

**PRE-EMPLOYMENT PHYSICAL EXAMINATIONS
EMPLOYEE HEALTH RECORDS**

I. PURPOSE:

To outline the process for providing potential employees with a physical examination and health screening prior to beginning work for the Hospital and Health Centers division of Contra Costa Health Services.

II. REFERENCES:

Barclays Official California Code of Regulations, "Title 22 Division 5 Licensing and Certification of Health Facilities, Home Health Agencies, clinics and Referral Agencies", Section 70723 Page 804.1 to 805

Centers for Disease Control, "Guideline for Infection Control In Health Care Personnel", Federal Register, September 8, 1998.

Department of Health and Human Services, Centers for Disease Control and Prevention, "Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Settings", MMWR, December 30, 2005, Vol. 54 No. RR-17.

CAL OSHA Title 8 Section 5193 "Blood- Borne Pathogens", January 1999

CAL OSHA, Title 8 Section 5199, Aerosol Transmissible Diseases July 2009

III. POLICY:

As required by Title 22 of the California Health and Safety codes, all new hospital and clinic employees (contract, temporary or permanent) are required to pass a pre-employment physical as a condition of employment.

Persons who are rehired by Contra Costa Regional Medical Center/ Health Centers within 1 year of termination may use the previous pre-employment physical to meet the above requirement. If no employee physical under this program has been conducted, the employee will be required to have a physical examination.

Current Contra Costa Regional Medical Center/Health Centers employees who

are changing status, increasing their hours, or being promoted within the same or similar class will not be required to undergo a physical exam unless essential functions of the job change.

IV. AUTHORITY/RESPONSIBILITY:

Personnel Department Contra Costa Health Services
Vista Oaks Occupational Health Clinic Personnel
Patient Services Managers Contra Costa Regional Medical Center
and Health Centers
Infection Control Coordinator CCRMC and CCHC
Rehabilitation Services CCRMC and CCHC

V. PROCEDURE:

A. **GENERAL INFORMATION**

1. After a potential employee has been interviewed, Health Services Personnel Department will schedule the potential employee for a pre-employment physical exam at Vista Oaks Occupational Health Clinic. In some circumstances the hiring manager may contact personnel to expedite the process.
2. Health Services Personnel will provide the potential employee with appropriate health history screening forms and a letter confirming the date, time and location of the pre-employment physical examination (see attached letter).
3. After the completion of the pre-employment physical, the potential employee will be classified as:
 - Cleared to begin employment
 - Provisionally cleared to begin employment pending reading of the second TST.
 - Cleared for employment with work restrictions/limitations
 - ***Clearance on hold pending performance of additional testing or receipt of requested medical records.***
 - Not cleared to begin employment for Contra Costa Regional Medical Centers or Health Centers.

4. Vista Oaks will notify the Health Services Personnel Department when an individual fails to keep the pre-employment physical appointment. The personnel department will notify the hiring manager.
5. Vista Oaks will notify personnel by phone whether or not the potential employee is cleared, provisionally cleared, or not cleared. Written notification will also be sent.
6. Vista Oaks personnel will initiate the Baseline Medical Exam Summary form (MR333 (11-00)). Both copies of the form will be sent to the Infection Control Coordinator at CCRMC.
7. The Infection Control Coordinator will create/maintain an Employee Health File for the potential employee. The contents of this file will include:
 - Baseline Medical Exam Summary
 - Lab Results
 - Immunization Documentation
 - Tuberculosis Screening Results
 - Other pertinent records as needed.
8. The files are kept in a secure location and only the Infection Control Coordinator may access the information in the file. Information in the file will only be released after obtaining signed permission.
9. Under certain circumstances, the Infection Control Coordinator may in consultation with Health Services Personnel Department allow a prospective employee to submit the results of a recent physical and required screening in lieu of the Vista Oaks physical.

B. COMMUNICABLE DISEASE SCREENING

1. In addition to a history and physical examination, blood work will be drawn to determine the potential employee's status with regard to immunity to Rubella, Rubeola, Mumps, Varicella and Hepatitis B. Other tests and examinations will be ordered at the discretion of the examining health care provider.
2. A potential employee may be cleared with lab results pending. It is the responsibility of the CCRMC Infection Control Coordinator to review the

laboratory results and offer immunization as appropriate.

