

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 936
(Replaces AD 936 dated 9/2/2005)

Effective Date: September 7, 2006

SUBJECT: PRE-EMPLOYMENT MEDICAL AND ANNUAL HEALTH EXAMINATIONS

I. PURPOSE

All prospective and continuing employees including contracted employees are required to complete a physical examination to ascertain if they are able to safely perform their essential job functions and be free of infectious disease.

II. AUTHORITY

California Code Of Regulations Title 22, Sections 71523 and 73525,; State Administrative Manual, Section 0190.I; and State Personnel Board (SPB) Selection Manual, Section 7500; SPB 213, Pre-employment Drug Screen; DMH Special Order No. 904.01; SPB Rule 172, ADA, Title I; PM/PPM, Section 375, Medical Clearance.

III. POLICY

All employees working in the facility shall have a health examination by a physician/nurse practitioner prior to employment or within seven days after employment and at least annually thereafter. Each such examination shall include a medical history, physical evaluation and laboratory work as indicated. The examination shall be in sufficient detail to indicate that the employee is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard for him/her, fellow employees or patients. A report shall be made of each examination, signed by the examining physician/nurse practitioner.

IV. METHOD

- A. The Occupational Health Clinic (OHC) personnel shall be familiar with the physical demands necessary to carry out written job statements.
- B. OHC personnel shall conduct a medical history screening and physical examination of applicants and contract employees prior to appointment. They shall request past records or additional medical evaluations on issues likely to interfere with job performance or place persons at imminent risk or injury in the course of their proposed job duties. Such information shall be provided by the person at time of pre-employment screening, but shall be no later than 30 days;

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failure to comply within this time frame may result in withdrawal of the hospital's employment offer.

- C. Medical determination of a person's suitability for employment shall be based on an appraisal of the person's ability to safely and efficiently perform the essential functions of the position for which the person has applied and whether the potential employee is free of infectious disease. A determination of unsuitability will take place only when the essential duties cannot be performed or the person has an active infectious disease.
- D. Federal and state regulations prohibit employers from collecting medical information on a person prior to making an offer of employment.
 - 1. All interviews and reference checks shall be completed prior to scheduling a pre-employment medical examination appointment.
 - 2. A job offer is made contingent upon medical clearance.
 - 3. Persons should be advised not to quit their present employment nor relocate prior to medical clearance.
 - 4. Medical screen request form should be forwarded to OHC with person's contact information to set-up appointment for pre-employment physical.
- E. State Form STD 610, Health Questionnaire, will be completed and signed by the person, and the report must be completed and signed by an examining physician or reviewed and cosigned by an authorized physician in cases where another health care provider performs the examination.

In addition to a physical examination, the following is required:

- 1. P.P.D. skin test (Mantoux tuberculin) or chest x-rays if the person has a history of positive reaction.
 - 2. Pre-employment drug screens shall be done for designated classifications.
 - 3. Physical Ability Test may be required for designated classifications.
- F. Additional evaluations, such as further studies, examinations, or information, if needed for a more complete medical appraisal of the individual, shall be obtained at the person's expense.
 - G. Employees transferring from one department and/or position to another may be required to have a pre-employment health examination if their health exam is due or was not done in the proceeding year.

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- H. Out-of-town persons may choose to have their pre-employment physical performed by a physician in their area. Required forms and reimbursement schedules can be obtained from the OHC.
- I. Medical authority to determine whether a person is unconditionally approved, subject to proper placement or medically disqualified is the responsibility of the Medical Director or designee.
- J. Persons who are subject to proper placement will have the information reviewed by the Equal Employment Opportunity Coordinator (EEOC). The Hiring Supervisor will meet with the EEOC to discuss reasonable accommodation opportunities.

V. ANNUAL HEALTH REVIEWS

- A. All employees and contracted employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are able to safely perform their essential job functions. An annual health review is a condition of employment, and failure to comply may result in adverse action up to and including termination. This review will include, but is not limited to:
 - 1. A yearly medical screening.
 - 2. Routine laboratory work is generally not required. The Occupational Health Clinician may order laboratory testing as appropriate to determine an employee's ability to perform their essential job duties.
 - 3. Annual TB screening.
- B. Tuberculin skin test screening must be completed and received by the OHC before the annual health review can be performed. Tuberculin skin tests are administered during the hours of 8:00 a.m. to 4:00 p.m., Monday through Wednesday (excluding holidays) in the OHC, and must be read 48-72 hours after administration.
- C. It is the employee's responsibility to obtain their annual health review during their birth month, unless a pre-employment examination was given within the past six months.
- D. Employees may make arrangements to have the annual health review performed by a private physician at their own expense. Two hours state time will be allotted to complete the examination. Any conditions that require further study, including follow-up with the Fresno County Public Health on tuberculosis skin tests conversion, will be on the employee's own time. The required Health Questionnaire (Form STD 610) is available from the OHC and must be completed by the employee and the examining physician. The completed questionnaire and required tuberculin screening must be returned to the OHC by the last day of your birth month.

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- E. Supervisors have full responsibility to assure that each of their employees has completed their annual health review during their birth month. Supervisors are to contact employees who are over 15 days delinquent and advise them of possible Adverse Action if the annual health review is not completed. Supervisors will take appropriate measures to assure timely and full compliance with this directive.
- F. The Occupational Health Clinic will log the ID# of those employees who completed their annual health review. The hospital electronic database will be updated weekly from these log entries. A monthly report identifying delinquent and non-compliant employees will be forwarded to Administration for further action on annual health reviews not completed, to assure full compliance.

VI. GENERAL

Return to Work:

When a supervisor has concerns regarding an employee's ability to safely perform his/her job duties, or requires a clarification of an employee's duty status, the supervisor may request an evaluation by Occupational Health personnel. The physician shall evaluate the employee and report his/her fitness for duty (refer to AD 983).



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 983 Reporting for Duty – Performance and Fitness