

*UF Employee Preplacement Health Assessments*  
*Policies and Procedures*

University of Florida  
Student Health Care Center

Effective June 18, 2004  
(Revised 10/01/09)

## UF Employee Preplacement Health Assessments

### **I. Introduction**

The University of Florida's Student Health Care Center (SHCC) and Environmental Health and Safety (EH&S) manage UF's Occupational Medicine Program for the University of Florida. The SHCC provides the health assessments for new employees and volunteers; conducts regular and periodic health assessments on select groups of employees; oversees the employee immunization program; and provides medical assessment and treatment for UF's workers' compensation program.

Preplacement Health Assessments (PPHA) conducted prior to the individual beginning their assigned job is a critical component of the Occupational Medicine Program. The goal of the PPHA is to minimize health risks to the new employee and to minimize liability to the University. Components of the PPHA are tailored specifically to the employee's job description and position category. Certain job descriptions/position categories require additional assessments in the form of laboratory studies, immunizations, or other diagnostic testing.

Two basic types of PPHA will occur. The first is a review of the individual's health history and immunization records and the second is an actual on-site physical exam and review of immunization records. For some job descriptions/position categories, the individuals will be required to complete a comprehensive Health History and Immunization Record that will be submitted for review by Occupational Health Clinic personnel. If the review deems the employee has no specific job concerns or limitations and their immunizations are up-to-date as required by the University, they are cleared to begin their job assignment. If there are concerns or missing immunizations, the employee will need to be seen by appointment. Some job descriptions/position categories require an actual on-site health assessment, which will include a physical exam and may additionally, include laboratory testing and review/update of immunizations.

### **II. Confidentiality and Ethical Conduct**

All patients, including employees, prospective employees and volunteers, have a right to maintain the confidentiality of their medical information. Many of the questions that are asked during a preplacement health assessment, while they may have an important impact on the employee's ability to safely perform the described job duties, cannot and should not be shared with the employer or prospective employer. Therefore, the SHCC will treat as confidential whatever is learned about individuals served in a preplacement or health assessment situation, releasing information only when required by law or by over-riding public health considerations, or to other physicians at the request of the individual employee/candidate according to traditional ethical medical practice. The SHCC also recognizes that employers (including the University and its departments) are entitled to counsel about the medical fitness of individuals in relation to work, but are not entitled to diagnoses or details of a specific nature.

All preplacement health assessment and other occupational health medical records at the SHCC will be handled and stored in a confidential manner according to federal HIPAA laws and Florida statutes. In addition, all SHCC employees will be held to their signed confidentiality statements when dealing with occupational health records and information.

### III. Health Assessment Management System

The Health Assessment Management System, sometimes known as HAMS, is a tracking system designed to assist departments in matching their position with job duties that require a preplacement health assessment. HAMS was established at the University of Florida in 1994. Beginning in 2004, HAMS was incorporated in the UF Human Resources position management section of PeopleSoft as well as on the EH&S Occupational Medicine (OCCMED) web site [www.ehs.ufl.edu/OCCMED/default.asp](http://www.ehs.ufl.edu/OCCMED/default.asp).

For individuals who will be hired into a specific position, the department must first review the job duty list in PeopleSoft and indicate whether or not any apply to their position. For individuals who work with a department but not on a specific position (OPS and volunteers), the department must review the job duty list outside of PeopleSoft and indicate whether or not any of these apply. This second list is available at the EH&S OCCMED web site [www.ehs.ufl.edu/OCCMED/INOPON.pdf](http://www.ehs.ufl.edu/OCCMED/INOPON.pdf).

If the job duty indicates a health assessment is required, the SHCC will record the result on the physical exam page.

### IV. Health Assessment Procedures

Two basic types of Preplacement Health Assessments for new employees or volunteers exist with a third option occurring occasionally. Appendix A lists the actual components of these assessments, broken down by job duty, immunizations needed, laboratory work required, and any other testing necessary specific to the job duties of the position. Appendix B: The Job Duties and Health Assessment Components At-A-Glance chart is created to offer specific information quickly.

A. The first type of Preplacement Health Assessment includes a review of a comprehensive health history and immunization records to make sure the new employee is adequately protected from preventable communicable diseases they might be at risk to develop. The following job duties require a review of these records prior to the new employee commencing their job:

- Animal Contact
- Contact with Human Blood or other Potentially Infectious Material
- Patient Contact

If the new employee is felt to be “at risk” for health issues related to their position, an on site physical exam may be warranted. Likewise, if immunizations are missing or incomplete from the employee’s records, these will be administered to the new employee prior to the new position commencing.

