Policy Statement

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including, but not limited to, the Surgery Center of Pennsylvania Hospital (“Hospital”).

Pennsylvania Hospital maintains an employee health program through the services of the Employee Health Office in Suite B07 of the Duncan Building, 700 Spruce Street. Pre-employment health evaluations and employee physical examinations are performed at the Employee Health Office in order to ensure employees are physically able to perform assigned duties and to assure they are free from communicable diseases. Immunizations and tuberculosis screening are performed to ensure the employee is properly immune and protected to work in the hospital environment.

If Employee Health Services (EHS) determines that an employee is not physically able to perform assigned duties, it reports this information to the appropriate Generalist in Human Resources, and Human Resources will in turn communicate this information to the employee’s Service Director.

Employee Health policies may be found in Section III of the Infection Control Manual. They are reviewed and approved annually by the Infection Control Committee. Copies of the manual are located throughout the hospital.

The Employee Health Clinic, located in Suite B07 of the Duncan Building, 700 Spruce Street, is open Monday through Friday. Call for hours of operation.

Procedure

A. Pre-Employment

Each new employee must complete the pre-employment health evaluation process prior to the first day of work. Any such person who fails to comply with these pre-employment processes will not be permitted to work.

All new employees are required to complete the following steps prior to beginning the first day of work:
1. Tuberculosis Skin Test - PPD (2 Step).
2. Chest x-ray if there is a history of a positive PPD or if newly applied PPD is positive.
3. Rubella, Rubeola (measles), and Mumps screening and immunization if no immunity exists.
4. Physical examination - performed annually for pharmacy employees who mix chemotherapy and all employees with formaldehyde or xylene exposure.
5. Hepatitis B immunization is offered to all employees. Employees are encouraged to receive the immunization at the time of hire. An employee who declines this immunization at the time of hire may choose to receive the immunization at anytime thereafter as long as the employee is working in a patient care area. Employees who may have exposure to blood and body fluid are required to sign a declination statement if they refuse the vaccine.
6. Varicella screening is done and immunization is available to employees from Employee Health if no immunity exists. Varicella immunization is required for maternal-child employees.
7. Pertussis (whooping cough) immunity is required as indicated by a recent vaccination of TDaP. The TDaP is offered to all new employees that do not have proof of recent immunizations.

B. NON-EMERGENCY TREATMENT

1. Employee Health Clinic is not intended to serve as the Employee's primary health care provider. Employees who need care for non-work related health problems should seek care from their personal healthcare provider.

2. The Employee Health Clinic will provide diagnosis and treatment of work related injuries, illnesses and hospital sponsored screenings for a particular health problem.

   a. Employees should report to Employee Health in Suite B07 of the Duncan building for the following:

      1) Work-related conditions:  
         a) musculoskeletal injuries which occurred on the job  
         b) chemical exposures  
         c) latex sensitivity/allergy  

      2) Annual physicals for Pharmacy employees who mix chemotherapeutic agents, and employees with formaldehyde and xylem exposure.

      3) Body fluid exposures including HIV post exposure prophylaxis

      4) HIV testing – specific to perceived occupational exposure

      5) Follow up for positive PPD skin test results

      6) Infection Control issues:  
         a) conjunctivitis  
         b) diarrhea – Food & Nutrition employees only  
         c) skin rashes: HSV, fungal infections, contact dermatitis  
         d) scabies/pediculosis  
         e) unprotected exposure to infectious diseases such as chicken pox, TB

3. When Employee Health is not open, Emergency Department Services may be used. However, in all cases of work-related injuries, illness and infection, employees shall report to or contact the Employee Health Clinic the next working day for follow-up.
4. An employee must obtain authorization to visit the clinic from his or her Supervisor or Service Director. An authorization form, Reference for Medical Evaluation, must be completed by the employee's supervisor and be brought to Employee Health for service.

5. When an employee is sent off the job by the Employee Health Clinic, the employee will be given a document, which should be taken to his or her Service Director before leaving the hospital.

6. Employees are not charged for initial visits or for the care related to occupational injuries and illnesses. Medication, laboratory, and radiology tests and special studies are only covered if work related.

