

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: EMPLOYEE HEALTH

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TITLE: NON-EMPLOYEES WORKING AT HRMC

PURPOSE:

To establish health requirements for non-employees providing services within the hospital.

POLICY:

It is the policy of Hackettstown Regional Medical Center (HRMC) to provide a safe environment for its patients, visitors and individuals performing work at the hospital. To ensure a safe environment, the hospital sets forth the following health requirements:

Individuals filling a regular type position are required to provide documentation of the same health screening as employees of the hospital. (Examples of these individuals are Sodexo, PHNS employees and “Travelers.”) These requirements are:

1. Urine Drug screen. (“Travelers” are tested at HRMC Employee Health.)
2. Physical examination completed within 12 months prior of starting work at the hospital.
3. Rubella screening (German Measles).
4. Rubeola screening if born after 1956 (Measles).
5. Varicella screening.
6. Mantoux PPD (TB skin test or a recent chest x-ray if known positive) administered within twelve (12) months prior to starting work at HRMC.
7. Hepatitis B vaccine, or a signed declination, if the individual’s responsibilities at HRMC involve the risk of possible exposure to blood or other potentially infectious materials.

Employee Health will provide these services to non-employees for a nominal charge.

Agency Personnel requirements per “Agency Personnel” Policy HR-01.

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Individuals filling temporary positions where they will not provide direct patient care or will not have possible exposure to blood or other potentially infectious material, will be required to present documentation of a recent TB skin test or chest x-ray if a known position reactor. The TB skin test can be given by the Employee Health Nurse prior to beginning work at HRMC. (Examples of individuals are those working at the Hospital through Manpower, Labor Ready or other temporary employment agencies.)

All Volunteers must be registered with the Volunteer Office. Volunteers are required to receive a two-step TB skin test prior to starting. An appointment must be made for the individual to meet with the Employee Health Nurse for this purpose. The Coordinator of Volunteers will alert the Employee Health Office of the person's intent to become a volunteer. If the person is a known positive reactor to the TB skin test, a recent chest x-ray or a note from the person's personal physician will be required.

Individuals whose work assignments are for extended periods are required to have a yearly TB skin test with the Employee Health Office. Examples of these individuals are volunteers, chaplains and other contracted personnel. It is the responsibility of the department manager to notify employees when their TB test is due annually and to assure compliance.

PROCEDURE:

The department manager notifies Human Resources of individuals beginning work assignments at the Hospital and arranges for the individuals to meet with Human Resources and Employee Health.

The Employee Health Office will notify the Human Resources Department/Volunteer Office when the person has been cleared to begin work at the Hospital. All medical information will be kept in the Employee Health files, separate from the Human Resources file, until individuals leave their work at the Hospital. The record will then be placed with the Employee Health termination files.

The person's home department must notify the Human Resources Department when the person leaves their assignment at the Hospital. The Human Resources Department will in turn notify the Employee Health Office.