Pre-Employment Drug and Health Screening Policy

Subject: Pre-Employment Drug and Health Screening Policy
Date: 7/1/2017
Authorized by: Sara Saathoff, Associate Dean and Executive Director
Biological Sciences Division Human Resources

Purpose:

The Biological Sciences Division (BSD) is committed to safeguarding the health of employees, patients, clinical research subjects and clinical education program participants, as well as maintaining a drug-free workplace (604 – Substance Abuse). We aim to establish, promote, and maintain a safe, healthy, working and learning environment for employees, students and volunteers, and a safe and healthy environment for patients, clinical research subjects and individuals that participate in clinical education programs offered by departments in the BSD.

The purpose of this policy is to ensure that all requirements set forth herein and those of various applicable regulatory agencies, are adhered to as a term and condition of initial employment. This policy details the pre-employment drug and health screening guidelines for positions within the BSD.

This policy applies to all prospective employees (excluding faculty, other academic appointees and postdoctoral scholars) that have direct or indirect patient, clinical research subject or clinical education program participant contact, work in clinical areas, regardless of job duties or type of employment, or have contact with human or non-human primate tissue (referred to as “prospective employee(s)”).

Policy:

It is the policy of the BSD that all prospective employees, including current University employees that are undergoing a job change that will now involve direct or indirect patient, clinical research subject or clinical education program participant contact, must successfully complete a pre-employment drug and health screening to be hired. This policy also applies to employees that have no patient contact, but work with human or non-human primate tissue. For these positions, an offer of employment is contingent upon obtaining a drug and health screening clearance, in addition to any other conditions of employment that are established by the University or hiring unit.

Prospective employees that do not obtain the required drug and health screening clearance, or who refuse or are unable to complete the tests, will be ineligible for employment.

This policy is limited to prospective employees. It does not address current employees, unless noted otherwise, nor does it address other circumstances that may warrant drug testing or additional health screenings.

Note: The above policy supplements responsibilities set forth in other University policies including, but not limited to, the University’s personnel, financial and administrative policies, the Employee Handbook, the Student Manual, and any other departmental handbook, manual, policy, or procedure.
Definitions:

Employees: Staff, temporary workers, agency workers, contractors, consultants, students or independent contractors (does not apply to faculty, other academic appointees or postdoctoral scholars).

Health Screening: Vaccinations and Tuberculosis Test, or proof of same.

Direct Patient, Clinical Research Subject, and/or Clinical Education Program Participant Contact: The provision of services that require some degree of interaction between the employee and patient, clinical research subject, and/or clinical education program participant. Examples include assessment, performing procedures, teaching, and implementation of a care plan. Positions include, but are not limited to the following: nurses, medical assistants, therapists, social workers, physician assistants, genetic counselors and mental health workers.

Indirect Patient, Clinical Research Subject, and/or Clinical Education Program Participant Contact: Employees that have an impact on clinical/service outcomes but do not have direct patient contact or those who work in or have an office in a clinical area. Positions include, but are not limited to the following: medical records personnel, administrative assistants, research assistants, project assistants and clinical research coordinators.

Clinical Areas: Working in or having a presence in the following areas, including offices in these areas, regardless of the job duties:

- DCAM
- Mitchell Hospital, including the Mitchell Lobby
- Center for Care and Discovery (CCD)
- Rubloff ICU Tower
- Comer Hospital
- Any off-site outpatient clinics
- Any clinics/procedure/inpatient areas located outside of the above buildings (e.g. Cardiac Cath, Acute Dialysis, Adult Echo, Clinical Research Center, General Operating Room, outpatient Physical Therapy Services, psychiatric clinics, W3, Short Stay Unit, Sleep Lab).

Clinical Areas that are closed or cleared of patients will not be considered “Clinical Areas” for purposes of the Healthcare Clearance requirements.

Human or non-human primate tissue: Tissue samples or blood specimens.

Fit Testing: Fitting of respirator equipment for employees that enter the room of a patient on Airborne Precautions.

Patients: University of Chicago Medicine registered patients (inpatient/outpatient).

Clinical Research Subjects: Individuals who participate in clinical research protocols at University of Chicago Medicine (e.g., an individual providing a blood
sample for a DNA sequencing research project).

**Clinical Education Program Participant:** Individuals who participate in clinical education programs offered by University of Chicago Medicine (e.g., soon-to-be-parents participating in a prenatal class).

**Drug and Health Screening Clearance:** Meeting the requirements set forth in this policy.

### BSD Drug and Health Screening Procedures:

All prospective employees are required to undergo and complete a pre-employment drug and health screening process that may include some or all of the following tests:

1. Tuberculosis screening
2. Drug testing
3. Color vision testing (as determined by Occupational Medicine)
4. Rubella screening and/or vaccination
5. Rubeola screening and/or vaccination
6. Mumps screening and/or vaccination
7. Hepatitis B vaccination, history and immunization
8. Varicella-zoster (chickenpox) screening and/or vaccination
9. Particulate respirator fit testing (as required by position)

University of Chicago Occupational Medicine (UCOM) is responsible for the pre-employment drug and health screening process and will obtain and maintain all records related to same.

**A. Initiating the Drug and/or Health Screening**

Each Human Resource Professional (HRP) in the BSD is responsible for determining which positions within their supervisory organizations require a drug and/or health screening. These pre-employment screening requirements must be listed in Workday as a note during the hiring process.

The HRP will communicate the screening requirements to prospective employees and submit an appointment request to UCOM upon receipt of an accepted offer of employment. All requests must be submitted via the Drug and Health Screening Request Form. The HRP will need to obtain the following information prior to completing the Drug and Health Screening Request Form:

- Legal Name
- Date of Birth
- Hire Date
- Job Title
- Applicable Credentials

UCOM will respond to the HRP’s request with a confirmed appointment date and time. The HRP must forward a copy of UCOM’s email to the employee.

All prospective employees are responsible for contacting UCOM regarding schedule changes and to provide any additional information requested by UCOM.

**B. Drug and Health Screening Clearance**
UCOM distributes drug and health screening clearance notifications via email during weekdays. The email is sent to the HRP mailing list as well as University of Chicago HR Operations. HR Operations will fill positions that are subject to drug and/or health screenings in Workday as results are received.

Prospective employees that do not successfully complete the pre-employment drug and/or health screening process will not be permitted to work.

The HRP is responsible for notifying hiring supervisors and prospective employees that they are either “clear” or “not clear” for hire.

Results of the required screenings will be kept strictly confidential.

C. Fit Testing

UCOM will determine when Fit Testing is necessary. HRPs are not expected to make this determination.

<table>
<thead>
<tr>
<th>Related Policies and Links:</th>
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<tbody>
<tr>
<td>202 – Recruitment and Selection Process</td>
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<tr>
<td>204 – Reference and Background Checks</td>
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<tr>
<td>604 – Substance Abuse</td>
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<tr>
<td>Drug and Health Screening Request Form</td>
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## Addendum 1.1

### Drug & Health Screening Guide:

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Drug Screening</th>
<th>Health Screening</th>
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<tbody>
<tr>
<td>In-person patient, clinical research subject, or clinical education program participant contact in <em>clinical area</em></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>In-person patient, clinical research subject, or clinical education program participant contact in <em>non-clinical area</em></td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Work requires a presence in a clinical area, whether regularly or occasionally</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Exposure to human or non-human primate tissue</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Work requires personnel to briefly or occasionally pass through a clinical area</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>No patient, clinical research subject, or clinical education program participant contact</td>
<td>No</td>
<td>No</td>
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