



Policy Title: C-33 Preplacement Health Examination and Screenings	Effective Date: 03/01/2018
Document Owner: Manager-Employee Health/Wellness Senior Leader Owner: VP of Employee Experience and Chief Administrative Officer	Page: 1 of 2

PURPOSE

The purpose of this policy is to: (1) outline current practices regarding the content of the preplacement health screening for candidates who have been offered employment conditioned upon the results of the candidate's medical screening; and (2) identify the laboratory screening/immunizations/vaccinations for such candidates that are necessary for the safe operation of Dayton Children's Hospital.

POLICY

The preplacement health screening is a condition of employment and is designed to:

- (1) Provide candidates information on their overall health. Recommendations may be made for follow-up with candidate's healthcare provider based on findings.
- (2) Determine if the candidate can perform the essential functions of the offered position with or without reasonable accommodation.

PROCEDURE

A. Preplacement Screening

Based upon the essential functions of the job (e.g., physical requirements/exposures/patient contact level), preplacement screenings are performed for each candidate in the same job category in order to determine if the candidate can safely and effectively perform the essential functions of the job with or without reasonable accommodation.

All candidates must submit a urine specimen to test for the presence of controlled or illegal drugs. For any positive drug test, the candidate must provide access to medical documentation regarding prescribed controlled substances which will be reviewed by a medical review officer (MRO).

Employment offers are contingent upon the satisfactory results of pre-placement health screening, background check and drug testing. The candidate must be able to perform the essential functions of the job with or without a reasonable accommodation, and the candidate meeting all applicable laboratory screenings/vaccinations described in Section B.

Candidates undergo a general health screening which includes a medical screening questionnaire, color vision testing, height, weight, BMI, and vital signs including temperature, pulse, respirations, and blood pressure. Information relative to the results is provided to the candidate for general health purposes and may include a recommendation to follow up with the candidate's primary care physician or in emergency/critical situations, a recommendation to go to the emergency department.

Candidates with medical screenings which call into question whether or not the candidate is able to perform the essential functions of job that has been conditionally offered to them may need final clearance by an Employee Health medical provider. Those candidates who require a physical exam as part of their pre-placement requirements are scheduled with an Employee Health medical provider.

B. Laboratory Screening/Immunizations:

Please see Policy [C-49 Healthcare Worker Immunization](#) for requirements.

C. Tuberculosis:

Please see [C-48 Tuberculosis Surveillance](#) for requirements.

D. Candidates must successfully complete all health screenings, immunizations, and TB surveillance as outlined in this policy are required for employment. Medical contraindications will be reviewed by an Employee Health nurse or medical provider, and exceptions may be made at the discretion of Dayton Children's, in accordance with applicable law. Vaccinations and/or medical requirements must be completed within two weeks of notification. Subsequent reminders will include manager notification and possible removal from work schedule.



Policy Title: A-10 Tobacco-Free Campus	Effective Date: 12/27/2017
Document Owner: Employee Engagement Specialist Senior Leader Owner: VP of Employee Experience and Chief Administrative Officer	Page: 1 of 1

PURPOSE

The purpose of this policy is to ensure that a smoke-free and tobacco-free campus is maintained at Dayton Children's Hospital (Dayton Children's) and its outlying facilities.

POLICY

Dayton Children's recognizes the serious health hazards that smoking and tobacco use present. Dayton Children's has adopted the philosophy of providing a smoke-free and tobacco-free campus in support of its mission to improve the health status of children.

PROCEDURE

- A. Smoking is prohibited within Dayton Children's buildings, on hospital grounds and in hospital-owned vehicles.
- B. All employees, contracted employees, volunteers, members of the Professional Staff, leased space staff, residents and students are required to abstain from smoking, tobacco use and the use of electronic cigarettes for their entire work shift and are expected to be free from the smell of smoke.
- C. It is the responsibility of all Dayton Children's staff to assist in reminding patients, families, contractors and other visitors that Dayton Children's is a smoke-free, tobacco-free campus and abstain from smoking, tobacco use or electronic cigarette use.
- D. Staff violations of this policy will be managed in accordance with Dayton Children's [C-22 Disciplinary Procedure](#) policy.