



Los Angeles County Department of Health Services

Policy & Procedure Title:		Health Screening – DHS Employees	
Category:	700-799 Personnel Policy	Policy No.:	705
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DHS Division/Unit of Origin:		EHS Committee	
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PURPOSE:

The purpose of this policy is to ensure DHS employees comply with the various Federal and State laws and regulations, accreditation requirements, and Departmental policies governing health evaluations and screening for employment and required medical follow-up and surveillance activities to protect the health of patients and workforce members.

POLICY:

It is the policy of the Department of Health Services (DHS) to provide its workforce with a safe and healthy work environment. It is the Department’s expectation that all employees comply with Federal and State laws and regulations, County and departmental policies and procedures, and established health and safety programs.

All potential employees must satisfactorily complete a health evaluation conducted by Employee Health Services (EHS) or designated facility prior to hire or assignment to determine if the potential employee meets the physical and mental job-related capabilities to perform the essential functions for the prospective job classification/assignment.

Health clearances and annual health screenings will be provided to DHS employees and volunteers at no charge to the individual. Refer to DHS Policy 705.001 that addresses health screening and surveillance for non-County workforce members.

If the prospective employee is a minor (person under 18 years of age), consent is required 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.

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

No employee will be allowed to work at a County medical facility without appropriate documentation of health clearance. Employees who provide administrative support services (e.g., DHS Human Resources or Contracts & Grants staff) at a health care facility and require access to patient care areas to perform their job responsibilities are required to adhere to the facility infection control requirements including initial and annual health screenings and immunizations.

Employees evidencing symptoms of infectious diseases or reasonably suspected of evidencing symptoms of infection disease may be medically screened by EHS prior to providing patient care or performing work duties. Employees 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 workforce members.

PRE-EMPLOYMENT EVALUATION

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

ANNUAL HEALTH SCREENINGS

Once hired, all employees employed in DHS health facilities or providing direct or indirect patient care in a DHS health facility 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:

- Annual Health Screening Questionnaire
- Tuberculosis surveillance (refer to DHS Policy 925.510)
- Respiratory Fit Testing (for workforce members required to wear respiratory masks as part of the 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, employees may receive an e-mail reminder to comply with annual health screening requirements. Employees who do not comply with annual health screening requirements will be given a “Final Notice” letter indicating they have until the end of the month to comply or face discipline up to and including discharge. A copy of the e-mail is sent to the last person who approved the employee’s timecard.

Failure to provide evidence of immunity along with a declination will be handled on a case-by-case basis.

SURVEILLANCE/EXPOSURE

DHS employees who experience a potential exposure to an occupational hazard (e.g., needlestick) shall notify their supervisor and immediately report to their facility Employee Health Services or Emergency Department (if EHS is closed) for initial treatment within the treatment window.

REFERENCE(S)/AUTHORITY:

California Code of Regulations:

Title 8, Sections 5144, 4193, 5199

Title 17, Chapters 4 and 8

Title 22, Section 70723

DHS Policies:

705.001 Health Screening – Non-County Workforce Members

334.200 Influenza Vaccination for Workforce Members

925.000 Employee Health Services Program

925.100 Immunizations for Workforce Members

925.510 Tuberculosis Screening Surveillance Program