

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

DIVISION: ADMINISTRATION	NUMBER: 1.104
SUBJECT: HEALTH SCREENINGS:NON-COUNTY WORKFORCE MEMBERS	
SECTION: ADMINISTRATION	Page 1 of 5
APPROVED BY: POLICY AND PROCEDURE COMMITTEE	EFFECTIVE DATE:
TO BE PERFORMED BY: ALL APPLICABLE STAFF	REVISION DATE: REVIEWED DATE: 11/24/2015

PURPOSE:

To ensure non-County workforce members (WFMs) comply with the various federal and state laws and regulations and County policies governing non-County WFMs' health screenings and to provide guidance on medical follow-up and surveillance of non-County WFMs.

SCOPE:

This policy applies to any and all persons authorized to provide a service or perform duties within any Department of Health Services (DHS) facility/program who are non-County WFMs. This includes, but is not limited to, physicians, nurses, allied health/technical staff, rotating physician postgraduates from formally-affiliated teaching programs/approved rotation, students, administrative support staff, volunteers, trainees, vendors, contract staff, and non-DHS County staff whose conduct of work performance is under the direct control of DHS, whether or not they receive compensation from the County.

POLICY:

It is the policy of DHS to provide its workforce with a safe and healthy work environment. All persons who work at a County health facility must have appropriate documentation of health clearance or required health screening.

Exception: Non-County WFMs working on health facility grounds but not within the walls of the facility and who do not have contact with patients or other WFMs as part of their assignment do not need a health screening. If the non-County WFMs job or assignment requires providing patient care or working in a patient care area, the non-County WFM must adhere to all facility infection control standards which include initial and annual health screenings, and immunizations.

Prior to assignment, all non-County WFMs must satisfactorily complete a health screening conducted by their physician or licensed health care professional (PLHCP) prior to assignment to determine if the WFM meets the health screening requirements established for the prospective job assignment and to meet state and federal health and safety regulations.

Non-County WFMs and students must provide Employee Health Services (EHS) with documentation of health screening (e.g., immunizations records, TB screening tests) from their PLHCP or school, as applicable.

If the prospective WFM is a minor (person under 18 years of age), consent is required from the minor's parent or legal guardian prior to obtaining medical information or conducting a health screening or services on the minor unless he/she can consent to such services on his/her own behalf or can document he/she is an emancipated minor. The guardian must be present, with a valid identification, to sign the consent form.

WFM/s evidencing symptoms of infectious disease or reasonably suspected of evidencing symptoms of infectious disease may be medically screened prior to providing patient care. 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, as appropriate.

Pre-placement health screening and annual health screening/surveillance for non-County WFMs will be provided in accordance with terms of the contract/agreement or Memorandum of Understanding (MOU).

PROCEDURE:

After the individual clears the Department of Justice (DOJ) they present the E2 “health certificate” to Employee Health. If they are volunteers, medical staff, or contract staff, then they can have health clearance services conducted by EHS. All health forms packets can be found on the below DHS site.

<http://www.ladhs.org/wps/portal/>

PRE-PLACEMENT/ASSIGNMENT SCREENING:

Pre-placement health screening and annual health screening/surveillance for non-County WFM’s will be provided in accordance with terms of the contract/agreement or MOU.

The pre-placement/assignment health screening will be conducted by the prospective non-County WFM’s PLHCP or designee. The prospective non-County WFM is required to present the EHS Certification Form (Form E2) from their PLHCP that states he/she was appropriately screened using County criteria.

County criteria includes the following forms that are to be completed. The forms are available via the DHS Internet website and include TB screening and immunization information:

- TB History and Evidence of Immunity (Form B-NC) **(ATTACHMENT B)**
- Declination Form, as needed (Form K-NC) **(ATTACHMENT C)**
- Respiratory Fit Test Record and appropriate questionnaire (based on exposure risk) (Form O-NC,P-NC **(ATTACHMENT E)**, N-NC **(ATTACHMENT D)**)
- Non-County Workforce Member Health Clearance Certification (Form E2) **(ATTACHMENT A)**

The certification Form (Form E2) must be completed by the WFM and healthcare provider. The contractor/contract agency must attest that EHS staff will be provided with source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health screening will be maintained by the contractor/contact agency.

