

CONNECTICUT VALLEY HOSPITAL INFECTION PREVENTION MANUAL

Section V: Infection Prevention and Employee Health
Chapter V.B: Physical Exam
Title:
Effective Date: 11/13/1997
Revision Date: 5/21/09
Review Date: 8/30/2006; 9/21/2006; 12/21/2006

PURPOSE

In order to ensure a medically capable work force and to make reasonable accommodations for eligible and qualified individuals under the Americans with Disabilities Act, employees will have a baseline medical history and physical examination performed prior to employment. In addition, all Fire Department staff and volunteers will have a medical evaluation and pulmonary function testing performed prior to placement and annually, and Power Plant employees will have an annual hearing test performed.

POLICY

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 for duty by the Employee Health Clinic (EHC) of the Department of Ambulatory Care Services. Any exceptions must be approved by the Department Director of Human Resources, in collaboration with the Director of Ambulatory Care Services and the prospective employee's Supervisor.

When an employee transfers from another DMHAS area, Human Resources will have the employees health records forwarded to the Employee Health Clinic.

If a current employee is seeking a position within the Fire Department, a baseline comprehensive physical examination is required and will serve as a pre-placement medical evaluation.

Upon referral from Human Resources or the Fire Department, the EHC schedules all appointments for physical assessments and any required laboratory or diagnostic studies for newly employed persons and new firefighters.

Volunteers will be required to submit a copy of their immunization records. This will be forwarded to the Employee Health Clinic by the Treatment Mall Administrator and maintained with confidential employee health records. Volunteers will also be required to provide documentation of a PPD skin test for Tuberculosis. Any volunteer who has not had a PPD within the past twelve months will have a Quantiferon TB ELISA test drawn through the EHC, at no cost to the volunteer.

Immunization and PPD records for students (i.e. nursing, pharmacy, social work, etc.) are maintained at the student's school, college or university in accordance with contracts between Connecticut Valley Hospital and each participating learning institution.

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PROCEDURE

EXAMINATION & TESTING REQUIREMENTS:

Pre-employment:

1. A complete review of systems is performed, including any history of communicable diseases, medical conditions, surgical procedures and previous injuries/trauma.
2. History will include a record of immunizations and conditions that may place an employee at risk for disease susceptibility.
3. The history and physical examination will be documented on CVH 280a and CVH 280b, and includes the parameters defined within the form.
4. Confirmation of Immunizations (*Note: Written verification of immunity or laboratory confirmation is required prior to reporting to assigned work location*)
 - a. Measles, Mumps, Rubella (if born after 1956)
 - b. Varicella
 - c. Hepatitis B
 - d. QuantiFERON- TB Gold test (QFT-G)
5. Special requirements for *Special employee classes*:
 - a. **CVH Fire Department** – comprehensive physical examination, baseline CXR, EKG if 40 or older or otherwise clinically indicated, baseline visual acuity and peripheral vision testing, and baseline spirometry.
 - b. **Power Plant employees** – comprehensive physical examination including baseline audiometry and spirometry.
 - c. **Hazardous Duty Personnel (Whiting Forensic Division)** – comprehensive physical examination, baseline CXR, EKG, fasting lipid profile
6. The ordering MD/DO/PA/APRN reviews the results of all testing, and makes appropriate recommendations for immunizations, laboratory testing, diagnostic testing or referral to other providers.

Interval testing required:

1. **Fire Department** (per National Fire Protection Association Standards) **employees and volunteers** must undergo annual medical evaluation.

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Medical evaluation will consist of:

- a. An interval medical history and occupational history, including significant exposures (CVH 280a and CVH 280b).
- b. An annual physical examination (including chest x-ray if indicated, EKG if indicated, QFT-G and spirometry) to screen for medical conditions that would pose a significant risk to the safety and health of the candidate or other firefighters.
- c. Respirator fit testing will be performed annually through the Fire Department.

2) Power plant employees

Annual medical evaluation will consist of an annual physical examination, spirometry, and interval hearing test to ascertain whether interval hearing loss has occurred.

3) Transfers into hazardous duty positions

Baseline EKG, chest x-ray, and fasting lipid profile.

- 4) **Employees transferring to Connecticut Valley Hospital** from other DMHAS areas will contact the EHC to review their records and obtain any additional evaluation required. These medical evaluations will be provided by or through the EHC, on a schedule determined by EHC, and will occur within three months of the employee's birthday.
- 5) The ordering MD/DO/PA/APRN reviews the results of all testing, and makes appropriate recommendations for immunizations, diagnostic testing or referral to other providers.

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Additional requirements for Fire Department employees and volunteers:

- 1) Firefighters are responsible for reporting any exposure or medical condition that could interfere with the performance of firefighting duties to the Employee Health Clinic.
- 2) Volunteer firefighters who have been away from work due to accident or illness must contact Employee Health to schedule a return to duty evaluation before resuming firefighting responsibilities

REPORTING REQUIREMENTS:

1. The examining clinician must review all health status documentation and must determine if a newly hired employee (or candidate volunteer firefighter) has limitations that will impact his/her ability to perform the routine duties of his/her position. This clinician must provide a written statement to Human Resources regarding the prospective employee's suitability for employment, as well as to the CVH Fire Chief in the case of a candidate volunteer firefighter or volunteer firefighter receiving interval testing, describing any medical limitations of the prospective employee/candidate referable to his/her designated assignment and/or Department of Administrative Services Job Description.
2. The pre-employment (pre-placement) and required periodic examination(s) and appropriate health tests will be performed without charge to the employee.
3. All health status documentation will be maintained in confidential employee health records in the Department of Ambulatory Care Services Employee Health Clinic.