MARTIN LUTHER KING JR., OUTPATIENT CENTER POLICY AND PROCEDURE

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

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.

ANNUAL HEALTH SCREENINGS:

Once hired, all WFMs 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 recommend immunizations as needed, or completed declination forms for declined immunizations (refer to DHS Policy 925.100)
- Limited physical assessment

NOTED AND APPROVED:

• 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.

Cynthia Oliver, Chief Executive Officer	_		Date
Ellen Rothman, M.D., Chief Medical Director			Date
Lessie Barber, R.N., Nursing Director	-	 	Date
Signature(s) on File.			
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 925.000 Employee Health Services Program 925.10 Tuberculosis Screening Surveillance Progra			
EHS Forms: A, A1, B, C, D, E E1, K, L, N, O, P, S1,	S2, T1, T2, T3		
REVIEWED:			