C. EMERGENCY TREATMENT

In the event emergency treatment is required, the employee will be sent or taken to Emergency Services. Emergency Services will notify the employee’s supervisor/Service Director after the employee has received the initial evaluation.

D. IMMUNIZATIONS that are offered through Employee Health at Pennsylvania Hospital

1. Hepatitis B - immunization is offered to all employees who are considered at risk for exposure to Hepatitis B. This is offered at no charge.

2. Rubella, Rubeola (measles), and Mumps immunity is required for all employees. Immunization is mandatory if immunity cannot be verified. Vaccine will be provided at no cost to the employee. (See Employee Health policies, Section III, Infection Control Manual)

3. Influenza Vaccine - is offered yearly to employees at no charge. Health care providers are considered one of the priority groups for immunization due to their contact with ill patients. If an employee declines the influenza vaccine, a declination is required.

4. Varicella Vaccine – is offered to all employees who have no history of chicken pox and serologic confirmation of no immunity. The vaccine is required for maternal-child employees.

E. ANNUAL PPD AND TUBERCULOSIS SCREENING

In compliance with OSHA regulations and CDC recommendations, all Pennsylvania Hospital employees will have a pre-employment PPD for tuberculosis screening and annual follow-up PPDs.

1. Initial PPDs will be given to every new employee during pre-employment testing at the Employee Health Clinic. The two step process is required.
2. Follow-up PPDs will be given to every employee during their department’s assigned month for PPD screening at Employee Health or by special arrangements made by their department supervisors.

3. Specifically identified areas of high-risk exposure will be required to have PPD screenings every six months.

4. All positive TB screens will be followed up with a chest x-ray and the appropriate treatments based upon current recommendations and standards.

5. Compliance with this policy will be a condition of continued employment.

F. INFECTION PROBLEMS - For complete policies, see Section III of the Infection Control Manual

1. Gastrointestinal Disorders - Any Food and Nutrition employee with an acute gastroenteritis or diarrhea illness should not be in contact with patients or involved in direct food preparation.

2. Skin Infections and Rashes - An employee should not be in direct contact with patients or involved in direct food preparation if they have a draining sore, cut, wound, or rash.
   a. Herpes Simplex Infections - All employees with lesions must report to Employee Health for evaluation. If lesion is on face, those employed in L&D, the Intensive Care Nursery, 4&5 Preston cannot work. All others may continue to work but should avoid contact with immuno-compromised and/or pregnant patients. All employees with lesions on their hands are to remain out of work until they are dry and crusted.

3. Varicella (Herpes Zoster) (Shingles) - Employees with active, wet lesions should not be in contact with patients susceptible to infection. However, employees with lesions that can be adequately covered with clothing or other appropriate barriers may continue working with patients not susceptible to infection.

4. Communicable Diseases - Any employee with the following communicable diseases, (e.g. chicken pox, measles, mumps, rubella, hepatitis, tuberculosis) is to be cleared by Employee Health before returning to work.

5. Conjunctivitis – An employee with conjunctivitis should remain out of work until cleared by Employee Health or their primary care physician.

6. Any employee exhibiting symptoms of any of the above listed illness or any communicable disease may be sent to Employee Health for a Fitness for Duty evaluation.
7. Any employee who has been exposed to chicken pox, rubella, measles, and is not immune, is to report to Employee Health within 24 hours. These employees should not work in patient care areas during the incubation period of these diseases, as directed by Employee Health.

G. ACCIDENTAL PERCUTANEOUS OR MUCOUS MEMBRANE EXPOSURES PROCEDURE

Employee Health Services will comply with all OSHA and CDC guidelines as outlined in the Infectious Disease Control Policy for Body Fluid Exposure as found in the Infectious Disease Control Policy/Procedure Manual.

H. POLICY IMPLEMENTATION

Implementation and control of this policy are the responsibility of Senior Leadership, Service Directors and Human Resources.

/s/Kathleen Kinslow 11/10/08  
Kathleen Kinslow, CRNA, EdD, MBA  Date  
Executive Director

Disclaimer: Any printed copy of this policy is only as current as of the date it was printed; it may not reflect subsequent revisions. Refer to the on-line version for most current policy.

Use of this document is limited to University of Pennsylvania Health System workforce only. It is not to be copied or distributed outside the institution without administrative permission.