PURPOSE (Summary)

Asante Health System recognizes the importance of providing the best service to all patients and customers. To meet this expectation, employees must be physically able to perform the essential job functions with or without reasonable accommodations and must be medically cleared prior to beginning work. All offers of employment are contingent on passing a physical evaluation and drug test.

POLICY

I. Physical Exams:

1. All positions (including on-call and temporary employees) must have a current job description outlining the minimum physical requirements and essential functions of the position prior to the exam.

A prospective employee is required to have a post offer employment exam prior to beginning work at no cost to the selected applicant or employee. The post offer employment exam will be conducted by Employee Health provider. For out-of-area candidates, arrangements for an exam by an occupational health clinic will be scheduled. An Asante Employee Health provider will review results. For out-of-area exams, the additional testing will occur during the orientation process.

2. Exam includes the following:

   a. All employees: health history, medical evaluation, drug screen, Tuberculosis Skin Test (TST), laboratory titers and (2 step TST test unless prior history of positive skin test or CXR if indicated).

      • First TST will be given prior to hire (can be on first day of orientation and then read two days after administration). Failure will result in cessation of orientation.
• Second TST will be given two weeks after first. A TST within the previous 12 months can be used for the second required TST. Failure to comply will result in employee’s suspension without pay.
• Positive TST tests will require medical clearance under TB testing policy.

b. Employees subjected to laser exposure have a baseline eye exam done by an Ophthalmologist.

c. Some job categories have been designated as requiring a Pre-Placement Functional Screening (PPFS) where the candidate must demonstrate his/her ability to meet the physical demands of the position by conducting a series of pre-determined physical functions as described by a member of the Work Health Department. The candidate will be informed of this requirement during the interview and again with the conditional job offer. Pregnant candidates will require medical clearance from their attending OB provider prior to the functional testing.

d. The employee is seen by the Employee Health Provider, Work Health, and the Laboratory (the lab tests relate to immune status for specific infectious diseases) to complete the exam process. The Employee Health provider may place candidates on medical hold for up to 14 days pending additional medical information or medical clearance. Employee Health provider will keep HR informed of status. Employee Health Provider receives the final data and reports to Human Resources if the individual is able to perform the essential job functions with or without “Restrictions”. Human Resources will determine the feasibility of reasonable accommodation.

3. If an employee terminates employment and is rehired, a drug screen and physical examination are required. A medical screen will be conducted by the Employee Health Practitioner to determine any needed tests.

II. Drug Screening

1. Prospective employees consent to a urine drug test with verified negative results prior to beginning employment. Asante conducts this urine drug test at no cost to the candidate at Asante Occupational Health. The candidate is given a reasonable time to report for the drug test, but no more than 48 hours shall pass between notification and reporting for the screen. If employee delays drug screen beyond 48 hours, this may constitute refusal to test, unless valid reason for the delay.

2. The prospective employee must provide a specimen of at least 30 ml. If unable to do so, the prospective employee is required to remain at the collection site for up to three hours to produce a sufficient sample.

If the drug test result received from the lab fails the specimen integrity (sample dilute), a Medical Review Officer (MRO) is obtained through Work Health. The MRO reviews the test process. A re-test is ordered by the MRO as soon as possible. If the candidate refuses, he/she is automatically disqualified from employment consideration for one year. If the second test is dilute per the lab, the individual is disqualified from employment consideration for one year.
Failure to provide a specimen within the acceptable temperature range or a sample that shows signs of tampering (unusual color, odor or presence of foreign objects, etc.) will result in an immediate second collection under direct observation. If the individual refuses, he/she is automatically disqualified from employment consideration for one (1) year.

3. All urine drug test results, received from the testing lab that are NON-Negative, will receive review from an MRO with the prospective employee. If the Medical Review Officer cannot substantiate a medical reason for the NON-Negative lab result, the result will be determined as a verified positive by the MRO. Failure to comply with or complete a negative drug test exempts the prospective employee from employment for a minimum of one year.

III. Contract Employees and Students

A current documented 2 step TST within the last year per Employee Health Tuberculosis Policy is required at the beginning of work assignment. Employees are also required to provide documentation of their immune status to measles, mumps, rubella, varicella, Hep B and Influenza per Employee Health Immunization policy #400-EH-0312.

IV. Flight Physical

1. Employees assigned to the transport team are required to pass a designated medical exam, PPFS, and drug screen on an annual basis. This testing is required to help insure the safety of the patient and transport team members.

2. Any member who does not meet requirements for annual screening for the Flight Team will be removed from the team. Such removal could be permanent or temporary.

3. If, at any time during the year, the manager or the Employee Health Practitioner has a reasonable belief that a team member may not be fit for duty, the team member may be asked to undergo screening.

V. Fitness for Duty

If, at any time during the year, the Manager, in conjunction with the Employee Health Provider and Human Resources, considers an employee unsafe for his/her position, the Employee Health Provider may conduct a fitness for duty evaluation. The determination of relative safety in the employee’s position will be based on repeatable and observable criteria exhibited by the employee in the performance of his/her job duties. The Employee Health Provider will conduct an examination which may include functional testing and/or gather medical information to make a determination regarding fitness for duty. The employee may be requested to confer with a Medical Specialist of his/her choice, and to provide that information to the Employee Health Provider in determining fitness for duty. In the event of conflicting medical opinions as to the employee’s fitness for duty, an independent additional medical opinion shall be obtained. Should the employee be determined not fit for duty, then Human Resources, the Employee Health Nurse Practitioner and the Department Manager will evaluate the situation and make a determination.
RESPONSIBILITIES
Post Offer employment exams and drug screens are performed at Work Health departments at
the request of Human Resources for applicants offered employment; hiring is contingent upon
passing an employment exam and drug screen. Occupational Health will perform the drug
screening, Work Performance will perform the functional exams and Employee Health will do
all medical testing required, including TB testing and immunization to ensure new employee
fulfills all requirements.

RELATED DOCUMENTATION
TB Policy 400-EH-311
Immunization Policy 400-EH-0312
Work Health Policy and Procedures
Policy C-001 Drug Testing Policy
  Procedures C-001 -Registration and ID
    Non DOT Drug Screen and alternative methods of testing
    Split specimen testing
    Staff qualifications for drug testing
    Equipment maintenance for drug testing
    Records retention for Drug Testing
    MRO
Policy C-007 Employment Exam
  Procedures C-007- standard non DOT exam
    Physical, functional and drug screening reporting
    Medical Pregnant Clearance for employment and functional testing.

Revisions

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Policy Submitted By:
Debbie McQueen, PT, CCM
Operations Manager Asante Work Health
Shirley Frigaard, ANP
RVMC Employee Health Nurse Practitioner

Policy Reviewed By:
HR Policy Review Committee

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