

<b>UNIVERSITY OF MARYLAND MEDICAL CENTER</b> <b>POLICY AND PROCEDURE MANUAL</b>	<b>PAGE:</b> 1 of 5	<b>PROCEDURE NO:</b> <b>GMS-K</b>
	<b>EFFECTIVE DATE:</b> 7/1/06	
<b>SUBJECT:</b> <b>EMPLOYEE HEALTH SERVICE</b> <b>PRE-PLACEMENT/POST OFFER ASSESSMENT</b>		
<b>APPROVALS:</b> Graduate Medical Education Committee Approval: 5/31/07		

## 1. Purpose

Residents at the University of Maryland Medical Center (UMMC) are required to complete a physical assessment before beginning employment. The pre-employment assessment ensures a candidate has the general health required and the specific physical/mental ability to perform the essential duties of the respondent. In keeping with the UMMC commitment to maintaining a drug free workplace and to reducing safety risks to co-workers and patients, candidates will be screened for illegal substances through urinalysis at the pre-employment assessment. All permanent, pre-existing physical or mental baseline limitations will be documented during the time of the pre-employment physical.

## 2. Scope

This policy applies to residents at the University of Maryland Medical Center (UMMC).

## 3. Responsibility

Each Program Director is responsible for ensuring that a pre-employment health assessment is scheduled for each new resident in accordance with the provisions of this policy and procedure.

## 4. Procedure

### 4.1 Scheduling of the physical

After a candidate has accepted the offer, he/she will be scheduled for a pre-employment health assessment in the Employee Health Service Office. This health assessment will be completed before a candidate is to begin employment.

The program director or designee coordinates the scheduling of the health assessment and explains to the candidate that employment is contingent upon successful completion of this assessment. The program director or designee provides a written document indicating the date, time and place of the physical.

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## 4.2 Content of the Physical Exam

The pre-employment physical exam includes the following:

- Complete medical history
- Urine specimen
- 2-step tuberculin skin test (TST) for TB, unless known to be positive
- Counseling on Hepatitis B and Measles, Mumps, Rubella (MMR) immunizations
- Chicken Pox Titer
- Measles, Mumps, Rubella Titer

### 4.2.1 TST for TB

Residents will be given a PPD Skin Test and will be asked to return to the Employee Health Office to have it “read”. At the resident’s option, he/she may have the skin test read by a private physician who will certify that the applicant is clear of TB. If a follow-up radiography exam is required by the Employee Health Office, the cost of the exam will be paid by the UMMC and will be provided by the Diagnostic Imaging Department at UMMC. A second TST will be required 1-3 weeks later to determine a booster effect (i.e., if the first is negative but the second one is positive, TB prevention therapy (such as isoniazid, INH), will be offered for past exposure if not previously treated. If there is evidence of a negative TST within the past 3 months, the initial TST placed in the Employee Health Office will be considered the second TST.

### 4.2.2 Counseling about Hepatitis B Vaccine

All residents who have job duties which could involve occupational exposure to blood/body fluids (as defined in the UMMC exposure control plan) will be given information Hepatitis B and offered the 2-shot Hepatitis B vaccine series free of charge.

Other employees may purchase the vaccine at their own expense. If vaccination is refused, a signed declination statement will be required.

### 4.2.3 Counseling regarding Measles, Mumps, Rubella and Varicella (Chicken Pox)

All residents who have direct contact with patients and were born in or after 1957, will be offered antibody screening and/or vaccination if necessary. Those

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Employees who are susceptible to measles, mumps or rubella will be offered the vaccine free of charge. Residents who are not included in direct patient care may purchase the vaccine at their own expense.

### 4.3 Testing for Drugs

#### 4.3.1 Collecting the Specimen/Testing

The urine specimen will be obtained in accordance with all federal, state, and local laws, following proper chain-of custody protocol. To assure the authenticity of the specimen a photo identification of the applicant is required. The specimen will be collected in the bathroom of the Employee Health Office. All extra clothing and personal articles will not be permitted into the collection room. To avoid potential for diluting a specimen, a bluing agent will be added to the water in the commode and hot water faucets will be turned off. The employee Health Attendant will stand outside the bathroom during collection.

The specimen will be immediately sealed for use in testing for substance abuse. To assure authenticity, and eliminate charges of tampering, the applicant will initial the label and seal. The resident and the Employee Health Attendant will sign a "Chain of Custody" form which will accompany the sample throughout the entire process. The specimen to be used for substance abuse testing will be kept in a lock-box immediately outside the Employee Health Office until it is picked up by the testing laboratory within 24 hours.

The temperature will be taken within four minute of collection and this specimen will be rejected if the sample is not 90.5 – 99.9 degrees F.

The sealed specimen will be sent to a laboratory approved by the State of Maryland in accordance with Maryland Health General Statute 17-214.1 for testing, and certified by the National Institute of Drug Abuse (NIDA). At an individual's request, the Medical System will inform the applicant of the name and address of the laboratory testing the specimen. The laboratory will perform an initial screening, and confirmation if positive, for the following substances:

- Marijuana Metabolites
- Cocaine Metabolites
- Opiate Metabolites
- Phencyclidine
- Amphetamines
- Methadone
- Darvocet (propoxyphene)
- Benzodiazepines
- Barbiturates

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If the urine tests positive for any of these substances, the laboratory will perform a more sensitive screening test using gas chromatography. Positive test results will be provided in writing to the Medical Review Officer of the Employee Health Service. He will call the resident and seek further information regarding why the employee may have tested positive. If there is a plausible explanation not associated with drug abuse, the Medical Review Officer may do one of the following:

- Request documentation for prescription use of drugs
- Request the candidate reschedule a visit to the EHS
- Request the candidate retake the urine test, or
- Indicate the candidate passed the pre-employment physical

Applicants who contest the validity of the test may, at their own expense, have the same sample submitted to an independent testing for verification of the test results at another laboratory certified by the Department of Health and Mental Hygiene.

If there is no plausible explanation and/or the candidate acknowledges use of illegal drugs, the Medical Review Officer will indicate the resident has failed his/her assessment.

#### 4.3.2 Notification of Results

Test results of those failing a pre-employment physical will be given to the Director of Medical Staff and Graduate Medical. The Director will contact the resident and explain why the resident has failed the physical. The resident will be notified in writing and will be given a copy of the test results and a copy of the UMMC written drug testing policy.

The clinical department in which the resident was to have worked will be advised that the applicant cannot be hired for medical reasons.

#### 4.3.3 Record Keeping

The test results will be kept as part of the candidates' confidential Employee Health Medical Records and will be kept for the legally specified time required for storing such documents.

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4.3.4 Refusal to be Tested

Any refusal by the applicant to submit to pre-employment drug testing will be treated in the same manner as the applicant who has a confirmed positive test result.

4.3.5 Penalty if Testing Positive

A positive test will result in a withdrawal of the offer of employment. Applicants who test positive will be barred from further consideration for employment for a period of one year.

4.34 Waiver of Employee Health Physical Exam

4.4.1 Some employees hired from out-of-state may be exempted from completing a pre-employment physical through the Employee Health Office, but will be accepted for employment upon submitting proof of a recent physical exam along with a medical history questionnaire and copies of MMR, Varicella Titers or vaccinations to the Employee Health Office.

4.4.2 All applicants, however, must come to the Employee Health Office at least two days before starting work to receive a PPD skin test and appropriate counseling on immunizations, and to provide a urine sample for drug testing.