

**OLIVE VIEW-UCLA MEDICAL CENTER  
CLINICAL SOCIAL WORK  
POLICY & PROCEDURE**

**NUMBER: 1547  
VERSION: 2**

**SUBJECT/TITLE:** ANNUAL HEALTH CLEARANCE

**POLICY:** All employees (County and Non-County) must have an annual health clearance which includes an Annual T.B. Screening and a Respiratory Mask Fit Testing.

**PURPOSE:** To outline the protocol for Annual Health Clearances.

**DEPARTMENTS:** Clinical Social Work Department

- PROCEDURE:**
1. An initial reminder email is generated by Employee Health Services (EHS) and sent to an employee on the anniversary of their last PPD exam and Respiratory Mask Fit Testing.
  2. If the employee does not report to EHS within a month of the initial notice, a second notice is generated by EHS and sent to the employee and his / her supervisor to notify them of the delinquency and impending action.
  3. After the second month of noncompliance, a direct order letter is generated by EHS and signed by Hospital Administration. The letter includes a pre-designated deadline and requests a signature of acknowledgement of both the employee and supervisor.
  4. The Annual Health Requirements is verified by the supervisor when completing the employee's annual performance evaluation.
  5. Annually, all employees complete the Agreement of Understanding document. On this document, the supervisor signs-off the verification of the employee's Annual Health Requirements.
  6. If the employee does not complete his / her Annual Health Clearance within the designated timeframe, the supervisor will provide the employee's name to HR for further disciplinary action.

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References:	
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