

Vitalité Health Network is pleased to welcome you on our team! Please carefully follow the steps below in preparation for your first day of work. You can also submit your information ahead of time by replying to the e-mail you received from the Human Resources Department containing your job offer.

## Contacting your manager

Your manager will attempt to contact you before your first day of work. You can also contact them; their contact information is included in the e-mail you received containing your job offer. Use this call with your manager to get the following information:

- |   |   |
|---|---|
| <input type="checkbox"/> When and where to present for work;                | <input type="checkbox"/> How to obtain an ID card from the Security Department; |
| <input type="checkbox"/> Where to park your vehicle;                        | <input type="checkbox"/> Other questions you may have related to your position. |
| <input type="checkbox"/> The dress code in your department;                 |   |
| <input type="checkbox"/> Your work schedule;                                |   |
| <input type="checkbox"/> The date and location of your general orientation; |   |

## Essential documents to submit to Human Resources

You must submit all the following documents by your first day at work at the latest; you can submit them ahead of time by replying to the e-mail containing your job offer. You can also hand the documents in to the Human Resources Department.

- |   |  |
|---|--|
| <input type="checkbox"/> Proof of your social insurance number;                                   | <input type="checkbox"/> Your required diplomas and certificates;  |
| <input type="checkbox"/> Proof of your work permit/study permit (if applicable);                  | <input type="checkbox"/> Proof of your BLS training (if applicable);   |
| <input type="checkbox"/> Your Medicare card;  | <input type="checkbox"/> Proof of your licence to practise (if applicable);  |
| <input type="checkbox"/> A void cheque;   | <input type="checkbox"/> Proof of criminal record check from the RCMP or municipal police force as per place of residence ( <a href="#">or complete the criminal record certificate in the meantime</a> ). |
| <input type="checkbox"/> Your <a href="#">Personal Tax Credits Return (TD1)</a> ;                 |  |
| <input type="checkbox"/> Your <a href="#">New Brunswick Personal Tax Credits Return (TD1NB)</a> ; |  |

If you have accepted a **permanent** position, you will receive a second e-mail with documents related to your benefits. For more information about the range of benefits available, select the package pertaining to your status of employment:

- Benefits information packages: ▶ [Permanent](#) ▶ [Temporary](#) ▶ [Casual](#)

## Other information

We are giving you the chance to consult certain documents for information purposes before you get access to Boulevard (Vitalité Health Network's intranet site).

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">Pay stub</a>       | <input type="checkbox"/> <a href="#">Attendance management</a>                  |
| <input type="checkbox"/> <a href="#">Pay schedule</a>   | <input type="checkbox"/> <a href="#">Employee and Family Assistance Program</a> |
| <input type="checkbox"/> <a href="#">Code of Ethics</a> | <input type="checkbox"/> <a href="#">The Network's foundations</a>              |

## Appointment with the health nurse

- To comply with the *Hospital Act*, you must make an appointment with the health nurse. To reach the Occupational Health Service, please call 1-833-249-2003 and press 1. Please send all your proofs of vaccination by email in advance to [sante.health@vitalitenb.ca](mailto:sante.health@vitalitenb.ca). If you do not have your proofs of vaccination, go to the MyHealthNB website ([myhealth.gnb.ca](http://myhealth.gnb.ca)) to obtain them. A list of the proofs of vaccination and required screenings is available [here](#).

## How to contact Human Resources

Toll-free number: 1-833-249-2003

[Locations of our offices](#)

To provide Human Resources with the documents essential to your employment, please use the e-mail containing your job offer. Thank you!

*The Vitalité Health Network is a smoke-free and scent-free environment.*

**GOOD LUCK!**