

HARBOR-UCLA MEDICAL CENTER

SUBJECT: HEALTH EVALUATION – COUNTY
WORKFORCE MEMBERS

POLICY NO: 205

PURPOSE:

To comply with the various Federal and State laws and regulations governing health evaluations and screenings for employment and required medical follow-up and surveillance activities to protect the health of patients and workforce members.

POLICY:

Harbor-UCLA Medical Center (HUMC) provides its workforce with a safe and healthy work environment. It is the Department’s expectation that all Workforce Members (WFMs), including non-County WFMs, comply with State and Federal laws and regulations, County and departmental policies and procedures, and established health and safety programs.

All potential WFMs must satisfactorily complete a pre-employment health evaluation conducted by Employee Health Services (EHS) or designated facility prior to hire or assignment to determine if the potential WFM meets the medical standards established for the prospective job classification/assignment.

Health evaluations and annual health screenings will be provided to Department of Health Services (DHS) WFMs and volunteers at no charge to the individual. Refer to DHS Policy 705.001 that addresses health evaluation and surveillance for non-County WFMs.

If the prospective WFM is a minor (person under 18 years of age), EHS must obtain consent from the minor’s parent or legal guardian prior to obtaining health information or conducting health evaluation or services on the minor unless the minor can consent to such services on his/her own behalf or can document s/he is an emancipated minor.

No person will be allowed to work inside a County medical facility without appropriate documentation of health clearance or required health evaluation.

WFMs evidencing symptoms of infectious disease or reasonably suspected of evidencing symptoms of infectious disease shall be medically screened prior to providing patient care or performing work duties. WFMs determined to have infectious potential shall be denied or removed from patient contact and work duties as deemed necessary to protect the safety of patients and WFMs.

EFFECTIVE DATE: 1/79

SUPERSEDES:

REVISED: 9/10, 1/14, 2/18

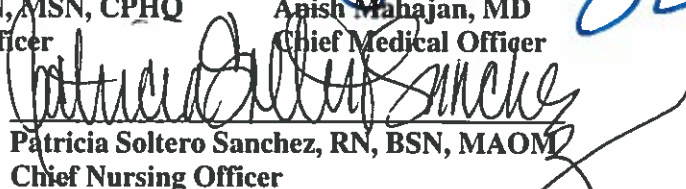
REVIEWED: 1/14, 2/18

REVIEW COMMITTEE: INFECTION CONTROL COMMITTEE

APPROVED BY: 

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It is the responsibility of the EHS provider to determine if an applicant can perform the essential functions of the job with or without reasonable accommodations. EHS screens all applicants for specific vaccine preventable diseases and tuberculosis. It is the responsibility of all WFM to comply with pre-placement and annual health screening requirements. All line managers for this Department are responsible to ensure their staff complies with the annual screening. Failure to comply with this policy is managed by Human Resources.

PROCEDURE:**PRE-EMPLOYMENT/ASSIGNMENT EVALUATION:**

Potential WFMs must have an official conditional offer of employment, and successfully pass the I-9 citizenship status check and Live Scan background check prior to a health evaluation. The health evaluation may include a physical exam, medical questionnaire, x-rays, laboratory tests, immunizations or any other medical tests as required.

ANNUAL HEALTH SCREENINGS:

Once hired, all WFMs employed at HUMC must complete an annual occupational health screening as a condition of continued employment/assignment. The screening may be conducted more frequently. The screening may consist of the following:

- WFM Annual Health Evaluation
- Tuberculosis surveillance (refer to DHS Policy 925.510)
- Respiratory Fit Testing (for WFMs required to wear respiratory masks as part of their job responsibilities)
- Review of immunizations and administration of recommended immunizations as needed, or completed declination forms for declined immunizations (refer to DHS Policy 925.100)
- Limited physical assessment
- Specialty exam surveillance for potential hazardous exposure

Prior to the expiration of the annual health screening, WFMs may be given a 30 day reminder to comply with annual health screening requirements. WFMs who do not comply with annual health screening requirements will be given a "Direct Order" letter indicating they have until the end of the month to complete screening or face discipline up to and including discharge. A copy of the "letter" will be provided to the WFMs supervisor for action.

AUTHORITY:

California Code of Regulations
8 CCR §§ 5144, 5193, 5199
17 CCR Chapters 4 and 8
22 CCR §70723

CROSS REFERENCES:

DHS Policies:

705.001 Health Evaluation – Non-County Workforce Members
925.000 Employee Health Services Program
925.510 Tuberculosis Screening Surveillance Program

EHS Forms A, A1, B, C, D, E, E1, K, L, N, O, P, S1, S2, T1, T2, T3