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POLICY: 200-050385-017

Pre-Placement and Periodic Health Evaluations (HUMC Policy #205)

Policy

In accordance with Title 22, Section 70723 of the California Code of Regulations, a health assessment shall be required before a newly hired employee reports to their work assignment. At the completion of the pre-placement evaluation the Harbor-UCLA Medical Center Employee Health Services (EHS) will generate written documentation attesting to the employee's ability to perform his/her assigned duties. EHS also will conduct annual health evaluations for all employees. This policy will apply to all Harbor-UCLA Employees who are paid by Los Angeles County whether newly hired or transferred from another county facility. This policy will also apply to certain non-county employees, certain students, and volunteers.

Employees absent from work for 30 or more days due to illness or after treatment for certain transmittable diseases must report to and obtain clearance for EHS prior to resuming their work assignments.

Procedures

New Employees

Human Resources

After a job offer is made, AND after completion of the non-medical pre-placement process (reference checks, background clearance, "Life Scan", etc.) prospective new employees and transferees will be directed to EHS to arrange for a pre-placement health evaluation. Human Resources will provide EHS with information regarding class specification, physical class, specific physical requirements, and potential hazard exposure so that the medical evaluation will be appropriate to the prospective job assignment.

Nursing Department (Nursing)

Prospective new employees and transferees for the Nursing Department will be processed through the Nursing Office. As with those referred from Human Resources, prospective employees/transferees will be directed to EHS for a pre-placement health evaluation ONLY after a job offer has been made and the non-medical pre-placement process has been completed. Nursing will provide EHS with information regarding class specification, physical class, specific physical requirements, and potential hazard exposure so that the medical evaluation will be appropriate to the prospective job assignment.

Morrison Dietary Service (Morrison)

After a job offer is made, personnel from Morrison Dietary Service will direct prospective employees to EHS to schedule pre-placement health evaluation. Morrison will inform EHS which prospective employees will be "food handlers" so that the appropriate screening will be performed.

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Harbor-UCLA Medical Center School of Radiologic Technology

The school's program director will arrange with EHS to conduct pre-placement health evaluations on newly enrolled students.

Health Screening Process – New Employees (Excludes Physicians in Training)

- Completion of pre-placement health questionnaire.
- Completion of a limited physical examination
- Content may be modified depending on job class specification.

Determination of immune status to certain vaccine preventable diseases:

- Review of immunization record if available
- Submission of blood to determine serologic evidence of immunity
- Vaccinations will be provided to those without evidence of immunity.
- To obtain vaccination through EHS employees must present valid identification badge from Harbor-UCLA (or other applicable Coastal Cluster facility), read and sign a consent form.
- Vaccinations should be completed, or series initiated within 2 weeks of beginning employment
- Those declining vaccination may be prohibited from certain job assignments.

Determination of evidence for M. tuberculosis infection:

- Review of previous skin or blood tests obtained in the previous 12 months, if available.
- Application of an intermediate strength (5 TU PPD) tuberculosis skin test (TST).
- A "2 Step" method will be used for those who cannot provide documentation of a negative TST within the previous 12 months.
- Those with documentation of a positive TST in the past will be screened with a single view (PA) chest x-ray unless a printed report of a negative chest x-ray interpreted by a radiologist and obtained within the previous 6 months of provided.
- If documentation is not available and/or a TST is declined because of a history of a previous positive test, a single view (PA) chest x-ray is acceptable as screening. Alternatively, documentation of a blood assay for Mycobacterium tuberculosis (BAMT) within the past 12 months is acceptable. Those with a positive BAMT shall undergo a single view (PA) chest x-ray performed or provide a printed report of a negative chest x-ray obtained in the previous 6 months.

Respiratory fit testing:

- Employee health will conduct qualitative fit testing for those employees who will use an N- type disposable respirator (filter mask, non-cartridge).
- Hazardous Material Safety Office personnel will perform fit testing for all other respirator types or for those who cannot be fit tested by EHS.
- The pre-placement questionnaire includes the mandatory questions from Appendix C to Section 1910.134 of the OSHA Respiratory Standard.
- Respiratory fit testing can be carried out before the pre-placement physical examination if all questions required for respirator users are answered "No".
- A "yes" answer to any question will prompt the EHS nurse reviewing the questionnaire to inquire whether the condition or circumstance interferes with usual activities or use of a respirator.
- If the circumstance or condition does not interfere with the usual activities or respirator use fit testing can be performed without further medical evaluation.
- If the circumstance or condition does interfere with usual activities or respirator use then clearance for fit testing and respirator must include further medical evaluation. This can be done at the time of the pre-

placement physical examination.

Baseline information for medical surveillance

Medical surveillance is required for certain job assignments. Depending on the potential exposures, additional tests might include:

- Screening audiometry
- Chest x-ray
- Pulmonary Function Tests
- Complete blood count
- Chemistry (basic) panel
- Chemistry (hepatic) panel
- Urinalysis

Human Resources and/or the immediate supervisor should identify which employees will need medical surveillance and provide this information to the EHS.

NOTE: EHS does NOT perform monitoring of radiation badges (dosimeters).

Health Screening Process – County Employees Transferred into or Within the Facility Human Resources should inform EHS of employees who are transferred within the facility as change of location or job duties might require obtaining baseline information or make certain screening no longer necessary.

- Obtain and review employee health records from other facility.
- If information regarding immune status is not available or incomplete, blood tests shall be obtained to determine immunity and appropriate vaccinations provided.
- If information regarding evidence of tuberculosis infection is not available or incomplete, testing as described for newly hired employees shall be carried out.