Appropriate health history and immunization forms can be accessed at [www.ehs.ufl.edu/OCCMED/forms.htm](http://www.ehs.ufl.edu/OCCMED/forms.htm).

- Completed Animal Contact Forms can be faxed to UF’s SHCC Occupational health department at 352-846-2003 for official review.
- Persons with Patient Contact must make an appointment to be seen and take completed forms and immunization records with them for review.
- Persons with Contact with Human Blood or other Potentially Infectious Material may need to schedule an appointment if they need Blood Born Pathogen training or Hepatitis B vaccinations.

Fax completed records to 352-846-2003

Call 352-392-0627 to schedule an appointment.

The SHCC Occupational Health staff commits to a timely review of the records and will notify the employee or their hiring authority of any deficits or further requirements within 24 hours or 1 business day.

Any needed immunizations must be administered prior to the employee commencing their new job duties. These can be obtained from either the UF's SHCC on Fletcher Drive, main campus, or the SHCC clinic at the Health Science Center in Room D2-49, second floor Dental Towers. Appointments are required and can be obtained by calling 352 392-0627.

B. The second type of Preplacement Health Assessment is an actual on-site physical exam and review of immunization records is required for the following types of job duties:

- Asbestos Abatement
- Climbing
- Commercial Driver's License
- Frequent Reaching Above Shoulder
- Heavy Lifting
- Kneeling
- Law Enforcement
- Operation of Special Purpose Vehicles
- Pesticide Use
- Repeated Bending
- Repetitive Pulling and Pushing
- Respirator Use
- Scientific Research Diving

C. On occasion there may be a situation when a single specific test is required. For example, if the only applicable job duty were "works in area of excess noise" a baseline audiogram would be required before the individual began work.

The SHCC offers PPHAs at its Shands clinic D2-49. Appointments are required and can be obtained by calling 352-392-0627.

Once the health records and/or the physical exam have been completed, reviewed and approved, the employee is then assigned a work status of either:

- No job specific limitations OR
- Job specific limitations

If the health assessment identifies limitations to the job, the SHCC will contact Employment and Classification to initiate review of the job duties. Employment and Classification will work with the hiring department and EH&S to review possible accommodations and hire eligibility of the candidate into the position.

Work status is then posted on the PeopleSoft medical exam page. Only after work status has been assigned is the employee able to assume their new job duties. Should there be missing pieces of the PPHA, these will also be noted on the medical exam page.

## **V. How Health Assessments Requests are Initiated**

The department will need to initiate the request for a preplacement health assessment when they begin the process to 1) fill a vacant position or 2) change the duties of a filled position. If any of the new job duties match those listed in HAMS, a health assessment is required.

- A. Departments must identify applicable job duties on the “Supervisor Checklist for Health Assessments.”
  - 1. For individuals on positions, the department will use the HAMS list within PeopleSoft.
  - 2. For individuals NOT on positions, the department will use the HAMS list on the EH&S OCCMED web site.
- B. Based on the job duty, the department will determine the type of health assessment needed.
  - 1. For the review, the Animal Contact individual should send (fax is acceptable) the appropriate forms to the SHCC at Box 117500 or 352-846-2003.
  - 2. Patient Contact and Blood Contact individuals need to schedule an exam by calling the SHCC for an appointment at 352-392-0627 (SHCC@Shands).
  - 3. For an audiogram, the department should call the Speech and Hearing Clinic for an appointment at 352-392-2041.

## **VI. Waiver of Preplacement Initial Health Assessment**

When filling a vacant position or reclassifying a filled position that requires a health assessment, on occasion, the selected candidate may meet the criteria for a health assessment waiver as described below. A promotion or reassignment candidate might be an example. The department may request a waiver for the required health assessment by submitting the Candidate Waiver Request Form ([www.ehs.ufl.edu/OCCMED/hamswaiv.pdf](http://www.ehs.ufl.edu/OCCMED/hamswaiv.pdf)) to EH&S. (Form may be mailed to EH&S at Box 112195 or faxed to 352-392-3414.) EH&S will communicate the decision to the center/department either through PeopleSoft (for complete waivers) or by phone (for partial waivers).

