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SECTION: HUMAN RESOURCES

AREA: EMPLOYMENT

SUBJECT: EMPLOYMENT MEDICAL SCREENING

PURPOSE

The purpose of this policy is to minimize potential exposure to infectious disease for all UAMS employees, students, volunteers, patients, and visitors.

SCOPE

All UAMS employees, students and volunteers.

I. REQUIRED EXAMS

A. Medical Screening

All UAMS employees, students and volunteers are required to undergo medical screening as set forth in this policy. Student and Employee Health Services (“SEHS”) will maintain records of compliance with screening and provide notification to Human Resources and the colleges as set forth in this policy. Supervisors are required to allow “released, paid time” from work for any employee to fulfill the medical screening requirement. It is the responsibility of the department head to notify employees that they are required to attend orientation and complete their New Employee and Annual Medical Screening.

1. New Employee Medical Screening

The New Employee Medical Screening (NEMS) is a condition of employment and must be performed within thirty-one calendar days of the date of hire for all new employees. The NEMS will minimally consist of tuberculosis (TB) screening for employees who work in patient care areas as defined by their division and review of immunizations for vaccine preventable infections. Specific work areas may have additional requirements, determined by SEHS.

2. Annual Medical Screening for Employees

Annual medical screenings will minimally consist of a TB screening for employees who work in patient care areas as defined by their division and review of immunizations and are required based on the employee’s hire date or 12 months from the last medical screening. DLAM employees are required to have annual allergy screening questionnaire. Employees who have a documented past positive (TB skin test) TST reading and have completed tuberculosis evaluation as mandated by the state of Arkansas will complete the

Tuberculosis Questionnaire Screening for Reactors, which can be conducted over the phone by calling the SEHS office at 686-6565. Completed forms may also be returned by mail to SEHS, Mail Slot #530-8.

3. Students' prematriculation exam

Student prematriculation physical exams are to be completed on UAMS forms and signed prior to reporting for classes. Documentation may be mailed, faxed or brought to SEHS and should also include proof of required vaccines and TB screening for students whose college has indicated will work in patient care areas. The student may choose to have this performed at SEHS for a charge as this is not a covered service for prematriculation students. SEHS will maintain proof of compliance and provide notice to the college as set forth in Section IV. C. of this policy.

4. Volunteers

Volunteers are not required to have an exam but are required to comply with TB screening and immunization guidelines. SEHS will maintain proof of compliance and provide notice to Human Resources as set forth in Section IV. C..

5. Records

All medical records, including the results of all medical screenings, will be confidentially maintained by SEHS in Centricity EMR. A copy of the medical record may be requested by the employee or student by contacting the SEHS office. These medical records are not considered a part of the personnel or student file. However, notice of non-compliance with this policy provided by SEHS will be maintained by Human Resources and the colleges.

II. REQUIRED SCREENING:

A. TUBERCULIN SKIN TEST (TST) or TB screen:

- 1.** Initial and annual TB screening time frames for employees and students who will work in patient care areas
 - a.** Students:
 - i.** Prior to starting classes, all UAMS will be required to present documentation of a baseline TB screening, completed within the calendar year but do not have to undergo the two step TST process. This includes students with prior Bacille Calmette-Guerin vaccination (BCG).
 - ii.** Annual TST or TB screening is required for all students.
 - iii.** SEHS will notify colleges of non-compliant students as set forth in Section IV.C.

- b. Employees:**
 - i.** All new employees will be required to have a baseline TB screening following the two step process including those with prior BCG.
 - ii.** New employees may provide documented proof of a TB skin test (TST) performed within twelve (12) months prior to UAMS hire date. This documented TST will count as the first step of the two step process of the baseline TST.
 - iii.** Employees with a history of positive TST who have completed TB evaluation as defined below must undergo annual TB screening questionnaire by ADH and receive a health card in order to be cleared for work by SEHS.
 - iv.** Annual TST or TB screening is required. If it has been longer than thirteen (13) months since the last TST, the two step process must be repeated.
 - v.** SEHS will notify Human Resources of non-compliant employees as set forth in Section IV. C.

