



**Policy Title:** HR-A 6.00 Health Screening & Immunity Requirements

**Policy Number:**

**Document Owner:** Elizabeth Koszarek

**Approver(s):** Willea Crenshaw

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**Applies To:** RUMC  RMG  ROPH  RCMC  RU

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## APPLIES TO

All new hires, students, employees, third party consultants and vendors

## PURPOSE

### 6.01 PURPOSE

- a. To determine fitness to perform the duties of the job.
- b. To determine whether the employment for the particular position would be hazardous to the individual's health or safety, or that of other employees, patients, or other individuals at the Medical Center.

## POLICY

To create and ensure a safe and healthy Rush community, a health screen evaluation is required of all new hires prior to the first day of work and for employees returning to work from an extended leave of absence.

## RESPONSIBILITY AND PROCEDURES

### 6.02 NEW EMPLOYEES

It is Medical Center policy that all new employees must complete the health screen prior to their start date. The health screen will include the following:

- a. New employees identified at high risk for blood and body fluid exposure will be required to provide proof of immunity to Hepatitis B, which includes a positive/reactive Hepatitis B Surface Antibody titer. If no proof of immunity through a Hepatitis B titer is provided, one can be ordered through Employee and Corporate Health Services (ECHS). Employees determined to be non-immune will be offered the Hepatitis B Vaccine series free of charge. The new employee has the option to begin the series or sign a refusal form.
- b. All new employees are required to provide proof of immunity to measles, mumps, rubella, and varicella. The vaccines are available onsite via Employee and Corporate Health Services (ECHS) if the employee is non-immune.
- c. New employees must undergo tuberculosis (TB) testing. New employees who: 1) have two documented purified protein derivative (PPD) placements within the last 12 months



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with one of the placements within the last 3 months, or 2) a negative TB blood test within the past 6 months, will not need additional screening. If documentation is unavailable, the employee will be sent for a TB blood test. If the test is positive they must obtain a chest x-ray. Employee will be provided a form letter to take to their Primary Care Physician (PCP) to determine if employee will need to be put on prophylactic medication. The completed letter must be returned to ECHS before clearance is given. Employees with a documented history of a positive PPD test and documented negative chest x-ray will be exempt from the TB blood test and/or chest x-ray unless they develop signs and symptoms suggestive of TB. Employee may provide ECHS verbal history if prophylactic medication was taken. If treatment history is unknown, then a form letter will be provided to the employee to submit to his/her PCP for completion prior to clearance. New employees will not be allowed to start work until they have completed and cleared the designated health screen process by ECHS. Applicants are subject to re-testing if there is a continuous absence from starting work for a period of greater than 90 days. This period is measured from the date of initial testing until the applicant's start date. Retesting must be completed before the applicant will be allowed to work.

- d. All employees are required to have documentation of at least one lifetime dose of Tdap vaccine (administered at age ≥10 years or per ACIP catch-up guidance). Employees without documentation will be offered the Tdap. Employees are recommended to receive a tetanus/diphtheria booster every ten years, with Tdap as the preferred product. Medical exemptions are permitted in accordance with hospital policy and applicable law, based on CDC-recognized contraindications.
- e. The screening will include past medical history and may require additional documentation from the employee's physician.
- f. Influenza immunization will also be required during flu season. Clearance will not be given to new employees without proof of influenza vaccine (See Policy: Rush Personnel Influenza Immunization Plan).
- g. All employees are required to pass a drug and alcohol screening as part of the health screening process (See Policy: Drug and Alcohol Free Campus).
- h. All new employees must complete a vision test and a color-blind test.
- i. Depending on the position, new employees may be required to complete an EKG, physical examination, or other screening exam.



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### 6.03 ADA COMPLIANCE

The Medical Center will attempt to reasonably accommodate disabled individuals who can perform the essential functions of his/her position pursuant to the provisions of the Americans With Disabilities Act. (See Policy HR-E 7.00 ADA Accommodation Request Process.)

### 6.04 CONFIDENTIALITY

All health information obtained during the health screening process is retained by Employee and Corporate Health Services in confidential files with restricted access.