Health Screening Process – Physicians in Training

- Interns, Residents, and Fellows who will be paid by Los Angeles County will be provided with a health questionnaire and physical examination form to be completed prior to reporting for orientation.
- If requested, arrangements will be made for EHS personnel to perform a physical examination to be within 2 weeks of beginning employment.
- The remainder of the pre-placement process will be conducted as described for other newly hired county employees.

Health Screening Process –Non-County Employees

Morrison Dietary Service:

- Pre-placement procedures for prospective employees of Morrison will be conducted as described for new County employees.
- Those who are designated as “food handlers” will be required to submit 1 stool sample for culture, and 3 for ova and parasite examination as part of the pre-placement evaluation.
- Identification of certain organisms will disqualify the applicant from job assignments involving food handling.
- In the event that pathogens are identified, the prospective employee will be informed and urged to seek treatment.
- After treatment, the prospective employee must demonstrate that he/she is free from disease by providing documentation from a physician, public health official, or by submitting additional stool samples.

Contract Employees:

These individuals are non-county employees contracted by Los Angeles County to perform specific tasks at Harbor-UCLA Medical Center (or other applicable Coastal Cluster facility). Pre-placement health evaluation for these employees will be conducted as for County employees.

Student Nurses:

- Student Nurse Workers will undergo pre- placement health evaluations by EHS.
- The content of this evaluation will be the same as that for other county employees.

Health Professions Students Harbor-UCLA Medical Center School of Radiologic Technology:

Newly enrolled students will undergo pre- placement medical evaluation before reporting to work/study assignment.

Pre-placement health evaluation procedures will be conducted as described

Volunteers:

Individuals completing an application in the Volunteer Services unit will be directed to EHS to undergo pre-placement medical evaluation before starting work as a hospital volunteer.

Pre-placement health evaluation procedures for volunteers will be conducted as described for County employees, excluding respirator fit testing and physical examination. Physician Volunteers who will be involved in direct patient care should provide the EHS with documentation of immunity to vaccine preventable diseases, as well as STS results within previous 12 months or chest x-ray results within the previous 6 months.

“Junior Volunteers” must present a written/signed form granting consent from a parent or guardian before initiating the pre-placement health evaluation.

Annual Health Evaluation

All employees, students, and volunteers who have pre- placement evaluation performed by EHS will undergo annual health evaluation as a requirement for continued work/volunteering. Annual health evaluation will include the following:

- Completion of a health questionnaire
- Tuberculosis surveillance
- More frequent tuberculosis surveillance may occur as directed by the hospital infection Control Committee.
- Review of immunization record and recommendation and administration of additional vaccines as needed.

For some employees, depending on job assignment, the annual health evaluation might include the following:

- Fit testing for those using an N-type disposable (non- cartridge) respirator.
- Limited physical assessment: weight, BMI, blood pressure
- Review of blood tests or stool sample testing results
- Review of pulmonary function tests
- Review of screening audiometry

Return to Work Clearance

All employees who have pre-placement evaluation performed by EHS who due to an illness or injury are absent from work for more than 30 consecutive days must report to EHS prior to returning to work. EHS will review the following before an employee may return to work:

- Documentation from the employee’s physician that he/she may return to work with or without restriction or modification of assignment.
- The immunization record will be reviewed, and vaccines given if needed.
- Tuberculosis status will be reviewed as well. If needed, a TST will be placed or BAMT obtained.
- If the employee needs a modification of work assignment or accommodations at the work site, this change of medical classification will be indicated in the EHS record.
- The employee will be instructed to advise his/her supervisor of new restrictions or need for accommodation, if any.
- Employees who voluntarily retire from or terminate employment with Harbor-UCLA (or other applicable Coastal Cluster facility) for non-medical reasons and later are re-hired must report to EHS before returning to work.

If the length of absence is > 1 month and < 12 months, then the following shall be completed before the employee returns to work:

- Completion of a health questionnaire
- Review of the immunization record and administration of vaccines if needed.
- Tuberculosis status will be reviewed as well. If needed, a TST will be placed or BAMT obtained.
- The EHS file will be reactivated and medical classification indicated.

If the length of absence is > 12 months, the following shall be completed before the employee returns to work:

- Pre-placement health evaluation as described for new County employees.
- Employees voluntarily terminating or retiring for medical reasons who are later re-hired must provide documentation from a physician attesting to their ability to return to work.
- In addition to this documentation, the return to work process will be as described above.

Classification and Fitness for Duty

EHS will review and use the information gathered during the pre-placement health evaluation process to generate a document indicating the employee’s fitness for duty and medical classification as follows:

- Medically capable of performing this job with no restrictions
- Presence of a disqualifying, but correctable medical condition
- Medically capable of performing this job, but with restrictions
- Not medically qualified to perform this job
- Additional information needed

At the time of the annual evaluation, continued fitness for duty and/or need for modification/accommodation will be indicated. After an absence from work of 30 or more consecutive days, employees must report to EHS to determine fitness for duty or need for modification/accommodation will be indicated. Employees with certain conditions will be required to provide additional medical information before fitness for duty can be determined. These conditions include, but are not limited to the following:

- A physical or medical condition for which job restriction or accommodation at the work site is required.
- Diagnosis with a reportable, transmittable disease. (Exclude sexually transmitted diseases.)
- Signs or symptoms of a communicable disease detected at the time of pre-placement, annual, or surveillance health evaluation.
- Signs or symptoms of potentially serious illness detected at the time of pre-placement, annual, or surveillance health evaluation.