



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-017
SUBJECT: MEDICAL STANDARDS FOR WORKFORCE MEMBERS IN DHS HEALTHCARE FACILITIES	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 3
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 09/15/82
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: 04/16/07
	REVISED DATE: 04/2017

PURPOSE

To ensure that all workforce members meet regulatory agency standards governing medical clearance and required health screening standards.

POLICY

California Department of Health Services regulations, Title 22, California Code of Regulations and CAL/OSHA require all persons who work in hospitals and health centers to have an initial medical clearance and annual medical screening to ensure patients are not exposed to disease and that workforce members are protected. Due to the nature of some health care positions, a medical screening may be required more frequently.

All potential workforce members must satisfactorily complete a medical examination conducted by the appropriate facility Occupational/Employee Health Services Department or designated facility prior to hire or assignment to determine if the potential workforce member meets the medical standards established for the prospective job classification.

PROCEDURE

Medical clearances and annual medical screenings will be provided to County paid workforce members and volunteers at no charge. Contract workforce members and students must present documentation of medical screenings (e.g., immunization records, TB tests) from their physician or school, as applicable.

Workforce members who are not paid through the County are required to furnish appropriate documentation of recent medical examination to the appropriate Occupational/Employee Health Services Department prior to working in an assigned County facility.

MEDICAL CLEARANCES

A medical examination (which may include x-rays, laboratory tests, or any other medical tests as needed) can only be conducted after the potential workforce member has successfully passed the Live Scan background check, the I-9 citizenship status check, and has an official offer for employment or assignment.

No person shall be allowed to provide services at any County health facility prior to a determination by the appropriate Occupational/Employee health Services Department that he/she is medically/physically capable of performing the duties of the job assignment. The Occupational/Employee Health Services Departments must notify DHS Human resources via a Medical Placement Classification Card that the potential workforce member is ready to be hired or assigned to a facility.

ANNUAL MEDICAL SCREENING

All workforce members working in DHS health facilities must complete an annual occupational health screening including but not limited to a tuberculin skin test, chest x-ray, communicable disease status, vital signs, and laboratory tests, as needed, to confirm that they continue to meet the medical/physical standards for their job classification and are in compliance with established medical standards for employment/assignment within hospitals and health centers. As a requirement of some classifications, medical screenings may need to be conducted more than annually.

Workforce members known to have or evidencing symptoms of infectious diseases shall be removed from contact with patients and referred to their primary care provider for follow-up care.

- **County Workforce Members**
It is the County paid workforce member's responsibility to make and maintain an annual medical appointment (or as required) with the appropriate Occupational/Employee Health Services Department or his/her primary provider and to provide documentation of the medical screening.
- **Non-County Workforce Members**
Non-County workforce members must complete an annual (or as needed) medical screening through their own physician with documentation to be presented to the appropriate Occupational/Employee Health Services Department.

It is the Manager/Supervisor's responsibility to ensure his/her workforce members are in compliance with medical screening standards and regulations.

Failure of a workforce member to comply with the regulatory medical screening requirements will subject him/her to disciplinary action, which may lead to discharge or termination of services/assignment.

MEDICAL AND/OR PSYCHOLOGICAL RE-EVALUATIONS

A workforce member may request, or the Supervisor/Manager may, with the consent of DHS Human Resources, require a workforce member to have a medical/psychological re-evaluation. The purpose of such re-evaluation(s) must be to determine the capacity of the workforce member to perform his/her job duties satisfactorily and without undue hazard to himself/herself or others.

Supervisor/Managers must submit a written request to the DHS Human Resources, Leave Management and/or the Performance Management Division to request a re-evaluation. The request must include accurate, detailed information, including the type of incident, behavior, conduct, circumstances or reliable information, including a chronology of events that may constitute a need for a re-evaluation.

Workforce members who have been on extended medical leave (non-IA) who are being reinstated after a year must be referred to the appropriate Occupational/Employee Health Services Department for a pre-employment physical examination or re-evaluation.

DHS HUMAN RESOURCES RESPONSIBILITIES

DHS Human Resources is responsible for providing information relating to scheduling annual medical screenings to the appropriate Occupational/Employee Health Services Departments. DHS Human Resources and the Occupational/Employee Health Services Department must work cooperatively to ensure the Departments workforce is in compliance with medical screening standards.

DHS Human Resources will send reminders to workforce members and their management regarding annual medical screenings beginning sixty days prior to the day the medical screening is due. A subsequent reminder will be provided 30 days prior to the due date. Workforce members who do not comply will be given an "intent to discharge letter" indicating

they have a specific amount of time to comply or face discharge. A copy of the "letter" will be provided to the workforce member's supervisor for action. Failure to provide documentation of medical screening will result in discharge or termination of service.

DEFINITION:

WORKFORCE OR WORKFORCE MEMBER

Workforce member is defined as employees, volunteers, trainees, affiliates, students, and any other persons who perform work under the control of DHS, whether or not they are paid by the County.

AUTHORITY:

Title 22, California Code of Regulations, Section 70723
Health and Safety code, Sections 208(a), 1275 and 1276
Los Angeles County Code, Chapter 5.31
Los Angeles County Code, Title 5-Civil Service Rules 9 and 17
DHS Employee Evaluation & Discipline Guidelines
JCAHO, Management of Human Resources Standards

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Regina D. Pierre, Human Resources Administrator

Date

Signature(s) on File.