



Category: Admin/HR
Policy Owner: Human Resources Manager
Policy Title: Employee Health Screenings
Supersedes: Employee Health Screenings 10/16/2023

Policy No. AHR-14-057
Origination Date: July 26, 2010
Last Revision Date: March 11, 2024
Last Review Date: March 11, 2024
Retired Date:

POLICY

Employees of Fairfield Medical Center (FMC) are required to complete a post offer health inventory, physical examination, and health screenings.

All employees, as applicable, will complete an annual Tuberculosis (TB) questionnaire and TB Testing, based on department criteria to complete requirements for continued employment.

PURPOSE

- To evaluate the employee's ability to perform his/her job duties without jeopardizing the safety of themselves, coworkers, or others.
- To provide baseline information on current illnesses or injuries which may require worksite modification.
- To give information on physical safety and health-related information specific to employee's duties
- To ensure that employees in the health care industry remain free of communicable diseases, to protect them and the public from the consequences of possible workplace exposures, and the transmission of these diseases.

RESPONSIBILITIES

Employee is responsible for providing accurate health information and documentation to Employee Health. Employee will comply with requirements as outlined.

Human Resources will ensure clear communication to newly hired employee of expectations for post offer screening and work with Employee Health regarding employees returning from leave.

Employee Health will maintain all confidential employee information, and communicate as necessary to leadership, human resources and the employee.

DEFINITIONS

Health screenings-detecting health risks or problems by means of history, examination, and other procedures.

Post offer exams- review of occupational and general health history, pertinent laboratory results, and physical exam performed by a licensed health care practitioner. Exam is completed after an offer of employment has been made and prior to the employee attending orientation.

PROCEDURE

HEALTH SCREENINGS & PHYSICAL ASSESSMENTS:

- I. Post Offer Medical History and Occupational Physical Exam.

- A. The Human Resource Department is responsible for scheduling the new employee for their physical exam with Employee Health. **The employee is required to complete the physical exam prior to attending orientation.** This screening appointment will include: a review of the employee's occupational and general health history, an update of any needed immunizations and titers, screening for infectious diseases and/or substance abuse, and TB Testing.
- B. The post offer physical exam will be conducted under the direction of the Employee Health Medical Advisor.
- C. Human Resources will be notified of any work restrictions or accommodations deemed necessary by the Employee Health Medical Advisor.
- D. The completed employee medical history and occupational physical exam will be maintained in the employee medical record.

II. Annual Health Assessment and Screening Program

- A. Screening tests will vary based upon department criteria as recommended by Employee Health Medical Advisor and outside regulatory agencies.
- B. Assessment forms, completed physical examinations, screens, and completed results will be maintained in the employee medical record.

III. Return to Work Exams

All Employees with the following must report for evaluation by Employee Health Provider for a Return to Work Physical Exam in accordance with the Tardiness and Attendance Policy:

- A. Employees off work for five (5) or more calendar days due to a medical reason;
- B. Employees returning with work restrictions;
- C. Employees returning with a condition which does not allow employee to perform their job function at full capacity;
- D. Employees with a cast, splint, or ace bandage for immobilization or having an occlusive dressing.
- E. Employees returning to work post-surgical procedure (including C-Section Deliveries).
 - 1. Exception: maternity leave with normal delivery without complications
- F. Employee must be Medically Released by Employee Health Provider prior to his/her return to work date. Employee may not be placed on active department schedule until clearance is obtained.
- G. Employee will be required to have their personal attending Provider complete FMC's Return to Work Form which can be obtained in Human Resources or Employee Health. This form must be presented to Human Resources and Employee Health at Return to Work Physical Exam or before.

IV. Restricted Work

- A. Employees returning to work with restrictions for non-work related medical conditions must report to Human Resources with Return to Work paperwork from Employee Health. Human Resources will work with Employee and Department Manager to see if accommodated work is available. Although every effort will be made to allow for accommodations, there may be times when personal medical restrictions may not be able to be accommodated.

