

New Hire Health Assessments

THIS POLICY

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Effective Date: 11/01/02
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REPLACES POLICY

Policy Number: 603
Effective Date: 01/01/91

Policy:

Wesley Woods, Inc. provides initial health screenings in accordance with the Georgia Dept. of Human Resources and Wesley Woods Senior Living, Inc. policies.

Procedure:

1. At the time of the employment offer, the Administrator or designee will set up an appointment with Employee Health Service for a post offer job specific assessment.
2. The assessment must include, but is not limited to, the following:
 - a. Immunization review and assessment for other communicable diseases.
 - Chickenpox-Known disease. If no, then documentation of serologic immunity or varicella vaccine
 - Hepatitis B vaccine or serologic immunity ONLY if applicant will have exposure to blood and body fluids
 - Tetanus Booster within 10 years
 - PPD
 - If history of positive PPD, CXR and history of TB prophylaxis
 - New positive at time of assessment will require a CXR and evaluation for TB prophylaxis
 - b. Physical exam
 - c. Applicant is assessed by the designated health care provider in regards to their ability to do the physical demands of the job
 - d. Drug screen, 5 panel, is done and is negative
3. The designated health care provider(s) sends a clearance letter to Employee Health Services. Employee Health Services sends documentation to Wesley Woods Senior Living, Inc., Human Resources when the employee has completed all new hire assessment requirements. **NOTE: All medical records are kept in the office of the designated health care provider and are considered confidential.**
4. The Administrator sends a copy of the clearance letter to the employee's supervisor for the departmental file.

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources
Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources*