   - Government Issued Photo ID

2. **Employee Health Packet:** 5 pages
   - Privacy Statement
   - Health Questionnaire (2 pages)
   - Latex Screening Sensitivity
   - OSHA Respiratory Assessment
   - TB Screening History

3. **Vaccination Records:**
   Per current DC Department of Health guidance, GWUH requires all hospital employees to receive their yearly Flu Vaccine and completion of their Primary COVID-19 Series. Should you wish to request an exemption to Flu or COVID-19 Exemption, notify your Employee Health (EH) provider and the GW Hospital Exemption Application will be shared with you. Note: not all requests are approved.
   - Yearly Influenza Vaccine (September-June).
   - CDC Vaccination Card with completed Primary Series (2 doses of mRNA Pfizer/Moderna OR 1 dose of JnJ).
   - TDAP Vaccine (Tetanus, Diphtheria, and Acellular pertussis) within the past 10 years.
   - Positive Hepatitis B Titers
   - Positive Measles, Mumps, Rubella (MMR) titers
   - Positive Varicella Titer, proof of chicken pox as child or documented series

4. **Tuberculosis Screening:**
   - QFT Blood Test, (also known as Quantiferon) within in 6 months.
     - If you have a history of a positive TB Skin Test or Blood test, include the below items at time of your visit:
       - Documentation of positive TB Skin Test or Quantiferon/T-Spot.
       - If available, documentation of treatment and dates.
       - If available, negative Chest X-Ray results one year of appointment.

If you have any questions or concerns, please feel free to send us an email with your questions!

Thank You,
Employee Health Services
900 23rd St NW Suite G-1092
Washington, DC 20037
Hours Monday-Friday 7:30am-3:30pm. Closed daily for lunch 12-12:30pm.
Employee Health Visit Helpful Tips:

Q: How long does an employee health visit?
A: Your visit can be as fast as 20 minutes or can take up to 45 minutes. Visit times increase with missing items from your EH checklist. To best facilitate your visit, we recommend emailing available immunization and TB results before your scheduled appointment. Visits may be longer if you have an outstanding need for vaccinations such as Flu, CV19, or TDAP.

Q: What does the onboarding appointment consist of?
A: When you check in, an EH team member such as a Medical Assistant or RN will begin your visit by taking your vital signs, performing an N95 fit test, demonstrating washing your hands, and having you complete a color-blind test. A provider will review your immunization records and make recommendations according to the latest CDC and DC guidance on immunization and TB regulations for healthcare workers.

Q: Do I have to get my blood drawn?
A: If your immunization records still need Titers or a QFT within six months of your EH visit, EH will draw your labs. The reason is that by working in a hospital, you are at increased risk of working with a patient who may have an infectious disease. It is essential to be up to date with your immunizations before your orientation starts.

Q: How long does it take for my labs to come back?
A: Titers typically take 24-48 hours to come back. The QFT is a send-out lab and takes five days to come back. Upon completion of all labs, the Advanced Practice Provider (PA or NP) will call you with your results.

Q: Can my primary care doctor (PCP) or current facility send my records?
A: Yes, we encourage you to reach out to your PCP or facility before your visit. Remember, medical record requests can take a while, and we recommend acquiring those records as soon as you know your EH appointment date and time.

Q: Will I have to come back to Employee Health before my Orientation Start Date?
A: If your immunization titers come back low positive, indeterminate, or negative, you will need to return to EH for a booster. If your QFT returns positive, you may need a Chest X-Ray or additional lab work to evaluate for active TB. All results and care plans will be communicated to you by the EH Advanced Practice Provider.

Q: How long does my EH New Hire Clearance take?
A: A Provider takes, on average, seven days to clear a New Hire due to lab results. Your clearance may take longer if you need additional immunization or lab work. To ensure you have no needs and may start on your scheduled orientation date, it is best practice to follow the EH
Checklist on your appointment email and gather all immunizations, titers, and TB results before your visit.

Q: What is a Respiratory Fit Test?
A: Tight-fitting respirators are used in the hospital to seal a wearer’s face to provide expected protection against respiratory droplets that could cause infections such as Tuberculosis or COVID-19.

Q: I don’t work in a clinical area. Why do I need to be Fit-Tested?
A: All staff at GW Hospital are fit-tested upon hire. Fit testing is required by the Occupational Safety and Health Administration (OSHA) before a user wears a mandatory respirator and must be assessed for fit annually.

Q: Will I need to be fit-tested again?
A: You may require additional fit testing if:
1.) If you work clinically with patients or in a high-risk department where you provide indirect patient care (for example- transportation, environmental services)
2.) If a different size, style, model, or make of respirator than previously fitted for is available.
3.) When any facial changes occur that could affect fit, such as weight loss or gain of >10 lbs or dental work.

Q: Why do I need to demonstrate how to wash my hands?
A: Everyone at the hospital has a hand in infection prevention. Hand hygiene is one of the most important things you can do to keep yourself and your patients safe. Cleaning your hands helps prevent bacteria from getting onto hospital equipment, medications, linens, or supplies that could travel to a patient with a central line.

If you have questions prior to your EH visit, please email us at employeehealthservices@gwu-hospital.com