- 2. TB screening procedures for employees or students who will work in patient care areas**
 - a.** For new employees and students, all reported, prior positive Tuberculin Skin Tests must provide documented proof which must include the name and address of provider, date applied, size (in millimeters) of induration, date read, and signature of provider.
 - b.** Documentation of chest radiography must include the name and address of provider, date performed, interpretation, interpreter's signature, printed or typed name of interpreter, and identification of interpreter's medical specialty (which must be radiology, pulmonology, or infectious disease.)
 - c.** If no documented proof of a past positive is available, a TST will be placed and read with 48-72 hours.
 - d.** Employees or students with a positive TST will be referred to the Arkansas Department of Health (ADH) for further evaluation and preventive therapy if indicated.
 - e.** The specialist at the ADH will determine whether the employee or student does/does not have an active case of TB. If no signs of active TB are found, a temporary health card will be issued by the Health Department to the employee. The employee or student must then provide a copy of the Health card to SEHS before they are cleared for the work place.

- f. Employees or students with a positive TB skin test reaction are required to have a radiograph which meets with the requirements of the TB Control Officer for the State of Arkansas.
- g. The employee or student can provide documentation that they have completed an adequate course of treatment for latent TB infection along with a negative initial radiograph. This information will be forwarded to the TB Control Officer. **Only** the TB Control Officer for the State of Arkansas, or his designee, may determine the adequacy of the course of treatment, or documentation of treatment, resulting from a positive TST.
- h. Employees who have been determined by the TB Control Officer for the State of Arkansas to have latent TB infection and are receiving preventive treatment, or are unable to, or choose not to accept or complete their preventive treatment , should not be excluded from the workplace or classroom.
- i. Employees or students with radiographic finding consistent with active TB disease will be required to seek additional evaluation and/or treatment to ensure the employee or student does not pose a risk of TB infection to others. The Arkansas Department of Health will notify SEHS and UAMS Infection Control of the employee status. The employee or student will be notified by UAMS Infection Control department and instructed to remove themselves from the workplace until, a) a diagnosis of TB is ruled out OR, b) a diagnosis of TB is established, the employee or student receives treatment, and a determination has been made that the employee is non-infectious. **Only** the Tuberculosis Control for the State of Arkansas, or his designee, may determine the adequacy of a course of treatment or documentation of treatment for an active case of TB disease.
- j. Employees or students with TB at sites other than the lung or larynx usually do not need to be excluded from workplace if diagnosis of concurrent pulmonary TB has been ruled out.
- k. The nature of the employee's job, location, and patient contact may dictate the need for more frequent TB testing. Employees who are exposed to patients with active TB, areas where diagnostic or treatment procedures that stimulate coughing are performed, clinic waiting areas, and emergency departments, are some examples of high risk areas.
- l. **Reminder: Employees require a 2-step TST.** The MMR vaccine should not be given until the day of placement, or following the reading of, the 2nd placement of a 2-step TST. If this is not possible, the TST should be postponed for 4-6 weeks due to the fact that measles vaccination may temporarily suppress tuberculin reactivity.

B. MEASLES, MUMPS, AND RUBELLA (MMR)

1. Measles, Mumps, and Rubella (MMR) vaccine is **required** for employees, students and volunteers at UAMS: Documented proof of the following will be required or the vaccine will be given:
 - a. Either two doses of live measles vaccine on or after the first birthday (at least one month apart) or documentation of physician-diagnosed measles or laboratory evidence of measles immunity (reactive titer) and
 - b. Rubella titer demonstrating immunity or letter from a physician stating that the person has had rubella disease and
 - c. Single dose of mumps or MMR vaccine or letter from a physician stating that the person has had the mumps or Mumps titer demonstrating immunity.

