

**MARTIN LUTHER KING JR., OUTPATIENT CENTER  
POLICY AND PROCEDURE**

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| <b>DIVISION: ADMINISTRATION</b>                              | <b>NUMBER: 1.103</b>                                      |
| <b>SUBJECT: HEALTH EVALUATION – COUNTY WORKFORCE MEMBERS</b> |   |
| <b>SECTION: ADMINISTRATION</b>                               | <b>Page 1 of 2</b>  |
| <b>APPROVED BY: POLICY AND PROCEDURE COMMITTEE</b>           | <b>EFFECTIVE DATE:</b>                                    |
| <b>TO BE PERFORMED BY: ALL APPLICABLE STAFF</b>              | <b>REVISION DATE:</b><br><b>REVIEWED DATE: 11/24/2015</b> |

**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:**

- To provide Workforce Members (WFMs) with a safe and health work environment.
- It is the Department's expectation that all 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 WFM's must satisfactorily complete a pre-employment 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 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 he/she 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 WFM's.

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 health evaluation. The health evaluation may include a physical exam, medical questionnaire, x-rays, laboratory tests, immunizations or any other medical tests as required.

