

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

|                                 |  |
|---------------------------------|--|
| <b>SECTION II:</b>              | ORGANIZATION FOCUSED FUNCTIONS               |
| <b>CHAPTER 8:</b>               | Management of Human Resources                |
| <b>PROCEDURE 8.36:</b>          | <b>Pre-Employment Physical Examinations</b>  |
| <b>REVISED:</b>                 | 12/06; 12/10; 08/08/16; Reviewed 06/18       |
| <b>Governing Body Approval:</b> | 08/11/16; 07/02/18( <i>electronic vote</i> ) |

**PURPOSE:** To ensure fitness for duty of prospective employees.

**SCOPE:** Ambulatory Care and Human Resources Departments

### **PROCEDURE:**

All new employees will undergo a physical examination prior to employment and any offer of employment will not be considered final before the employee is approved by the Facility Director of Human Resources in collaboration with the Director of Ambulatory Care Services.

### **Physical Exam Process:**

1. The new employee is scheduled by the Facility Human Resources Department for a pre-employment physical examination with the contracted provider.
2. The new hire reports to the contracted provider as scheduled for the physical exam and other testing, as appropriate. The contracted provider completes the Pre-Employment Physical Exam forms and forwards the original form to Facility Human Resources and a copy to Ambulatory Care Services for review.
3. The Director of Ambulatory Care Services (or designee) reviews all examination and test results, and Infection Prevention reviews titers and TB status, and checks for completeness, whether follow-up is indicated, and reviews the contracted provider's determination for duty fitness. In cases in which the new hire is determined either not fit for duty or to have a pre-existing condition (especially related to heart conditions and hypertension), the Directors of Ambulatory Care Services and Facility Human Resources will consult on a hiring decision.
  - a. New hires found fit for duty, will be provided a start date by Facility Human Resources.
  - b. New hires found not fit for duty will be informed by Facility Human Resources that their offer of employment has been discontinued at this time.
  - c. New hires found to have a pre-existing condition may be required to complete a Certificate of Acknowledgement of Physical Defect (CAPD)\*. CAPD forms are maintained by the Facility Human Resources Department.
4. When Facility Human Resources receives notification of the new hire's fitness for duty, the Pre-Employment Physical Exam documentation is maintained in confidential employee

health files in the Facility Human Resources Department.

### **Physical Exam Requirements:**

A complete review of systems includes any history of communicable diseases, medical conditions, surgical procedures and previous injuries/trauma. History will include a record of immunizations and conditions that may place an employee at risk for disease susceptibility. A review of the comprehensive history may be used to determine an appropriate employee assignment.

1. Laboratory work to be completed includes:
  - a. Rubella, measles, rubeola and varicella immunity status. *Note: Written verification of immunity or laboratory confirmation is required prior to employment; and*
  - b. Hepatitis B immunity status.
  - c. TB test for tuberculosis status.
  - d. Urine drug screen.
2. Other tests:
  - a. Electrocardiogram, fasting lipid profile and chest x-ray for Whiting Forensic Division employees;
  - b. Baseline spirometry, chest x-ray and audiology screening for power plant employees. The audiology screening will be scheduled with a local provider.
3. The pre-employment physical examination and associated tests will be performed without charge to the employee.

*\*The Connecticut Workers' Compensation Act encourages the employment of persons whose physical disabilities might decrease their likelihood of meaningful employment. Certain persons may be at increased risk of loss under the Workers' Compensation Act, due to prior injury or physical disability. Such persons can protect themselves by signing a Certificate of Acknowledgment of Physical Defect form. The "acknowledgment" does not reduce the employee's right to compensation for a work-related injury.*

*Liability for compensation of newly acquired, work related injury is transferred from the employer to the Second Injury and Compensation Assurance Fund of the State of Connecticut (commonly referred to as the Second Injury Fund) if the Workers' Compensation Commissioner determines that a compensable injury is attributable to a material degree to the condition or defect set forth in the signed "acknowledgment". In the case of a disability found to come under the "acknowledgment" provisions of the Workers' Compensation Act, all compensation benefits will be provided by the Second Injury Fund.*