



Pre-placement Post Offer Medical Testing Program Department Instructions/Overview

- Once the department has selected a candidate for employment, a conditional offer of employment may be made pending the successful completion of background and pre-employment drug and medical screening.
- If the department’s background process consists of fingerprinting only, the pre-employment drug and medical screen can be completed at the time of conditional offer.
- If the candidate will be subject to a full background investigation, the candidate should complete the background process before the pre-employment drug and medical screening takes place.
- In either case the drug and medical screen should be completed no more than 90 days prior to the employment start date.
- The departmental hiring authority will schedule an appointment for the pre-employment drug test and medical screening with US Health Works. When scheduling the appointment please keep in mind that employee will need to complete the pre-employment drug screening within 48 hours of being directed to submit to testing. Unless the department knows the employee is available, Friday afternoon appointments are not recommended.
- The departmental hiring authority will complete the US HealthWorks “Passport”, call the facility to schedule an appointment, and **fax** or email the completed passport referencing the blocked out date and time.
- If the candidate needs to change the scheduled appointment, they may do so directly with US HealthWorks, but the **drug screen must be completed within 48 hours from the time of the conditional offer.** Drug screens can be completed on a walk-in basis Monday through Friday during the hours of 8:00 a.m. – 5:00 p.m.

US HealthWorks Facility	Phone	Fax
Modesto	(209)575-5801	(209) 575-0115
Ceres	(209) 581-9711	(209) 581-9703

- **The hiring authority should instruct the candidate that failure to complete the drug screen within 48 hours will result in the offer of employment being withdrawn.**
- Refer to the Passport to determine if screening requires fasting and how many hours of fasting may be required prior to the screening. Most screening can be completed in one visit; a few job classifications will require a second visit. For those job classifications that require a second office visit, discuss the reason for the second visit with the candidate so that they know what to expect.
- Job classifications that require a treadmill test require a minimum of 4 hours of fasting prior to the test. Job classifications that require the HazMat screening require 8 hours of fasting prior to lab work being completed.
- Job classifications that require a PPD test (TB) should never be scheduled on a Thursday or Friday as they will require a subsequent office visit 3 days after the TB test is administered so that the medical personnel can read the results of the TB test.
- The candidate must receive a drug screen clearance prior to proceeding with the medical screening. For most candidates the clearance will be given immediately. In some instances the drug screen may be inconclusive and will require further screening by a Medical Review Officer (MRO). If this should occur, the candidate will need to return to US HealthWorks to complete the screening process after the MRO has issued a clearance for the drug screen. In the event a candidate fails a drug screen after the MRO's review, the department will be notified by the CEO's office of the failure. **Candidates that fail a drug screen must wait a minimum of 6 months before reapplying for any positions with the County.**
- The Passport must be submitted with all other new hire paperwork.

Medical screenings will include:

- Medical history, including past injuries, illnesses; especially related to musculoskeletal conditions, back and Repetitive Motion Injuries (***complete forms prior to appointment***)
- Review of job classification description, including essential tasks and environmental factors
- Vital signs along with height and weight
- Physical examination including skin, eyes, ears/nose/throat, heart, lungs, abdomen, nervous system
- Musculoskeletal screening directed toward past problems and current job demands;
 - Focused back screening
 - Neck and upper extremity screening for cumulative trauma disorders
 - Lower extremity functional assessment
- Vision testing (far, near, color, peripheral)
- Hearing screen (Whisper Test); some job classifications will require more extensive hearing testing
- Dipstick urinalysis
- Lifestyle Questionnaire – physician will review to assess factors influencing candidate's general health, aimed to improve wellness and productivity.

Medical Screening Results

Hiring authority will receive a fax or email directly from US HealthWorks indicating if the employee is:

- Qualified - Pass no work restrictions identified
 - Unqualified - Work restrictions provided
 - Unqualified - Recommendations for further screening prior to final employer decision
 - Unqualified - Recommendations for disqualification
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- If the test results are “Qualified - Pass no work restrictions identified” - the Hiring Authority will proceed with the hiring process.
 - If the test results indicate work restrictions to be considered, the Hiring Authority will immediately notify the Department HR staff who will work with the CEO-Human Resources Unit to identify possible reasonable accommodations. Department HR staff will meet with the candidate to discuss possible accommodations. If a reasonable accommodation is possible and the candidate accepts, the offer will be documented and hiring process will continue.
 - If reasonable accommodation(s) have not been identified, the decision will be documented with the Department HR staff and CEO-Human Resource unit. Candidate will be notified and the conditional offer will be withdrawn.
 - If the physician determines further testing is required, the CEO’s office will be consulted to determine if the additional testing will be referred back to the candidate and their personal physician or if the additional testing will proceed at the County’s expense. The candidate will then be made aware of the need for further testing.

An example of a type of test the County would authorize would be HINT (Hearing in Noise Test) for a peace officer.

An example of a type of test the County would **NOT** authorize would be a neurological workup, hearing loss, vision loss, high blood pressure, etc. In these instances US HealthWorks will notify the County that the candidate is on medical hold. US HealthWorks will hold the file for approximately 20 days. If the candidate is unable to obtain a clearance from their primary care physician within the 20 day time period the candidate should contact US HealthWorks to explain the situation. For example if a sleep study is necessary and the candidate cannot have this completed within 20 days US HealthWorks will hold the file for an additional time period to allow this testing to be completed and to allow the candidate time to receive a clearance from their personal physician.

FAQs

- Q. What happens if an employee terminates and is later rehired?
- A. If the rehire date is **less than one year from the termination** date then the new hire will only need to be drug screened. If it has been more than a year the full drug and medical screening will be required.

If the rehire date is **less than 90 days from the termination** date a drug screen will not be required.

- Q. How will I know if the candidate is OK to hire?
- A. US HealthWorks will fax or email a clearance form back to the department hiring authority (as long as the department's fax # or email is included on the passport). US HealthWorks will also email (SCDM@STANCOUNTY.COM) a copy of the clearance to the CEO-Risk Management Division's Disability Management Unit. In the event the candidate has work restrictions or if a candidate is determined to be unqualified the department, CEO RMD Disability Management Unit and the CEO-HR Unit will also be notified. This passport should be included with the new hire paperwork.
- Q. What happens if US HealthWorks identifies a need for additional testing?
- A. For most job classifications any need for additional testing will most likely be the candidate's responsibility. They will need to see their personal physician and receive clearance from their physician before returning to US HealthWorks. In some job classifications such as law enforcement, the need for a HINT test would be paid for by the County. If this situation occurs, please contact the CEO-HR Unit for further direction.

Medical Questionnaire(s):

http://www.ushealthworks.com/Docs/USHW_Employment%20Exam%20Forms%20%20Eng.pdf

http://www.ushealthworks.com/Docs/USHW_OSHA_Respirator_Medical_Evaluation_Questionnaire.pdf

<http://lib.post.ca.gov/Publications/2-252MedicalHistoryStatement.pdf> (Peace Officer)

<http://lib.post.ca.gov/Publications/2-264MedicalHistoryStatement.pdf> (Dispatcher)

<http://www.dmv.ca.gov/portal/wcm/connect/fa2a514f-130a-4935-adba-e55ec36e234a/dl51.pdf?MOD=AJPERES> (commercial driver)