



POLICY & PROCEDURES

PREPLACEMENT HEALTH EXAMINATION

C-33

PURPOSE

The purpose of this policy is to outline the current hiring practices and the content of the preplacement health examination for potential employees and volunteers.

POLICY

The preplacement health examination is a condition of employment and is designed to assist in the appropriate placement of new employees as it relates to their overall health and physical condition.

NICOTINE FREE HIRING

- A. Effective January 1, 2013, prospective employees who test positive for nicotine will have their offer of employment rescinded and will not be permitted to start working.
 - 1. A candidate will be eligible to reapply after 90 days, following a positive screening.
 - 2. A candidate who reapplies will be required to complete the pre-employment testing process.
- B. The Nicotine Free hiring policy is applicable to the following:
 - 1. All employees including employed physicians;
 - 2. Temporary employees when they are hired into permanent positions; and
 - 3. Medical students who are employed.

PROCEDURE

- A. Preplacement Examination
 - 1. According to physical requirements/exposures and patient contact level for each job, preplacement examinations are performed in order to appropriately protect prospective employees and the patients to whom they provide care, based on specific job functions. Specific tests or x-rays, other than those in Section A, may be ordered at the discretion of the employee health physician.

2. All examinees will submit a urine specimen for testing to determine the presence of certain prescription and/or illicit drug(s)/medications. A legitimate medical explanation for any positive test is required, and will be reviewed by a medical review officer.
3. Employment is contingent upon successfully completing the drug test, physical examination and meeting all applicable laboratory screenings/vaccinations in Section B.
4. Physical evaluations are not required of volunteers. However, appropriate laboratory screening and PPD evaluations are required (as indicated in Section B).

B. Laboratory Screening/Vaccinations

1. Rubella/Rubeola - All examinees who cannot document in writing either immunity or having received two (2) MMRs on or after their first birthday will be tested for immunity to rubella/rubeola or vaccinated. If found to be seronegative, the examinee will be vaccinated by employee health.
2. Varicella - All examinees will have a varicella titer drawn unless they are certain of protective immune status. Anyone found to be seronegative will be immunized by employee health.
3. Tuberculosis - All examinees will have a two-step PPD Mantoux test completed unless they can provide written verification of PPD testing within the last two (2) years or that they are known positive reactors. The results of the skin test will be documented forty-eight to seventy-two (48-72) hours later by the employee health nurse.
4. Mumps - All Child Care Center examinees must demonstrate immunity to mumps based on one of the following:
 - Documentation of two MMRs
 - History of disease if born on or before December 31, 1956, or
 - Detectable antibodies to mumps via titer

If unable to demonstrate immunity, the examinee will be immunized by employee health.

5. Tdap – Up to date tetanus status will be encouraged for all employees. All Child Care Center employees will be required to have an up-to-date immunization. Tdap vaccine will be given to all examinees needing an update.
6. Hepatitis B - Hepatitis B immunizations and titers will be provided for all employees with occupational exposure to blood or other potentially infectious materials (without regard to personal protective equipment).
7. Seasonal Influenza – All examinees and employees will be required to be vaccinated for seasonal influenza yearly.

Compliance with the screenings and vaccinations as outlined in this policy are generally required for employment. Medical contraindications or other exceptions may be made at the discretion of the employee health physician. Examinees will be given information on all vaccinations, and will sign a "Consent for immunization" form prior to receiving any vaccine.

Responsible VP: VP and Chief Operating Officer
Primary Author: Employee Health Manager

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Revised Date(s)*: 10/90, 7/91, 3/94, 2/95*, 12/99, 2/02, 12/04*, 11/6/07, 9/7/10, 3/20/12, 12/4/12

* = Reviewed without revisions.