



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT:** HEALTH SCREENING, ANNUAL

**Policy No.:** A360  
**Effective Date:** 05/2002  
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**Purpose:** To define the process for obtaining and tracking the annual physical examination of employees.

**Policy Statement:**

- A. All Nursing Department employees will have an annual health screening completed as a condition of continued employment/assignment.
- B. Documentation of the completion date of the annual health screening will be maintained in the employee's personnel file.
- C. Nurse Manager/Assistant Nurse Manager is responsible to:
  - 1. Review monthly Position Report for the date of employees' last annual health screening through PERSINDA Supervisor Portal to view date and print out the health clearance certificate as needed.  
**Key Point:** It is the employee's responsibility to complete the annual health screening per Title 22 – California Health and Safety Code.
  - 2. In addition to the electronic mail reminders employees receive through the PERSINDA Supervisor Portal, provide employees a reminder to comply with annual screening.
  - 3. Monitor electronic notification of annual health completion by employee through PERSINDA Supervisor Portal.
  - 4. Place completion slip in employee's personnel file.
- D. Nursing Staff are responsible to:
  - 1. Complete annual health screening as scheduled.
  - 2. If unable to complete on line annual health screening through PERSINDA My Health Employee Portal, the employee can get assistance from Employee Health Services by calling 562 385-6016.
  - 3. Complete annual health screening on-line using PERSINDA My Health Employee Portal to capture electronic signature.

**Revised by:** Leilani Hermosura, MSN, HA, RN, FNP-c, NE-BC

**References:**

DHS Policy #705  
Civil Service Commission Rules  
California Health and Safety Code  
LA County Administrative Code (257)  
OSHA 70723 – Employee Health Examinations and Health Records

**Reviewed/Revised:**

05/02 – Revised  
10/04 – Reviewed  
07/07 – Reviewed  
07/10 - Revised  
04/13 - Revised  
11/16 - Revised  
04/20 - Revised