Facility Liaisons/contract monitors are required to ensure non-County WFM’s receive the appropriate forms, submits them to their facility EHS, and has obtained health clearance before a badge is issued and prior to beginning his/her assignment.

ANNUAL HEALTH SCREENING:

(All non-County WFM’s-No exceptions)

All non-County WFM’s are expected to comply with annual health screenings. Unless provided for per contract/agreement, the non-County WFM shall have their PLHCP conduct the screening in accordance with County policy and procedures.

The non-County WFM will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP must complete the documents and submit them to the contractor/contract agency with the completed Certification Form (Form E2).

County criteria requires the following forms that are to be completed annually:

- Non-County Workforce Member Annual Health Questionnaire (Form E-NC)
- Non-County Workforce Member Health Clearance Certification (Form E2)
- Declination Form, as needed (Form K-NC)
- Respiratory Fit Test Record and appropriate questionnaire (based on exposure risk) (Form O-NC, P-NC, N-NC)

Non-County WFM may be given a reminder to comply with annual health screening requirements. Non-County WFM who do not comply with annual or other health screening requirements will be given a letter indicating they have until the end of the month to comply. A copy of the “letter” will be provided to the WFM’s supervisor for action. Failure to provide documentation of timely health screening/clearance will result in immediate termination of assignment and placement in a “Do Not Send” status until compliant.

SPECIAL GROUPS:

Health Professions Students are non-County WFMs who are registered in the County's sponsored health professional schools.

Newly enrolled student will undergo a health screening for communicable disease after passing the DOJ/live scan. No physical exam is to be conducted. An initial pre-assignment health screening, and annually thereafter, are required And will be provided by the County at no cost. After clearance by EHS, an ID badge is issued.

Volunteers:

Individuals completing an application for Volunteer Services must undergo a health screening for communicable disease after passing the DOJ/live scan. No physical exam is to be conducted. An initial pre-assignment health screening, and annually thereafter, are required and will be provided by the County at no cost. After clearance by EHS, an ID badge is issued. This includes volunteer physicians or other licensed

Professional Staff Association are non-DHS Medical Staff/Volunteer physicians.

Individuals completing an application with Medical Administration must undergo a health screening for communicable disease after passing the DOJ/live scan. No physical exam is to be conducted. An initial pre-assignment health screening, and annually thereafter, are required. The health screenings will be provided by the County at no cost. After clearance by EHS, an ID badge is issued.

Vendors (persons who sell, repair, or supply products and sales representatives),

Vendors who require access to patients or patient care areas are required to adhere to all facility infection control standards which include initial and annual health screenings, and immunizations.

SURVEILLANCE/EXPOSURE:

(All non-County WFMs-No exceptions)

Non-County WFMs who experience a potential exposure to an occupational hazard (e.g., needle sticks), may go to their facility EHS during business hours or Urgent Care after business hours for initial treatment within the treatment window. Urgent Care services provided post-exposure within the allowable time frames may be billed to the contractor or agency.

Note: Non-County WFMs exposed to an occupational hazard will not be included in our surveillance program. Their follow-up treatment and health assessments will be conducted through their personal physician or contract agency as required by law.

REPORTING REQUIREMENTS:

Non-County WFMs who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulations.

AUTHORITY:

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

CROSS REFERENCES:

DHS Policies:

212.2 Interim Policy & Procedure to Assure Public Health Worker Assessments by Access to DHS EHS Units
705 Health Evaluation – DHS Employees

925.000 Employee Health Services Program

EHS Forms B-NC, E-NC, E2, K-NC, N-NC, O-NC, P-NC.

NOTED AND APPROVED:

Cynthia Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Officer

Date

Lessie Barber, R.N., Nursing Director

Date

Signature(s) on File.

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