

PHELPS COUNTY REGIONAL MEDICAL CENTER PCRMC

Welcome New Employees!

This page has been developed for all new PCRMC employees to help you as you begin your new position at PCRMC.

Pre employment Processing:

Each new employee is required to come to HR prior to starting orientation for pre-employment processing. This includes completing necessary paperwork, going over benefits and job requirements and completing the employee health screen, which includes a urine drug test. All screening is done at PCRMC.

Human Resources contacts all employment candidates to make an appointment for pre-employment processing after an offer is made and accepted.

Directions: I-44 or Hwy 63 to 10th St. Go west to the end. The hospital is 1000 W. 10th. Go in the main entrance and follow the signs to the North entrance. HR is across from the elevators.

What to bring:

All new employees:

Social Security card (passport or birth certificate)
Driver's License or photo ID
Voided check for mandatory automatic deposit
Make, model, year and license plate # of vehicle

Nurses and health care staff:

All of the above **PLUS**

*Current MO License and/or certifications

Current CPR card

Immunization records (if available)

Places you may find these are:

- Family Doctor
- Baby Book
- Previous employer
- High school
- Health Department
- Military

Prior to official employment, all applicants must pass the urine drug screen and background check.

***To get a Missouri Nursing license:**

Contact Missouri State Board of Nursing

573-751-0681

<http://pr.mo.gov/nursing.asp>

It usually takes 3-4 weeks, so start the process early.

Missouri is NOT a compact license state.

New Staff Orientation:

Human Resources contacts all new employees to set up orientation. This is your first day of work and is required for all new employees. All time spend in orientation is paid at your base rate of pay. PCRMC holds general orientation most every two weeks.

Agenda: Please plan to be in orientation from 8am – 4:30 pm Monday – Friday on week 1 and Monday and Tuesday of week 2. A specific schedule will be given to you at your processing appointment.

Day 1 - Mon – General Orientation

Day 2 – Tue – Computer orientation – Bridge School facility

Day 3 – Day 7 – Nursing Orientation in the Education classrooms.

Attendance/Absences for orientation:

Attendance is required for all orientation. If for some reason you cannot come, it is considered an absence. To call to report your tardiness or absence, call 573-458-7166.

Parking: Please park in employee lots either across 10th St from the hospital or past the gates at the North entrance.

FAQ:

What to wear - For orientation, please dress business casual. No jeans, flip-flops, etc. Bring a sweater or jacket, the room can be cool.

When/where to arrive: Please come to HR by 7:55 am for New Employee Orientation.

(Use North entrance and North employee parking)

What to bring – Everything you need will be provided.

Lunch – Lunch is provided for you for the first day of orientation.

PCRMC is a Tobacco free facility

If you have any other questions, you may call Human Resources at 573-458-7166.

We strive to give you the information you need to make your career fulfilling and successful at PCRMC.