I. Purpose

Miami Valley Hospital believes in a positive work environment. It is our intent to provide a safe work environment and to promote the health and welfare of our patients and employees.

The purpose of this policy is to define the process by which potential new employees will receive a medical examination and drug screen to assess their health status as it relates to their ability to perform the essential functions of their new position.

II. Scope

All prospective employees of Miami Valley Hospital.

III. Definitions

Pre-employment physical: A medical examination including chemical screening, flu shot and nicotine screening will be conducted by the hospital’s employee health program and required of all prospective employees following the job offer and prior to the first day of work, which must be successfully completed as a condition of employment.

IV. Policy/Procedure

I. Policy

Employment is contingent upon successful completion of a pre-employment physical. Portions of the pre-employment physical will be dependent upon requirements of the position for which the prospective employee has accepted a contingent job offer. As a condition of employment, all prospective employees are required to pass a chemical screening, nicotine screening and get a flu shot (during flu season).

As much as is practicable, prospective employees will be notified in writing and in advance of their pre-employment physical. Failure to appear for a scheduled physical will be considered as having failed to report to work.
All results of the pre-employment physical and subsequent tests are kept in confidential Employee Health files. Under no circumstances, other than a subpoena, would any record or result be released without the prior written authorization of the employee or applicant. An evaluation by a private physician will not be accepted in lieu of the hospital's pre-employment physical.

II. Procedure

The Human Resource department schedules prospective employees for an appointment in Employee Health or other designated provider where he/she is examined by a physician.

During the pre-employment physical, all specimens provided will be supervised by Employee Health personnel and a chain of custody will be instituted. Prospective employees receiving a negative test result on the chemical screening will be considered to have passed the chemical screening.

Specimens of prospective employees initially testing positive will be confirmed by re-testing. Using the same specimen, the testing will be conducted by an independent external laboratory. If the confirming test is negative, the prospective employee will be considered to have passed the chemical screening. If the confirming test is positive, the prospective employee will be considered to have failed the chemical screening, as well as the pre-employment physical, and would not be eligible for hire at that time. However, the individual would be eligible to re-apply for employment after twelve (12) months.

If all physical data and examination tests are within normal limits and the prospective employee has passed the chemical screening, nicotine screen, and received the flu shot the prospective employee will be considered to have passed the pre-employment physical. Physical data or test results outside the normal limits may require further examination or explanation in order for the prospective employee to be considered as having passed the pre-employment physical.

Upon successful completion of the entire pre-employment physical, the employee may be scheduled to begin work. Follow up medical tests will be scheduled by Employee Health personnel at six-month or annual intervals, dependent upon the employee’s type and place of work.

V. Approval

Bobbie Gerhart
President & CEO