

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: EMPLOYEE HEALTH

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TITLE: POST OFFER OF EMPLOYMENT PHYSICALS

PURPOSE:

To ensure that all applicants offered a position at Hackettstown Regional Medical Center (HRMC) are free of active communicable disease and able to perform the essential functions of the job.

POLICY:

All offers of employment at HRMC will be made conditionally, subject to successfully passing a post offer physical examination and screening for the illegal use of drugs. The physical examination is provided by the Employee Health Office and is a necessary part of the pre-employment process.

The physical examination and screening consists of:

1. Completion of a medical history form.
2. Physical examination.
3. Rubella screening.
4. Rubeola screening if born after 1956.
5. Varicella screening is required if no written documentation can be provided. If the titer is negative, the Varicella vaccine is offered.
6. CBC.
7. Chain of Custody (COC) drug screen (per Substance Abuse Policy).
8. "Two-step" PPD, unless a known positive reactor or written documentation that a PPD has been done within twelve months at another facility.
9. Chest x-ray if indicated.
10. Ishihara color blind testing for all individuals who will hold positions in the Laboratory, OB and ER nurses.

11. HBV screen is required if the Hepatitis B series have been given or if there is no written documentation of an HBV titer. The vaccine is offered to and discussed with individuals offered positions where there is the potential for exposure to blood or other potentially infectious materials.

PROCEDURE:

The Human Resources Department is responsible for notifying the candidates of the examination requirement and scheduling their pre-employment physical appointments. The Employee Health Office notifies Human Resources concerning whether or not the individual has met the health requirements for employment.

If a post offer physical examination reveals that a candidate has a disability which may interfere with the person's ability to do the essential functions of the job sought, the Director of Human Resources, Employee Health Nurse, and the Department Manager will meet with the candidate to discuss reasonable accommodations which might enable successful job performance. In the event that an accommodation would not allow the individual to successfully perform the essential job functions or where reasonable accommodation would present an undue hardship on the hospital or if the disability would pose a direct threat to the health and safety of patients, the individual or others, or where no reasonable accommodation is available, the candidate may be denied employment.

The physical exam and all test results will be kept in the Employee Health files in a locked cabinet and will be considered strictly confidential.