

## Employee Health Services

**THIS POLICY**

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**REPLACES POLICY**

Policy Number: 600

Effective Date: 03/93

**Policy:**

Employee Health Services of Emory Healthcare, providing services to Wesley Woods Senior Living, Inc., will adhere to standards of nursing care as defined by the Georgia Nurse Practice Act, the American Association of Occupational Health Nurses, and Emory Healthcare departmental policies and procedures while providing health care services to employees.

**Guidelines:**

Employee Health Services will provide guidelines for employee health record-keeping for all retirement communities and where appropriate, will house records in the Employee Health Services located on the Wesley Woods Center campus. Employee Health Services will manage occupational injuries and illnesses in conjunction with the third party administrator. Employee Health services will work in collaboration with Infection Control to prevent transmission of communicable disease, and compliance with state regulations. Employee Health Services staff strive to be occupational health experts who serve as the employee's advocate and as consultants to the leadership of Wesley Woods Inc. All client services are provided by registered nurses and certified nurse practitioners.

**These services include:**

- Centralized record keeping in accordance with the Standards of Occupational and Environmental Health Nursing, the Occupational Health & Safety Administration (OSHA) and applicable state and federal laws.
- Baseline (new hire) health assessments, (to include immunizations for prevention of hepatitis B, chickenpox, measles/mumps/rubella, tetanus, diphtheria, and influenza) and initial drug screening. New hire assessments may be done by a contracted facility with guidelines provided by Employee Health Services.
- Annual health assessments and tuberculosis surveillance for the skilled care facilities to comply with state and federal laws. These assessments may be done by a contracted facility or by a designated registered nurse in the facility with guidelines provided by Employee Health Services.
- Clinical case management of occupational illnesses and injuries, and for those facilities where appropriate, clinical care including assessment, diagnosis, management, and documentation of occupational illness and injury, including post-exposure assessment and management of biological and chemical exposures.

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