

EMPLOYEE HEALTH SCREENING

PURPOSE

To establish a policy and procedure to protect the health of both the people we support and our employees, by minimizing exposure to communicable diseases whenever possible.

POLICY

LADD requires a Physical and a Communicable Disease/TB Screening questionnaire to be completed prior to working with the people supported. Should the screening indicate further testing and/or medical review, it will be completed by LADD designated clinic for all new employees. In addition, all employees must complete an Annual Health Status Review each year of employment.

SCOPE

This policy applies to all LADD employees.

DEFINITIONS

Communicable Disease: a disease, which may be transmitted directly or indirectly from one individual to another by way of an infectious agent.

Health Clinic: Professional designated clinic contractually obligated to provide pre-employment health screening to agency personnel.

PROCEDURE

1. After the Conditional Job Offer has been made, Human Resources will make arrangements for the applicant to go to the company designated health clinic for physical and TB test if warranted after completion of Communicable Disease/TB Screening indicates the need for additional medical follow up.
2. Human Resources Department will obtain the Physical from the designated healthcare provider. If the employee requires a TB test, the Human Resources Department will obtain the results from the designated healthcare provider.
3. A Medical Consent Form will be given to the employee by a member of the Human Resources Department, to give consent or declination of the Hepatitis vaccine.
4. Human Resources Department will make arrangements for employee to receive the Hepatitis vaccine from the designated clinic, if the employee consents to the vaccine.
5. Human Resources Department will review the health of each employee annually using the Annual Health Status Review.
6. Human Resources Department will arrange for the staff to receive the Hepatitis vaccine if at any time during employment it is requested by the employee.
7. Human Resources Department will obtain the results of the TB test if one was required after completion of Communicable Disease/TB Screening. Staff will not work in any location until results have been reviewed.

An employee with current TB and Physical (within last six months) may begin working immediately, provided proper documentation has been reviewed and approved by the Human Resources Department. If there is no current TB, the employee must complete Communicable Disease/TB Screening. A physical at the designated clinic must occur within 30 days of beginning work, regardless of previous physical completion date.