***Exceptions:** Pregnancy or anticipated pregnancy within three months following vaccine, previous allergic reaction to the vaccine, persons who have experienced anaphylactic reactions to neomycin, and persons with immune-deficiency diseases and persons with immunosuppression (i.e., leukemia, lymphoma, generalized malignancy, or therapy with alkylating agents, antimetabolites, radiation, or large doses or corticosteroids. Measles vaccine should not be given for at least six weeks to three months, after a person has been given IG, whole blood, or anti-body-containing blood products. Minor illnesses, such as a mild upper-respiratory infection, with or without low-grade fever, are not considered a contraindication for the vaccine.*

C. VARICELLA (CHICKEN POX)

1. All employees who have close contact with persons at high risk for serious complications resulting from Varicella are **required** to provide a positive history of disease (reliable predictor), documentation of vaccination for Varicella, or laboratory evidence (reactive titer) confirming the presence of Varicella antibodies. Persons at **“high risk”** include; a) premature infants born to susceptible mothers, b) infants who are born at < 28 weeks of gestation or who weigh < 1,000 grams at birth (regardless of maternal immune status), c) pregnant women and d) those who are immunocompromised. Employees in high risk areas, who are unable to provide any of the above mentioned requirements to SEHS, will be asked to comply with serological testing to determine their immune status. Those employees with a “non-reactive” test results will be vaccinated. The vaccination consists of two doses given 4-8 weeks apart.

UAMS students must show documentation of 2 doses of varicella vaccine, or a varicella titer showing immunity to SEHS.

Exceptions: Pregnancy, allergic reaction to neomycin or gelatin, reaction to previous chickenpox vaccine, immunocompromised, steroid treatment, or recipient of blood products during the past five months.

D. HEPATITIS B

1. All employees will be offered the Hepatitis B vaccine by SEHS . Generally, employees who are at increased risk for Hepatitis B infection are in locations or occupations where contact with blood or body fluids from infected patients is frequent. The locations and occupations are as follows:

LOCATIONS:

Blood banks
Clinical laboratories
Dental Clinic
Dialysis wards
Emergency Room
All in-patient wards
Operating/Recovery rooms
Pathology laboratories

OCCUPATIONS:

Dentists and dental surgeons
Dialysis technicians
Laboratory technicians
Nurses
Physicians (especially surgeons and pathologists)
Animal lab workers

Employees in locations or occupations listed above are **required** to have documented proof of completing the vaccine series, laboratory evidence of the presence of antibodies (reactive titer), or they will be required to obtain the three-shot series.

2. UAMS students must show documentation of the 3-shot series for hepatitis B; (or positive titer for Hepatitis B antibodies)

Exceptions: Allergic reactions to baker's yeast or a previous Hepatitis B vaccine.

E. INFLUENZA

1. Seasonal influenza vaccine (or novel influenza vaccine if so recommended by the Center for Disease control) (INACTIVATED) will be **required** annually for all employees and students. Influenza vaccine, both seasonal and/or novel will be provided for all employees and students on an annual basis.

Exceptions: Those who have had anaphylactic reaction to a previous dose of influenza vaccine. Risk of influenza infection from the INACTIVATED vaccine is zero for any person, pregnant or otherwise. Individuals who received live flu vaccine from a source other than UAMS, should not work around immunocompromised patients.

F. HEPATITIS A

1. All employees whose duties involve the risk of directly contracting and spreading the Hepatitis A virus, specifically employees who prepare food for consumption or persons working with HAV-infected primates or with HAV in a research laboratory setting are **required** to receive the Hepatitis A vaccine. The Hepatitis A vaccine requires two immunizations, one of which is to be given six to twelve months from initial immunization.

Exceptions: Persons who have reported an allergic reaction to previous Hepatitis A vaccine. Persons who are moderately or severely ill should wait until they recover. Risk of hepatitis A infection from the INACTIVATED vaccine is zero for any person, pregnant or otherwise.

