

NEW HIRE PROCESS AND REQUIREMENTS

1. Completion of New Hire paperwork
 - 1.1. Medical History Questionnaire
 - 1.2. Consent to treat and release of information
 - 1.3. FMLA acknowledgement and receipt of policy
2. 5 Panel Urine Drug Screen
 - 2.1. Testing done for Substances
 - 2.1.1. Amphetamines
 - 2.1.2. Marijuana
 - 2.1.3. Phencyclidine (PCP)
 - 2.1.4. Cocaine
 - 2.1.5. Opiates
 - 2.2. Must be completed day of visit, cannot leave the clinic after check-in
 - 2.2.1. Incomplete testing results in default positive testing
 - 2.2.2. Cannot re-apply for 6 months
 - 2.3. Must have driver's license with photo as identification
 - 2.4. Consent for testing is signed
 - 2.5. Person signs acknowledgement and receives copy of INTEGRIS Substance Abuse Policy
 - 2.6. Drug Screen Chain of Custody (COC) form is completed
 - 2.7. Person washes hands, is not allowed to take purse, coat, wear hat or take other items into the collection room
 - 2.8. Specimen must be at least 40 cc and the temperature is required to be between 90 and 100 degrees Fahrenheit
 - 2.8.1. Repeat collection is necessary if amount or temperature is not met
 - 2.8.2. Both specimens will be sent for testing
 - 2.9. Specimen is placed into sealed, labeled transport container and then into transport bag with the collection form (COC)
3. Urine Dipstick done with drug screen to test for specific gravity, presence of blood, white blood cells, sugar and other abnormalities that might require primary care physician treatment prior to hiring
4. Vision Screening
 - 4.1. Snellen eye chart to determine near and far vision status
 - 4.2. Ishihara Plates color testing for color blindness
5. Height, weight, blood pressure, pulse
6. Physical exam
 - 6.1. Reviews Medical History Questionnaire and testing information as available
 - 6.2. Examines ears, eyes, nose and throat
 - 6.3. Checks reflexes
 - 6.4. Checks for abdominal hernias
 - 6.5. Arm and leg range of motion is checked
 - 6.6. Back is checked for scoliosis or other deformities

NEW HIRE PROCESS AND REQUIREMENTS

- 6.7. Comparing job description and information gathered from the exam and medical history questionnaire, examiner may order further evaluation or testing to determine fitness for duty
7. Tuberculosis Screening
 - 7.1. No previous positive TB Skin Test
 - 7.1.1. Symptom survey done as baseline (done with annual skin test as well)
 - 7.1.2. Requires 2 skin tests within the past year with one of those within the last 90 days of the exam
 - 7.1.3. Testing day of exam and need for second test one week later is determined by documentation to meet 7.1.1
 - 7.1.4. Person is able to begin working after completing the first TB test, but compliance for the second is mandatory and by policy person will be taken off the schedule until the test is completed
 - 7.2. Positive TB Skin Test result
 - 7.2.1. Cannot work until active disease status is known
 - 7.2.2. Chest x-ray is done to identify active disease
 - 7.2.3. Person is referred to the city-county health department for evaluation and possible preventive therapy
 - 7.2.4. Person will have frequent symptom survey schedule
 - 7.2.4.1. every other month for one year
 - 7.2.4.2. every fourth month for the next year
 - 7.2.4.3. annual survey after the two year schedule
 - 7.2.4.4. taken off work for non-compliance per policy
 - 7.3. Previous documented positive TB Skin Test
 - 7.3.1. Survey for symptoms of active Tuberculosis is completed
 - 7.3.2. Chest x-ray day of exam or accept documentation and written report for one done within the past 90 days
8. Communicable Disease Screening – All persons
 - 8.1. Documentation of immunity by vaccine or positive blood test
 - 8.1.1. Rubella – 1 vaccine
 - 8.1.2. Rubeola – 2 vaccines
 - 8.1.3. Mumps – 2 vaccines
 - 8.2. Varicella – accept immunity by verbal history of disease, documentation of 2 vaccines, or positive blood test
9. Communicable Disease Screening/Immunizations Job/Unit Related
 - 9.1. Hepatitis B Vaccine - Following Occupational Health and Safety (OSHA) requirement, Hepatitis B Vaccine is offered to all persons that could have contact to blood and body fluids, generally patient care givers.
 - 9.1.1. Jobs that would meet this requirement include but are not limited to, doctors, nurses, nurse assistants, housekeeping, unit clerks, food service, Children’s Place/Fun & Fit (provide first aid), techs at Pacer who do finger sticks, and admitting clerks in the Emergency department.

NEW HIRE PROCESS AND REQUIREMENTS

- 9.1.2. Vaccine is a series of 3 injections over 6 months with blood test to determine immunity done 2 months after the last vaccine
- 9.1.3. Person may decline in writing, and can rescind the declination at any time
- 9.2. Hepatitis A Vaccine – INTEGRIS policy requires testing prior to placement in food service and childcare to identify persons with current active disease. Immunization is offered if person is not already immune
 - 9.2.1. Tests done are Hepatitis A IGG **and** Hepatitis A IGM
 - 9.2.1.1. IGG determines immunity from having had the disease
 - 9.2.1.1.1. If positive, person is immune and vaccine is not needed
 - 9.2.1.1.2. If negative, person is not immune and vaccine is indicated
 - 9.2.1.2. IGM – determines current active disease
 - 9.2.1.2.1. If positive – not able to work until is negative
 - 9.2.1.2.2. If negative – not active disease or immunity and vaccine is indicated
 - 9.2.2. Vaccine is a series of 2 injections 6 months apart.
 - 9.2.3. No blood tests are done following completion of the series - there is no blood test to determine immunity from the vaccine
 - 9.2.4. If person has documentation of one vaccine, the second vaccine will be given at the time is due. Testing is not done.
- 9.3. Tetanus Diphtheria Acellular Pertussis Vaccine (TDaP)
 - 9.3.1. Offered to workers in areas that would put children under 1 year at risk for acquiring Pertussis
 - 9.3.2. Units that are offered TDaP are ER, MDU, Respiratory Therapy, Pediatrics, PICU, Newborn Nursery, NICU, Labor & Delivery, Clinics that see pediatric patients.
 - 9.3.3. Given if has been 2 or more years since last Tetanus shot and person is less than 65 years of age
 - 9.3.4. No routine TDaP booster is recommended