### Health Assessment Waiver Criteria

- A. Presence of a previous preplacement physical examination of file at the SHCC. If the individual has left UF employment and then returned, the previous physical exam must have been completed no more than 12 months before. (Conventionally, the exam must have been performed at the SHCC and not substituted by an outside examiner. In the case of an off-campus health assessment, if the previous exam, using UF/SHCC forms, has been completed and approved by the SHCC for substitution of the preplacement examination, the SHCC will allow such an exam to be utilized as the basis for a waiver.)
- B. No significant changes will occur in the essential functions of the job.
- C. No significant changes should have occurred in the health status or physical capabilities of the employee in question. Under some circumstances, the employee may be asked to complete a new health history form for review by SHCC Occupational Medicine staff.
- D. Preplacement evaluation for the new position may require additional ancillary testing or immunizations not required for the current position’s preplacement evaluation. Under such circumstances, it may be possible to waive part but not all of the preplacement evaluation (e.g. waive the physical exam but require PPD testing or Measles/Mumps/Rubella [MMR] vaccination).

## **VII. Substitution of Preplacement Examination**

On occasion, the SHCC will be requested by an individual employee/candidate or UF department to **substitute** an examination performed by a private physician for the SHCC preplacement examination. Health Assessments done for those who have been offered employment at an IFAS research center would fall into this process.

This request differs from the waiver process, in that the employee/candidate does not have recent SHCC preplacement physical on file and the exam for requested substitution has not been performed by an SHCC medical provider (physician or physician assistant). It is imperative to note that the mere provision of a “statement of good health” by private physicians is unacceptable as a substitution by the SHCC, EH&S and the University.

In order for the SHCC to consider a request for a **substitution of a preplacement examination**, the following criteria must be met:

- A. The physician who performed the examination must be licensed to practice in the State of Florida. Examinations performed by a physician assistant or nurse practitioner will not be considered unless co-signed by a physician.
- B. The name and state license number of the physician must be printed or typed on the exam. A signature alone, even when legible, will not be accepted.
- C. The components of the examination performed must meet or exceed those of the required SHCC examination. Whenever possible, the SHCC prefers that the physical examination be recorded on the SHCC Preplacement Physical Form. The SHCC will provide this form, at an employee/candidate’s request, by mail or fax to the physician in question. It is also available on the web at [www.health.ufl.edu/shcc/OCCMED/pdf/exam.pdf](http://www.health.ufl.edu/shcc/OCCMED/pdf/exam.pdf).
- D. The examination must have been performed within the previous sixty (60) days.
- E. The employee/candidate must have completed the SHCC’s Preplacement Medical History Questionnaire for review by SHCC staff.
- F. Any additional ancillary testing or immunizations must also be completed prior to clearance/recommendation. If performed at an outside health facility, appropriate documentation is required prior to clearance. Under no circumstances will the statement “Had measles and rubella as a child” be an acceptable substitution for a UF preplacement MMR vaccination requirement, even when a physician signs such a statement.

Submit the documentation of substitute exam and immunization records via fax to 352-846-2003 with a specific Fax Cover Sheet that can be obtained from:  
[www.ehs.ufl.edu/OCCMED/faxcover.pdf](http://www.ehs.ufl.edu/OCCMED/faxcover.pdf)

### **VIII. Integration with PeopleSoft**

The implementation of the PeopleSoft Human Resources system July 1, 2004 establishes new business procedures at the University of Florida. July 1, 2004 also dates new procedures for documenting preplacement initial health assessments.

The department identifies job duties that apply to their position through HAMS. For those individuals who will be on a position, the department will identify the job duties within PeopleSoft on the UF Position Specific tab/screen. For those individuals who will not be on a position, the department will identify the job duties outside of PeopleSoft on the form available from the EH&S OCCMED web site [www.ehs.ufl.edu/OCCMED/INOPON.pdf](http://www.ehs.ufl.edu/OCCMED/INOPON.pdf).

When a health assessment is required, the Student Health Care Center will conduct the medical review. If a physical exam is required, the department schedules it with the SHCC. If a review of a comprehensive health history and immunization records is required, the individual provides the SHCC with the appropriate completed forms. The SHCC will post the results on the PeopleSoft medical exam page.

There will be space on the PeopleSoft Medical Exam page to list any missing or incomplete components of the PPHA. It then becomes the responsibility of the hiring authority to contact the new employee/volunteer to comply with any additional information requested as part of the PPHA. The individual who will have the new duties must be cleared for the duties before he or she begins the work.

For partial submission of requirements, the PeopleSoft results will be entered as "Under Review." The individual will be cleared in PeopleSoft only after all health requirements are met.

