

Subject: Pre-Employment Physical Examinations
And Annual Health Screening Requirements

Revision February 2004

Effective Date: July 1, 2001

OBJECTIVE: To protect MCGHI patients and employees from nosocomial disease. To assist in providing a safe work environment; to evaluate, treat, refer employees with occupational related injuries and illnesses as defined in the Worker's Compensation Regulations. To comply with standards of the Joint Commission on Accreditation of Health Care Organizations and the Occupational Health and Safety Administration.

SCOPE: All employees of MCG Health Inc., MCG leased employees, MCG campus employees, and all other employees served by contractual agreement with Employee Health.

POLICY: All employees must receive clearance from the Employee Health service prior to employment or continued employment. Clearance will be based on the completion of a medical history, physical examination, Tuberculin intradermal skin test utilizing a 2-step method when appropriate, laboratory data demonstrating immunity status for Hepatitis B, Rubella, Varicella, and N95 particulate respirator fit testing for specific job classifications.

PROVISIONS:

Pre-Employment Physicals:

New employees will be given an appointment dates and times for a pre-employment physical that will allow for all requirements to be completed before the first day of orientation. The Pre-Employment requirements include:

- TB skin testing or evaluation of a previous positive TB skin test utilizing CDC criteria from the Core Curriculum on Tuberculosis 2000. 2-step TB skin testing will be utilized as indicated.
- Hepatitis B surface antigen (HbsAg) and Hepatitis B surface antibody (HbsAb) titer
- Hepatitis C (anti-HCV) antibody
- Rubella and varicella titer
- Urine drug screening
- N95 particulate respirator fit testing for clinical personnel
- Occupational Health History

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Employees will receive a physical examination by a designated Employee Health physician or nurse practitioner. All employee health information is maintained in the cumulative Employee Health record. When the pre-employment physical is completed and evaluated by the designated EH physician, a letter of completion is given to the employee to present to their immediate supervisor for placement in the employee's personnel record.

Annual Health Screening:

Annual Health Screening (AHS) begins one (1) year from the date of employment. Appointments are made for AHS on weekdays, except Thursdays. The AHS includes medical history update, vital signs, laboratory testing as appropriate, PPD skin testing or TB sign/symptom assessment, N95 respirator testing, and health education as appropriate.

Upon completion of the AHS, the employee is given documentation of completion, which is to be given to the employee's supervisor and a copy is maintained in Human Resources. All of the health screening results will be maintained in the employee health record.

RESPONSIBILITY:

Employee Health Medical Director, Employee Health Director, Employee Health Staff Physicians, Employee Health Nurse Practitioner, Employee Health Nurse Clinician, Employee Health LPN

Approved _____ Date: _____
Employee Health Director
MCG Health, Inc.

Approved _____ Date: _____
Employee Health Medical Director
MCG Health, Inc.