



**Subject: POST-OFFER PHYSICAL AND OCCUPATIONAL HEALTH REQUIREMENTS**

**Date Implemented: 6/1/97**

**Date Revised: 9/1/09**

**Date Reviewed: 9/1/09**

**Medical Center Administration Approval:**

Vicky Piper

**Vice President, Human Resources – LUMC**

## **I. POLICY/PURPOSE**

All individuals offered and who accept employment in a staff position must be able to perform the essential functions of the position and be free from the adverse effects of drugs and alcohol. As a condition of employment, an individual offered a position at Loyola is required to successfully complete a physical assessment/drug screen. The medical center will also conduct appropriate mandatory assessments, screenings, immunizations and vaccinations on employees throughout their employment according to Occupational Health Services and Human Resources policies and procedures.

The purpose of this policy is to provide a safe environment which protects the health and welfare of employees, patients, faculty, students, visitors and all of their families.

## **II. DEFINITIONS/APPLICATIONS**

This policy applies to all individuals who have received an offer of employment for Loyola University Medical Center (LUMC), including those working in satellite locations.

Individuals who have received an offer of employment for Loyola University Chicago (LUC) working on the Maywood Campus, including Stritch School of Medicine (SSOM) and Marcella Niehoff School of Nursing (MNSON), are included under this policy.

LUMC Physicians and Dentists are covered by the Medical-Dental Staff By-Laws. LUC Faculty are covered by University Faculty Policy. Graduate Medical Education trainees, students and residents are governed by the Resident Handbook.

### III. INFORMATION/PROCEDURES

- A. All offers of employment are made by the Human Resources Department.
- B. A post-offer physical and drug/alcohol screening will be scheduled with Occupational Health within 24 hours of the offer and acceptance of employment. Extenuating circumstances will require approval by the Vice President of the area and Vice President of Human Resources. No individual may begin employment before the successful completion of the drug/alcohol screening. Failure to pass the physical and drug/alcohol screening will result in the withdrawal of the employment offer.
- C. Results of the physical examination and drug/alcohol screening will be communicated by Occupational Health to Human Resources. Human Resources will inform the individual of the results.
- D. Documentation of the results of the physical and the drug/alcohol screening will remain in Occupational Health. A Medical Review Officer will be available in Occupational Health to review the results with the individual tested.
- E. Post-offer, all employees will be required to undergo tuberculosis testing. Thereafter, employees are required to have an annual tuberculosis test. For employees who test positive for tuberculosis, a normal chest x-ray is required and a yearly tuberculosis questionnaire must be completed.
- F. Post-offer, all employees must provide proof of immunization for Rubella, Rubeola and Varicella. If proof of immunization is unavailable, proof of disease must be provided. If proof of immunization or disease cannot be provided, employees will be given the required immunization.
- G. Post-offer, all employees will be offered the Hepatitis B series of vaccination. Those who decline immunization are required to sign a declination form.
- H. Post-offer, all employees must provide proof of immunization for the current seasonal influenza. If proof of immunization cannot be provided, employees will be given the required immunization. Thereafter, employees are required to receive an annual seasonal influenza vaccine.
- I. Post-offer, employees may be required to obtain additional immunizations, screenings or drug/alcohol testing for medical conditions as required by Occupational Health Services or the Human Resources Fitness for Duty Policy (HR SF-1).
- J. Notification of this policy will be made to applicants for employment through posting.

**IV. RESPONSIBILITY**

- A. Occupational Health Services will identify the appropriate mandatory and voluntary screening and immunization requirements and establish protocols for physicals and drug/alcohol testing.
- B. Any questions or concerns regarding this policy should be addressed to Human Resources.