## Job Duties that Trigger a Health Assessment and their Health Assessment Components

### Animal Contact

**Definition:** Individuals who have direct exposure to vertebrate animals and, in some cases, animal tissues, body fluids or wastes.

**Health Assessment:** review of health history and immunization records

**Forms:** Risk Assessment for Animal Contact (<http://www.ehs.ufl.edu/Bio/Files/acwaiver.pdf>)

**Labs:**

Serum for Banking – All individuals in contact with sheep or goats, non-human primates, alligators and birds housed outdoors and all females working with cats.

TB Screening within 12 months – All individuals in contact with non-human primates

**Immunizations:**

Tetanus Immunization within 10 years - All individuals having recurrent animal contact

Rabies Immunization completion of rabies series or positive (+) titer within 2 years – All individuals in contact with unvaccinated carnivores

**Other:**

Respirator Clearance – All individuals in contact with quarantined animals and certain species (Ex. goats & sheep)

**Information:** Environmental Health and Safety, 352-392-1591

### Asbestos Abatement

**Definition:** Individuals involved in an abatement effort. Must also participate in the Respiratory Protection Program (see Respirator Use below).

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmcd/pdf/exam.pdf>)

Medical History (Same as Above)

Initial Medical Questionnaire for Asbestos Worker Medical Monitoring

([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10866&p\\_text\\_version=FALSE](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10866&p_text_version=FALSE))

Initial Medical Questionnaire for Respirator Use (<http://www.ehs.ufl.edu/OCCMED/initial.pdf>)  
Statement by a Medical Doctor

**Immunizations:**

Tetanus Immunization within 10 years

**Other:**

Baseline chest x-ray

Baseline pulmonary function test

Annual medical monitoring

**Information:** Environmental Health and Safety, 352-392-3393

### Climbing

**Definition:** Focus is on not only leg motion but also hand-over-hand motion such as with climbing ladders.

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmcd/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

**Commercial Driver License**

**Definition:** For those required to have a commercial driver license as part of their UF employment

**Health Assessment:** Department of Transportation Physical Examination

**Forms:**

Department of Transportation CDL exam form (Available during Exam)

Medical History (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

**Labs:** Drug testing

**Immunizations:**

Tetanus Immunization within 10 years

**Other:** Drug tests and physical examinations on ongoing basis for the duration of time that the employee is required to operate a commercial motor vehicle

**Information:** Human Resources, 352-392-4940

**Contact with Human Blood or Other Potentially Infectious Material**

**Definition:** Occupational exposure to bloodborne pathogens

**Forms:** Training and Vaccination Statement (<http://www.ehs.ufl.edu/Bio/BBP/tnv.pdf>)

**Immunizations:** Series of three Hepatitis B vaccinations if elected by the candidate

**Other:** The University of Florida is required to provide site-specific training. In addition, OSHA regulations and State of Florida statutes require that all employees who could reasonably be anticipated, as the result of performing their assigned job duties, to face contact with human blood or other potentially infectious body fluids must be offered Hepatitis B vaccination at no cost to the employee. Employees/candidates who meet these criteria will be offered Hepatitis B vaccination and will be strongly counseled to accept. If an employee/candidate declines, they will be required to sign a declination statement that meets OSHA and CDC requirements. Post vaccination testing should be done 1-2 months after the last dose of Hepatitis B vaccine.

**Information:** Environmental Health and Safety, 352-392-1591

**Frequent reaching above shoulder**

**Definition:** Includes painting, shelving books, running overhead cable, etc.

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

## Heavy Lifting

**Definition:** 45 pounds and over

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

## Kneeling

**Definition:** More than 2 hours per day

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

## Law Enforcement

**Definition:** Law enforcement duties with the University Police Department. Must also participate in the Bloodborne Pathogen Program (see Contact with Human Blood above) and the Respiratory Protection Program (see Respirator Use below).

**Health Assessment:** physical exam and review of immunizations as defined by the State of Florida

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Labs:** Drug screen, urinalysis, CBC, PPD, Lipid Panel

**Immunizations:**

Tetanus Immunization within 10 years

See Contact with Human Blood

Hepatitis A Series Recommended

**Other:**

Chest X-ray

Mental health evaluation

Baseline pulmonary function test

EKG

Vision test

Baseline Audiogram

**Information:** UPD, 352-392-5446

### Noise, Work in Areas of Excessive

**Definition:** Noise level defined by OSHA

**Health Assessment:** Baseline audiogram

**Forms:**

Hearing Conservation Program: New Hire Questionnaire (Grace to provide)

