

## Periodic Health Assessments of Employees Working in Skilled

### **This Policy**

Policy Number: 604  
Effective Date: 11/01/02  
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### **Replaces Policy**

Policy Number: 604 & 605  
Effective Date: 01/01/91

### **Policy:**

All employees of Wesley Woods Inc. skilled care facilities are required to complete a health inventory and tuberculosis screening annually, as required by the Georgia State Department of Human Resources. This annual assessment is one of WWSL's Employee Commitments (see policy #509)

### **Scope/Procedure:**

1. The employee completes the WWSL, Inc., *Annual Employee Health Assessment* form.
2. The Wesley Woods Inc. *Annual Employee Health Assessment* form is reviewed with the employee by a designated health care professional (registered nurse, nurse practitioner or physician), who then performs the assessment, which includes the following:
  - Employee's weight and blood pressure are obtained and compared to previous annual measurements.
  - PPD is planted with instructions for reading at 48-72 hours unless employee has a history of a positive PPD. If diagnosis of a previous positive PPD, a symptom review is conducted.
  - Hepatitis B vaccine is offered if employee has previously declined vaccination, and is at high-risk for bloodborne pathogen exposure; or has moved to a new work area where bloodborne pathogen exposure is now a risk. Documentation of employee's declination is required on an annual basis.
3. Any abnormalities detected are documented and discussed with the employee and appropriate referrals are made.
4. Employee is responsible for having the skin test read at 48-72 hours and returning the white copy of the TB skin testing form to EHS. The employee's annual health assessment is not considered complete until this documentation has been received by the health care provider performing the assessment.
5. Assessments will be done annually at a designated time (i.e. specific month).

6. The Wesley Woods Senior Living, Inc., Annual Employee Health Assessment form and TB skin testing form are sent to Employee Health Services for filing in the employee's health record.
7. If an employee does not complete the assessment, the employee will be recommended for suspension without pay until he/she complies with the standard.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources