

*VALLEYCARE*  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS  
EMPLOYEE HEALTH SERVICES  
POLICY & PROCEDURE**

**NUMBER: 3315**

**VERSION: 1**

**SUBJECT/TITLE: HEALTH EVALUATION: DHS EMPLOYEES**

**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 State and Federal 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 standards established 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.

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 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.

**SUBJECT/TITLE: HEALTH EVALUATION: DHS EMPLOYEES**

**Policy Number: 3315**

**Page Number: 2**

**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.

**DEPARTMENTS: Olive View Hospital-Wide Policies**

**DEFINITIONS:**

**PROCEDURE: 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.

#### **ANNUAL HEALTH SCREENINGS**

Once hired, all employees employed in DHS health facilities 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
- Tuberculosis surveillance (refer to DHS Policy 925.510)
- Respiratory Fit Testing (for workforce members required to wear respiratory masks as part of their 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 be given a reminder to comply with annual health screening requirements. Employees 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 comply or face discipline up to and including discharge. A copy of the “letter” will be provided to the employee’s supervisor for action.

The employee may be moved to a non-direct patient care assignment until he or she completes the annual health screening requirement. Failure to provide evidence of immunity along with a declination will be handled on a case-by-case basis.

**SUBJECT/TITLE: HEALTH EVALUATION: DHS EMPLOYEES**

**Policy Number: 3315**

**Page Number: 3**

**REFERENCES:**

**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 Screening – Non-County Workforce Members  
925.000 Employee Health Services Program  
925.510 Tuberculosis Screening Surveillance Program

EHS Forms A, A1, B, C, D, E, E1, K, L, N, O, P, S1, S2, T1, T2, T3

Approved by: Carolyn Rhee (Chief Executive Officer), Dellone Pascascio (Chief Nursing Officer), Shannon Thyne (Chief Medical Officer)	Date: 07/08/2011
Review Date: <b>07/08/2014</b>	Revision Date:
Distribution: Olive View Hospital-Wide Policies	
Original Date: 07/08/2011	