(Note: Employee's with restrictions due to a work related injury are eligible for Transitional work if applicable. Please see Transitional Work – Work life Policy #POC-03-048)

INFECTION CONTROL COMPONENTS:**V. Immunization Requirements:**

- A. **Measles, Mumps, Rubella (MMR)** - New employees must provide documentation of MMR vaccination (2 doses of MMR separated by 28 days or more) or laboratory evidence of current immune status. Persons who cannot document prior vaccination and have no serologic evidence of immunity must receive two doses of MMR separated by 28 days.
- B. **Varicella (Chickenpox)** - Documentation of having had 2 doses of the varicella vaccine given at least 28 days apart, or laboratory evidence of immune status is required.
- C. **Tetanus, diphtheria, pertussis (Tdap)** - employees who have not or are unsure if they have received a dose of Tdap will receive a dose without regard to the interval since the previous dose of Td.
- D. **Hepatitis B** - Employees who perform tasks that may involve exposure to blood or body fluids will be offered a 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals. Testing for hepatitis B surface antibody (anti-HBs) to document immunity will be performed 1-2 months after dose #3.
- E. **Influenza** - all employees must complete an annual flu questionnaire/survey and receive the influenza vaccine, provide documentation of receiving the vaccine from another provider, or apply for an approved exemption.
- F. **COVID** – All employees must complete a COVID questionnaire / survey. Although the COVID-19 vaccination is not required, we strongly encourage all employees to remain current with COVID Vaccinations / Booster. We ask new employees to provide documentation of the COVID Vaccination if they have received it.

VI. The following health screenings are to be completed at the time of hire and annually:

- A. **TB Testing** Refer to the TB Screening & Evaluation Policy.
- B. **N95 Respirator Medical Evaluation Questionnaire**. All designated clinical staff will complete this questionnaire. The employee may proceed with fit testing when cleared by Employee Health. (Refer to FMC'S Respiratory Protection Plan)
- C. **Chemotherapy Staff** Refer to the Chemotherapy & Other Hazardous Drugs-Employee Medical Surveillance Program policy.

VII. Draining Lesions, Positive Cultures

- A. Refer to the Personnel with Infectious Diseases policy.
- B. The employee may be requested to have medical assessment and culture as requested by the Employee Health Medical Advisor.

VIII. Employees with a cast, splint or ace bandage for immobilization or having an occlusive dressing, will report to EHS for assessment before returning to work.**DOCUMENTATION**

All confidential employee related information is securely maintained in the Employee Medical Record database.

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References:	Click here to enter text.
Distribution:	All FMC Employees
Related Policies/Forms/Records:	Pertussis Exposure (Employee Health) WI, Allergy Injection (Employee Health) WI, Flu Swab and Treatment (Employee Health) WI, MMR Screening and Vaccination (Employee Health) WI, Hepatitis B Vaccine (Employee Health) WI, Varicella Screening and Vaccination (Employee Health) WI, Protocol for Throat Cultures (Employee Health) WI, Scabies - Employee Health WI, Employment Policy Post Offer Requirements policy, Recruitment Process; External Applicant WI Influenza Vaccination Policy
Related Standards/Legislation:	Click here to enter text.

REVISION HISTORY

Date	Description of Revision	Authored By
12/29/2015	Converted to new policy format.	Missy Clum
7/11/2017	Added requirement for annual flu vaccine or apply for an approved exemption. Removed health screening for Maternity Services Employee Requirements and Surgery (Laser Staff)	Melony Rarick,
8/23/2019	Added clarification to Return to Work Exams, Restricted Work, and Return to Work Release slips, Section III.	Tina Anderson
12/27/2021	Added Responsibilities and Documentation sections. and added COVID Vaccination under Immunization Requirements:	Missy Clum Tina Anderson
09/20/2023	Infection Control Components, Section V #F. – Deleted that COVID vaccine is required and added that it is not required but strongly recommended. Updated use of acronyms and abbreviations.	Tina Anderson
10/23/2023	Updated Policy statement, Section I.A and Section VI A to reflect Tuberculosis Testing instead of TB Skin Test. Updated use of acronyms and abbreviations.	Tina Anderson

APPROVAL AND REVIEW

Approval	Mary Nash, CHRO	Date:	February 19, 2024
Approval	Missy Clum, Director People Services	Date:	January 11, 2024
Approval	Marla Bailey, HR Manager	Date:	October 24, 2023
Approval	Tina Anderson, Occupational Health Manager	Date:	September 20, 2023
Committee Review Recommend:	Policy & Procedure Oversight Committee	Date:	January 23, 2024
Review Schedule:	Every 2 years		

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