**Other:**

Annual audiogram

**Information:** Environmental Health and Safety, 352-392-1591

### Operation of Special Purpose Vehicle

**Definition:** Includes industrial or farm equipment

**Health Assessment:** physical exam and review or immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

### Patient Contact

**Definition:** Having physical or face-to-face contact with a patient, or having contact with potentially contaminated items including (but not limited to) blood and/or body fluids

**Health Assessment:** review of health history and immunization records

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Labs:** Titers if indicated

**Immunizations:**

Two PPD's, within the 12 month period prior to commencement of employment. For prior positive PPDs, a chest x-ray current within 12 months prior to UF start date is accepted or CXR from SHCC is required. Persons with a history of BCG vaccination are required to have the PPDs unless they have documentation of a previously positive PPD. TB Surveillance of Symptoms required if past positive PPD.

Two doses each of Measles, Mumps, and Rubella. Measles Mumps and Rubella titers showing evidence of immunity can be substituted for this requirement.

Documented blood titer confirming disease immunity or proof of two doses of Varicella Vaccine.

One Tetanus, diphtheria and pertussis (Tdap) vaccination required for employees younger than 65 years of age.

N95 medical clearance for fit testing (Appendix C-3) (<http://www.ehs.ufl.edu/OCCMED/N95.pdf>).

If a patient contact employee/candidate does not meet PPD and immunization/titer requirements, that individual will be listed as "Under Review" until these requirements are met.

**Other:**

Normal Chest X-ray, UF TB surveillance form (<http://www.shcc.ufl.edu/occmed/pdf/CLG-106.pdf>), and documentation of positive PPD are required for those with past positive PPD.

**Information:** Student Health Care Center, 352-392-0627.

## Pesticide Use

**Definition:** Individuals who use pesticides as defined in the *Medical Monitoring Program for Pesticide Users*

**Health Assessment:** physical exam

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Labs:**

Liver function test

Kidney function test

Baseline cholinesterase test (two blood samples within two weeks)

**Immunizations:**

Tetanus Immunization within 10 years

**Other:** Annual medical monitoring

**Information:** Environmental Health and Safety, 352-392-1591

## Repeated Bending

**Definition:** More than 2 hours per day

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

## Repetitive Pulling and Pushing

**Definition:** Repetitive pushing and pulling of loads, materials or objects for any length of time

**Health Assessment:** physical exam and review of immunizations

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

**Immunizations:**

Tetanus Immunization within 10 years

**Information:** Environmental Health and Safety, 352-392-1591

## Respirator Use

**Definition:** For individuals required to wear a respirator on a routine or emergency basis

**Health Assessment:** physical exam

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

Initial Medical Questionnaire for Respirator Use (<http://www.ehs.ufl.edu/OCCMED/initial.pdf>)

**Labs:****Immunizations:**

Tetanus Immunization within 10 years

**Other:**

Baseline pulmonary function test

Annual medical monitoring

**Information:** Environmental Health and Safety, 352-392-1591

**Scientific Research Diving**

**Definition:** For individuals who participate in UF affiliated research diving

**Health Assessment:** physical exam

**Forms:**

Preplacement Physical Exam (<http://www.health.ufl.edu/shcc/occmed/pdf/exam.pdf>)

Medical History (Same as Above)

SCUBA Diving Medical History Form (<http://www.ehs.ufl.edu/Dive/forms/history5.pdf>)

Medical Evaluation of Fitness for SCUBA Diving Report

(<http://www.ehs.ufl.edu/Dive/forms/medic6.pdf>)

**Labs:**

Urinalysis

CBC

Blood Typing

**Immunizations:**

Tetanus Immunization within 10 years

**Other:**

Baseline chest x-ray

12 lead EKG

Baseline pulmonary function test

Audiogram

Visual acuity

Periodic medical monitoring

**Information:** Environmental Health and Safety, 352-392-1661



## Appendix C: Forms

Go to the EH&S or SHCC OCCMED web page for most current forms.

EH&S Home Page: <http://www.ehs.ufl.edu>

EH&S Occupational Medicine Home Page: <http://www.ehs.ufl.edu/OCCMED/default.asp>

EH&S OCCMED Forms Page: <http://www.ehs.ufl.edu/OCCMED/forms.htm>

SHCC website: <http://shcc.ufl.edu/occmcd/>

## **OCCUPATIONAL MEDICINE ETHICS STATEMENT**

Physicians and other health care providers at the University of Florida Student Health Care Center providing occupational medical services will always strive to abide by the Code of Ethical Conduct of the American College of Occupational Medicine.

