

# LAC+USC HEALTHCARE NETWORK POLICY

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Subject: <b>EMPLOYEE HEALTH EXAMINATIONS/ EVALUATIONS</b>	Original	Policy # <b>510</b>	
	Issue Date: <b>11/01/86</b>	Effective Date: <b>4/09/02</b>	
Departments Consulted: Office of Human Resources Employee Health Services	Reviewed & Approved by: Human Resources CFG Attending Staff Association Executive Committee Network Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Executive Director	
Supersedes: <b>10/20/98</b>			

## PURPOSE

To ensure Network compliance with established medical standards for employment.

## POLICY

All LAC+USC Healthcare Network employees are required to meet medical standards for employment as established by the Civil Services Rules of the County of Los Angeles and California Health and Safety Code. Employees are also required to satisfactorily complete a pre-employment physical, annual health evaluation, and may be required to undergo medical re-evaluations. All contract employees are required to meet medical standards as established by the California Health and Safety Code. It is the responsibility of the contractor to assure the annual health evaluation is completed based on the written contract agreement between the County and the contractor.

Employee Health Services (EHS) is mandated to conduct pre-employment evaluations on all employees within one week after employment. Clearance to work consists of a written verification that the employee is able to perform his or her assigned duties.

## PROCEDURE

### Pre-Employment Physicals

- All prospective employees are required to satisfactorily complete a health evaluation prior to employment. This shall include all reinstatements, rehires, and employees transferring from another Health Services facility or County department.
  - Civil Service Pre-Employment Evaluations are conducted on all persons receiving compensation for work they perform for the County of Los Angeles.
  - Volunteer evaluations are conducted on persons who work without monetary compensation from any source.
  - Contract worker pre-employment evaluations are conducted on individuals who receive compensation from an employer other than the County of Los Angeles for work for any period at a LAC+USC Healthcare Network facility.

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	Executive Director's Initials:  (Signature on File)	

- In emergency situations, a pre-employment physical may be deferred for a period of time after the hire date, with the prior approval of the responsible Human Resources member and the Director of Employee Health Services. However, no deferrals may be granted for prospective employees to be assigned to Women's and Children's Hospital in accordance with the Network's Rubella Immunization Requirement for High-Risk Areas Protocol.

**Exception:** Pre-employment physical is not required if verification of an annual evaluation within the past year is furnished, was performed by a County facility or its designee, and includes proof of Rubella Immunization Screening and Civil Service/Pre-employment examination.

### **Annual Evaluations**

At least annually, all employees shall have a health evaluation that must include, but is not limited to, a skin test for tuberculosis and/or a chest x-ray. Other medical tests may be required to determine the employee's health status and occupational risk factors.

EHS maintains documentation of pre-employment TB screening, periodic TB surveillance after employment, and records on employee compliance with the TB Control Plan as well as all occupational hazard exposure. Records and documents are retained and maintained in accordance with all federal, State, and local jurisdiction requirements, i.e., a minimum of three years following termination of service if no hazardous occupational exposure has occurred; and thirty years following termination of service for employees exposed to occupational hazardous substances or environmental hazards.

### **Medical Re-Evaluations**

An employee may be required to undergo a medical re-evaluation to determine the capacity of the employee to satisfactorily perform the assigned job duties without undue hazard to the employee or others.

A reasonable medical re-evaluation of an employee may also be required at the time of promotion, demotion, reassignment, or other changes of class with increased physical, psychological, and/or environmental demands.

### **Disciplinary Action**

Disciplinary action may be taken against any employee who does not have a timely and complete annual health evaluation.

### **REFERENCES**

California Code of Regulations, Title 22, 70723  
Los Angeles County Code, Title 5, 5.31.010, 9.02, 9.03, 9.04, 9.05, 9.06, 9.07, and 9.08;

### **REVISION DATES**

August 1, 1995; October 20, 1998; April 9, 2002