1. **Purpose**

This policy establishes Local Hospital’s policy and procedure for conducting pre-employment/post-job offer screening.

1. **Persons affected**

All persons who have been given a conditional offer of employment with Local Hospital after the effective date of the policy, Employee Health Nurse, Human Resources, Physical Therapy, Department Directors

1. **Policy**

Local Hospital (LH) is committed to providing a safe environment for all persons entering the facility. In order to assist in maintaining a safe environment at LH, it is imperative that all employees and contracted staff are: 1) physically able to perform the essential functions of their positions; 2) medically cleared to provide care around other staff members and patients; 3) free from the adverse effects of drugs. This policy establishes guidelines for pre-employment/post-job offer testing that are compliant with all applicable federal and state regulations.

**At all times, including after successful completion of all pre-employment/post-job offer screens, employment with LH is considered to be at-will, and the employment relationship may be terminated at any time for any reason by either party.**

1. **Definitions**

None

1. **Responsibilities**

Human Resources (HR) will coordinate the screens with the Employee Health Nurse, Laboratory, Physical Therapy and the prospective employee.

The Employee Health Nurse will conduct the Health Assessment and Drug Screen.

Physical Therapy staff will conduct a Physical Therapy Assessment appropriate for the position.

1. **Procedures**
	1. Summary
		1. All candidates who have been offered a position at LH are required to undergo a Pre-Employment/Post-Job Offer Physical, Health and Drug Screen. The screens shall include, but are not limited to a functional health assessment, physical assessment and a drug test.
			1. Failure to pass the physical, health or drug screens may result in the withdrawal of the employment offer.
			2. Retesting will not be allowed for a minimum of 6 months.
		2. All contracted staff will be required to provide proof of required immunizations in compliance with this policy.
		3. Rehired employees may be exempt from the physical and health screen if the tests have been performed by LH within the six month period prior to the rehire date. Drug screens are required for all rehires.
		4. All employment offers made to candidates are contingent upon completion of these tests after the successful completion of other required checks, such as the background and reference checks. Applicants will be notified of these items prior to testing.
		5. Human Resources (HR) will coordinate the screens with the Employee Health Nurse, Laboratory, Physical Therapy and the prospective employee.
		6. Results of the screens will be communicated by the Employee Health Nurse to Human Resources. HR will communicate the results to the individual. HR will also communicate the pass/fail nature of the screens to the Department Director, in keeping with the candidate’s rights related to HIPAA and Privacy.
		7. Any and all information related to these screens will be confidentially maintained by the Employee Health Nurse.
	2. Drug Testing
		1. All candidates for employment at LH will be subject to hair-sample testing for drugs including, but not limited to: amphetamines, cocaine, cannabinoids, PCP, and opiates.
		2. LH will rescind an employment offer or terminate employment for any person that tests positive or fails the drug test. If required, any applicable registry or licensing board will also be notified of a positive drug test.
	3. Health Assessment and Physical Therapy Assessment
		1. All candidates for any position must successfully complete a health assessment and physical therapy assessment prior to the commencement of employment duties. In accordance with the Americans with Disabilities Act, these tests will only be performed after an offer of employment has been made. The tests are multidimensional, the purpose of which provide for the:
			1. Assessment of the compatibility of the worker with the demands of the job without risk to the employee, coworkers, patients or visitors;
			2. Proper placement of prospective employees in jobs that will match their capabilities;
			3. Collection and recording of baseline health status data for future comparative purposes, particularly in the event of disability, illness, or injury;
			4. Documentation of pre-existing or concurrent illness and injuries;
			5. Detection of infectious disease or communicable diseases and referral for appropriate medical management; and
			6. Maintenance of compliance with government-mandated regulations.
		2. The health assessment will include:
			1. A written report by the Employee Health Nurse of the person’s medical history and the results of the physical assessment.
			2. A Rubella, Rubeola and Mumps titer drawn by the Employee Health Nurse. Immunization is required if immunity is not demonstrated in records.
			3. A two-step PPD skin test. A Chest X-ray may be ordered if a skin test was previously positive.
			4. Hepatitis B Vaccine Series (immunization is recommended). The Hepatitis B vaccine series will be made available to those persons who work in at risk positions. Immunization is recommended for those at risk of exposure to bloodborne pathogens. All at risk persons must participate in the HBV training program which provides an explanation of the epidemiology, symptoms and modes of transmission of bloodborne disease. At risk persons who refuse to initiate the series must sign the OSHA approved Hepatitis B Declination form. The original copy of this form is to be filed in the employee’s medical file to become a part of their permanent medical record. If the employee initially declines the hepatitis B vaccination, but at a later date, while still covered under the standard, decides to accept vaccination, the vaccination will be made available at that time.
			5. Tetanus/Diptheria/Pertussis Immunization (immunization is recommended but not required). The immunization is offered to all employees if upon employment the tetanus status is beyond 10 years since the last booster.
			6. Varicella Immunization (immunization is recommended but not required). Candidates will be questioned about previous history of Varicella. Those who do not have documentation of previous vaccination or documentation of disease by a Doctor will have a titer drawn. The Varicella vaccine will be offered (two doses given at least 30 days apart). Informed consent must be obtained prior to injection and the employee must understand that they must inspect their injection site daily and if they develop a post-vaccine rash, they may not return to work until the rash is resolved.
			7. Employees who have potential for contact with known or suspected tuberculosis cases will be educated on PAPR.
			8. Vision screening to determine color deficiencies.
		3. The Physical Therapy assessment will include:
			1. Transfer
			2. Carpal tunnel
			3. Back
			4. Dexterity
			5. Lifting
	4. Results of the Screening Process
		1. If the individual successfully completes the screens, employment may begin immediately, subject to the completion of all other employment checks.
			1. In some extenuating circumstances, employment may commence prior to completing such screens.
			2. Exceptions must be approved by the Director of Human Resources and the Vice President.
		2. If the health or physical therapy assessments are not successful, the prospect and Department Director will be given the opportunity to provide specifics related to accommodations that could be made to effect changes to the functional requirements of the position in compliance with the Americans with Disabilities Act. Absent recommendations for change, Section 6.4.3 (below) will be enacted.
		3. If any of the screens are unsuccessful, Human Resources will consult with the Department Director and Vice President before a decision is made to rescind the offer or terminate their employment. In these situations every effort will be made to verbally communicate the rescinded offer or termination with the individual.
2. **References**

Effective date: August 21, 2013