### **American College of Occupational Medicine**

#### **Code of Ethical Conduct for Physicians Providing Occupational Medical Services**

These principles are intended to aid physicians in maintaining ethical conduct in providing occupational medical service. They are standards to guide physicians in their relationship with the individuals they serve, with employers and workers' representatives, with colleagues in the health professions, and with the public.

Physicians should:

1. accord highest priority to the health and safety of the individual in the workplace;
2. practice on a scientific basis with objectivity and integrity;
3. make or endorse only statements which reflect their observations or honest opinion;
4. actively oppose and strive to correct unethical conduct in relation to occupational health service;
5. avoid allowing their medical judgment to be influenced by any conflict of interest;
6. strive conscientiously to become familiar with the medical fitness requirements, the environment and the hazards of the work done by those they serve, and with the health and safety aspects of the products and operations involved;
7. treat as confidential whatever is learned about individuals served, releasing information only when required by law or by over-riding public health considerations, or to other physicians at the request of the individual according to traditional medical ethical practice; and should recognize that employers are entitled to counsel about the medical fitness of individuals in relation to work, but are not entitled to diagnoses or details of a specific nature;
8. strive continually to improve medical knowledge, and should communicate information about health hazards in timely and effective fashion to individuals or groups potentially affected, and make appropriate reports to the scientific community;
9. communicate understandably to those they serve any significant observations about their health, recommending further study, counsel or treatment when indicated;
10. seek consultation concerning the individual or the workplace whenever indicated;
11. cooperate with governmental health personnel and agencies, and foster and maintain sound ethical relationships with other members of the health professions; and
12. avoid solicitation of the use of their services by making claims, offering testimonials, or implying results, which may not be achieved, but they may appropriately advise colleagues and others of services available.

Appendix E:

### **Immunizations and Tuberculosis Screening Requirements for Employees with Patient Contact**

**Influenza:** All Health Care Workers (HCW) who breathe the same air, as patients should be vaccinated annually in early fall.

**Hepatitis A:** HCWs are not at increased risk for Hepatitis A Disease and therefore do not need receive this vaccination routinely.

**Hepatitis B:** All HCWs who deal with blood and body fluids are strongly encouraged to receive a series of three (3) sequential doses of Hepatitis B vaccine prior to direct work with patients. For HCW who received this series in the past, no further boosters or serological test for immunity is recommended. However, for those HCWs just completing their series, a post vaccination serologic test for immunity is required 1-2 months after the third (3<sup>rd</sup>) dose is received.

**MMR:** HCWs who cannot document prior vaccination should receive two (2) doses of Measles, Mumps, and Rubella. Initial immunizations need to be at least 12 months after birth date. Doses of the same vaccinations need to be separated by at least 4 weeks. Alternatively, serological testing can be done to determine if the HCW is immune to measles, mumps and rubella.

**Tdap or Td:** All HCWs with patient contact need to be vaccinated for Pertussis with Tdap after completing the primary 3 dose regime for Diphtheria, Pertussis and Tetanus.

**Varicella:** Health Care Workers (HCW) with Patient Contact, who cannot document prior vaccinations should receive two (2) doses of varicella vaccine or demonstrate serologic immunity.

**PPD:** HCW's new to UF, designated as Patient Contact must have documentation of 2 negative PPD's placed and read within 12 months prior to start of job.

Those with documented known positive skin test in the past must show proof of a negative chest x-ray that is current within 12 months of UF hire date or receive a chest x-ray at Student Health Care Center (SHCC) prior to the employment start date. Those with prior positive skin tests must also complete a Screening for Tuberculosis symptoms form and submit this to the Occupational Health Program for review.

New employees will not be cleared for Patient Contact until after the first PPD is read. It is possible that the date of the second PPD may fall after the employee begins work.

References:

CDC Immunization website, [www.cdc.immunize](http://www.cdc.immunize), for Health Care Workers, January 2008

Core Curriculum on Tuberculosis: What Every Clinician Should Know, Fourth Edition. US Department of Health and Human Services, 2000

Epidemiology and Prevention of Vaccine Preventable Diseases, Ninth Edition. Centers for Disease Control and Prevention, January 2006

Varicella in Health Care Settings, *MMRW*, April 5, 2005

Tuberculosis Infection Control in Health Care Personnel, Center for Disease Control and Prevention, 2007

Immunization Action Coalition/Vaccination Information for Healthcare Professionals, [www.immunize.org](http://www.immunize.org)