III. ADDITIONAL RECOMMENDED IMMUNIZATIONS:

A. TETANUS AND DIPHTHERIA or TDAP

1. Employees who have not had a primary series of tetanus and diphtheria toxoids or a booster within the past ten (10) years will be offered Td booster or TDAP (containing acellular pertussis vaccine).
2. Animal lab workers are **required** to have this vaccine.
3. UAMS students must show documentation of Td booster given within the past 10 years, or if it less than 2 years since the last Td booster, a TDAP is strongly recommended to prevent the spread of pertussis.

Exceptions: Allergic reactions to previous Tetanus or any other tetanus and diphtheria vaccine, moderate or severe illness, or pregnancy.

B. MENINGOCOCCAL VACCINE

Microbiologists routinely exposed to isolates of *Neisseria meningitidis*, will be offered the meningococcal vaccine.

IV. LOCATIONS AND COMPLIANCE WITH REQUIREMENTS

A. Screening Locations for employees and students.

1. Employment Medical Screenings will be conducted for those employees stationed in Pulaski County at either the two SEHS locations; 1) Student & Employee Health Services clinic located in back of the Family Medical Center (ground level,) or 2) the Satellite Clinic located on the ground floor of the Central Building, G605, across from the Human Resources offices.

2. Employees working outside of Pulaski County must be screened, either at one of the two SEHS locations or, with consent of their supervisor, by making their own arrangements with an AHEC unit or with their private physician. All required documentation must be provided to SEHS with thirty-one calendar days from their date of hire.

B. Compliance

1. If the new employee who will work in patient care areas has not completed the TST process within thirty-one calendar days, the employee's department head will be notified by SEHS and the employee will not be allowed to continue employment.
2. If the new employee has not completed the Employment Medical Screening within thirty-one calendar days from his or her hire date, the employee's department head will be notified by SEHS and the employee will not be allowed to continue employment.
3. Adherence to the above mentioned policies and procedures for new and continuing employees is a condition for employment at UAMS.
4. The employee has thirty-one calendar days from their anniversary date or 13 months (12 months plus 31 days) from their previous annual medical screen to comply with the annual medical screen.
5. Employee's refusal to comply with the required annual screening will be placed on suspension without pay or termination once the thirty-one calendar days has been reached.
6. Employee's refusal to comply with the required vaccines and testing (as listed above) will be subject to disciplinary measures up to suspension or termination.
7. Students who fail to comply will be subject to disciplinary action from their college.
8. Those unable to comply for specific reasons may be subject to special requirements such as wearing protective masks and/or coverings during influenza season or other infectious outbreaks. Influenza season and other infectious outbreaks will be defined by the UAMS University Hospital Infection Control Committee chair or his/her designee. Those unwilling to comply with special requirements may be furloughed for medical reasons for the duration of the season or outbreak or may be reassigned to a non-patient care area for the duration of the season/outbreak at the discretion of the appropriate Division Director, or at the request of Hospital Administration.

C. Notification

1. SEHS will send Reports to each division listing upcoming and non compliant employees.
2. It is the division's responsibility to notify the employee's supervisor or manager, and Human Resources of non-compliance in a timely manner.
3. It is the supervisor's or manager's responsibility to notify the employee of a report of non-compliance.

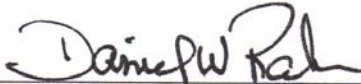
D. Additional Information

1. If a student or employee disagrees with the medical screening report, he or she may elect to secure a second opinion at his or her own expense. Results must be presented to SEHS within two weeks of notification to SEHS of the employee's request for the second opinion. If the two medical opinions disagree, UAMS Medical Center's Medical Director will make the final determination on the medical status of the student or employee. The determination of the Medical Director will be reported to the student or employee and SEHS, in writing, within two weeks following receipt of the second opinion.

REFERENCES

Recommended Adult Immunization Schedule --- United States, 2010 January 15, 2010/59(01); 1-4, <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5901a5.htm>

Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC), MMWR, Dec 26, 1997 / 46(RR-18);1-42

Signature: 

Date: August 24, 2011