3. All potential employees will be screened for Tuberculosis. Screening will consist of the placement of one or two TST's or if the potential employee is known to be TST skin test positive-a symptom screen and chest x-ray.
4. If the potential employee cannot provide documentation of a TST placed within the prior six to twelve months, two-step TST testing will be utilized (i.e. if first TST result is negative, a second TST will be placed one week after the first TST).
5. A potential employee may be provisionally cleared by Vista Oaks at the time the second TST is placed. Provisional Status will be indicated on the Baseline Medical Exam Summary. The CCRMC Infection Control Coordinator will provide Vista Oaks with a memo to be given to these provisionally cleared employees. This memo will provide the potential employee with resources for having the second TST read. The potential employee should be instructed to fax the results of the second TST to the CCRMC Infection Control Coordinator: Kathy Ferris RN, (925) 370-5142.
6. Those persons in whom the first or second TST is positive will be considered reactors and a chest x-ray will be ordered. Chest x-rays should be done at Contra Costa Regional Medical Center. A potential employee may be cleared for employment after the radiologist has viewed the chest x-ray and a determination made regarding the possibility of active infectious pulmonary disease.
7. Persons who provide documentation of a negative TST in the prior six to twelve months will only need to have one TST applied and read. If the TST is negative, they may be considered cleared with regard to Tuberculosis. If it is positive, see #6 above.
8. Persons who always have a positive TST, will have a chest x-ray ordered to be done at Contra Costa Regional Medical Center. A potential employee may be cleared for employment after the radiologist has viewed the chest x-ray and a determination made regarding the possibility of active infectious pulmonary disease. If the potential employee can provide a chest x-ray film (actual film, not report) taken within the prior year that is negative for active Tuberculosis, this may be accepted in lieu of another x-ray. The

Infection Control Coordinator may, at her discretion, accept an older x-ray provided the employee is asymptomatic.

C. IMMUNIZATION

1. At the time of the pre-employment physical those persons who will have contact with blood or body fluids will be asked to read the information regarding Hepatitis B vaccine. The potential employee will be asked to indicate by signature one of the following:
 - Prior Immunization against Hepatitis B
 - Desire to be immunized against Hepatitis B
 - Refusal of Hepatitis B immunization (with the understanding that vaccine will still be made available at no cost should the person change his/her mind).
2. If the potential employee desires immunization against Hepatitis B, Vista Oaks will give the first dose of the vaccine. This will be documented on the form mentioned in number 3 below.
3. The original of the Hepatitis B vaccination Consent Form (MR 227-2) should be sent to the Infection Control Coordinator at CCRMC. The Yellow copy may be retained by Vista Oaks and the Pink Copy given to the potential employee.
4. Tdap if needed may also be provided at the time of the physical.
5. During Influenza season, Influenza vaccine may be given.
6. Other vaccines may be needed after results of immunity titers are known. These immunizations will be provided after the persons starts work.

D. 95N MASK FIT TESTING

1. At the time of the pre-employment physical those persons who will enter the rooms of patients in negative pressure isolation for suspected or confirmed active infectious pulmonary Tuberculosis will be fit tested for the NIOSH approved 95 N Mask used at Contra Costa Regional Medical Center and by medical/nursing personnel at the Contra Costa County Detention Facility in Martinez.
2. Vista Oaks personnel will perform fit testing using a qualitative method.

Either Bitrex or Saccharin will be used.

3. In accordance with NIOSH and OSHA regulations, persons with beards and certain types of mustaches will not be fit tested. These persons will be advised that they may not enter the rooms described in #1 above.
4. The person to be fit tested will complete a pre-screening questionnaire. A fit test will not be performed if in the judgment of the evaluating health provider the use of the 95N mask would compromise the respiratory status of the person. These persons will be advised that they may not enter the rooms described in #1 above.
5. Persons who are successfully fit tested will be provided with brand name and size of the mask they are to wear when working in negative pressure isolation rooms. A brochure that outlines the key points of 95N mask availability and usage is also given to the person.

E. PHYSICAL REQUIREMENTS

1. Essential Functions are listed for each job. These functions are used as the basis for determining the physical requirements of the job.
2. Physical Requirement may include the performance of activities such as hearing, vision, lifting, walking etc.
3. Additional testing may be required to ensure that the potential employee can meet the physical requirements necessary to perform the essential job functions.

VI. FORMS USED:

Baseline Medical Exam Summary MR 333 (11-00)
Hepatitis B Vaccination Consent MR 227-2 (4/98)
Annual/Periodic Tuberculosis Screening MR 379 (4-98)

Revised 8/13
Review 8/15