



## **Human Resources Policy**

### **Applicant Screening Physical Exam #239**

Effective Date: September 2001  
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#### **Purpose**

To hire a capable and competent workforce that will ensure the health and safety of patient and employees.

#### **Scope**

All New hires/rehires.

#### **Policy**

All new hires are required to have a physical screening after an offer of employment is made and accepted. Completion of the employment process is contingent upon the applicant's satisfactorily passing the physical screening. Physical screenings will be scheduled only by the Human Resources Department. The screening will consist of the following:

1. Health history questionnaire and review by Workplace Health.
2. Exam by PA at Workplace Health.
3. Laboratory tests as necessary.
4. Quanti-feron Gold, chest x-ray or TB Clinic as dictated by circumstances.
5. Flu vaccine (in season) or understanding of vaccine requirements.
6. 10 Panel Drug screening minus THC
7. Review Medical Questionnaire for PAPR and N95 masks.

#### **Procedure**

1. Health Questionnaire will be reviewed with new hire at Workplace Health. Any questionable medical issues will require clearance from the new hire's personal physician. A physician request form is given along with the job description to the new hire and must be completed and returned to Workplace Health for clearance prior to start date.
2. Documentation of Mumps, Rubeola, Rubella, and Varicella are requested by all employees. Hepatitis B immunity is requested for all direct care personnel. Labs will be drawn if documentation of a previous Hepatitis B titer is not provided by new hire. MMR and Varicella titers will be drawn unless documentation of two vaccines were given for each disease. If any titers come back negative, the vaccine booster will be offered. Employee can accept the vaccine or sign a declination form.
3. A Quanti-feron Gold Blood Test will be completed. A positive Quanti-feron Gold Blood test will require a Chest X-ray and clearance by the TB Clinic in Wayne County. All non-residents of Wayne county will be referred to their county's Health Department for clearance.



4. All new hires/rehires will be required to pass a drug-screening test. All transfers from any Trinity Health facility will not be required to repeat the drug screen unless a drug screen cannot be provided from the current employer.
  - a. Specimens will be collected under controlled conditions, and they will be processed at Workplace Health.
  - b. A consent form will be signed by the applicant prior to the drug test. If the applicant refuses the drug screen, he/she will be advised that the screening cannot proceed, and the EHS personnel will then notify the Human Resources Department. Human Resources will in turn, inform the applicant and the appropriate manager/director that the applicant will be not employed by Trinity Health Livonia Hospital.
  - c. All positive tests results confirmed by the lab along with any documentation from the applicant will be sent to a Medical Review Office for review and clearance by Workplace Health. If an applicant has a positive drug screen, as determined by the Medical Review Officer, notification will be made to Human Resources who will in turn, notify the applicant of the positive drug screen, and that he/she will not be employed by Trinity Health Livonia Hospital. The manager/director will also be informed that the applicant will not be employed.
5. A disqualified applicant may reapply for employment after one year from the last physical screening. No matter how qualified, the applicant must complete the entire hiring process, which also will include signing another consent form and submitting to another drug test.
6. All test results, whether negative or positive, will be treated confidentially.
7. Respiratory Medical questionnaire will be reviewed for use of the Airmate Respirator and N95 mask. The training of the Airmate and Healthstream Module will be completed during orientation for any new hire that will have opportunity to enter a negative pressure room during the course of the job. Fit testing for a N95 mask will be completed in the employee's department.
8. If applicant is found to have physical limitations during the screening examination, that might prevent him/her from performing the duties of the position which the applicant has been offered, the Human Resources Department will take the following steps:
  - a. The Human Resources Department will contact the department Director and discuss what consideration will be given to the Hospital's ability to accommodate the disability.
  - b. Since there must be a bona fide reason to deny employment based on findings in a physical examination, the Human Resources Department will seek another professional opinion, research for possible violation of civil rights, and may, if deemed necessary, seek legal assistance.
  - c. Discussion will also take place with the employee to determine what accommodations would be needed for the employee to perform job duties.
  - d. After all consultations are completed, the Human Resources Department will advise the manager whether a bona fide reason exists for not hiring the candidate.