

The University of Chicago Medical Center
Policy and Procedure Manual

Occupational Health Screening

Policy: A00-23
Issued: July 2004
Revised: March 2018

Policy:

All Medical Center Personnel must have an initial drug screening prior to beginning work. In addition, all Medical Center Personnel who work in Clinical Areas must also have a Healthcare Clearance prior to beginning work. Both the drug screenings and the Healthcare Clearance will be performed by Occupational Medicine (“Occupational Medicine”), except that U of C Students will receive their Healthcare Clearance from Student Health and Counseling Services. These screenings or waivers are required before the Hospital will issue an identification badge, which it does pursuant to [Safety Policy S03-10 – Photo Identification](#).

Occupational Medicine will consider outside records for review to meet the Medical Center’s requirements for an identification badge.

Definitions:

"Personnel" means

- employees of the Medical Center;
- employees of the Biological Sciences Division who work in the Clinical Areas;
- agency staff, contractors, per diem staff, consultants, independent contractors, and other temporary workers of the Medical Center;
- Visiting Clinical Observers (Professional, Clinical, Resident, Medical Student) see Administrative Policy A08-27)
- Medical Center volunteers.

This includes individuals performing work that directly impacts Clinical Areas (e.g. work on ventilation systems affecting those areas, delivery of hospital supplies, repairing hospital equipment); individuals who work with human tissue samples in laboratories and/or primates; visiting staff who will have contact with patients or be in patient care areas, such as permitted observers and vendors in the operating room; and Personnel with direct patient contact regardless of the area.

Working in or have a presence in a "Clinical Areas" means working in the areas listed below, including offices in these areas, regardless of the job duties.

- Center for Care and Discovery (CCD)
- DCAM

- Mitchell Hospital, including the Mitchell Lobby
- Rubloff ICU Tower
- Comer Children's Hospital
- Billings Cafeteria
- Any off-site outpatient clinics, including the Center for Advanced Care - Orland Park, South Loop, and South Shore Senior Center.
- Any clinics/procedure/inpatient areas located outside of the above buildings (e.g. , Clinical Research Center, Therapy Services, psychiatric clinics, Short Stay Unit, sleep lab). □
- Other off-site clinics, including the Huron Clinic and Care Network clinics.

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

"Healthcare Clearance" means meeting the requirements set forth in Human Resources Policies 209 and 218 and Infection Control Policy 02-15a.

Procedure:

1. Medical Center Personnel

- a. All Medical Center Personnel must have an initial drug screening as required by and completed by University of Chicago Medical Center Occupational Medicine and be cleared to work in the Medical Center prior to being allowed to report for duty.
- All Medical Center Personnel whose work requires a presence in a Clinical Area, whether regularly or occasionally, will, in addition to the drug screen, be required to have a Healthcare Clearance. UCMC Personnel whose job only requires him/her to briefly and occasionally pass through a Clinical Area does not have a presence in a Clinical Area. Medical Center Personnel may submit their TB and immunization records for review. UCMC applicants and volunteers must have a urine drug screen performed in Occupational Medicine or at a designated Quest collection site. Non-UCM personnel, including agency staff, contractors, per diem staff, consultants, independent contractors, and other temporary workers may provide documentation of a 9 or 10 panel forensic drug screen while the individual was with its current employer or school.
 - b. Occupational Medicine will determine if any of the components of the Healthcare Clearance can be waived based upon this documentation.
 - c. Upon receiving the Healthcare Clearance, the Medical Center Personnel may receive an identification badge.
 - d. Nursing Agency personnel completes the UCMC Occupational Medicine clearance Form for all agency staff certifying that the staffing agency has health information on file that meets the requirements of the UCMC Healthcare Clearance requirements. The Staffing Resource office insures that Agency personnel are compliant with all health care screening requirements.

- e. Medical Center Personnel who enter an occupied isolation room must follow the isolation precautions posted. Personnel who will enter the room of a patient on Airborne Precautions (Orange sign) or will work on the exhaust system must pass fit testing for use of a particulate respirator or PAPR training prior to entering or performing work on the isolation exhaust system. Medical Center Personnel who do not pass fit testing may not enter the room of a patient on Airborne Precautions or perform work on the isolation exhaust system under any circumstances.

2. U of C Faculty, Staff, and Students

- a. All U of C Personnel, regular and visiting, who must gain access to the Hospital property must receive an identification badge prior to being allowed to work in the hospital.
 - i. All U of C Personnel, regular and visiting, who work in Clinical Areas (as described above) must have a Healthcare Clearance by Occupational Medicine.
 - ii. U of C Personnel who do not work in Clinical Areas may be exempted from the Healthcare Clearance if the Personnel's supervisor submits a request for exemption to Occupational Medicine certifying that the Personnel will not be working in a Clinical Area. The certification should be specific. Occupational Medicine will evaluate the request and if satisfied with the certification, will exempt the U of C Personnel from the Healthcare Clearance.
 - iii. If U of C policies require a screening, including a drug screening, then UCMC will require documentation of the U of C Personnel's successful completion of such screening.
- b. A U of C Personnel who is also University of Chicago Students (including BSD Graduate Students and U of C Medical Students) or visiting medical students will be screened by Student Health, rather than UCOM. All other procedures are the same.
- c. Upon receiving the Healthcare Clearance or exemption, the U of C Personnel may receive an identification badge.
- d. Sections A(4) and A(5) above apply equally to U of C Personnel.

3. Exceptions

- a. Independent Contractors working only in Clinical Areas that are free of patients (e.g. in a vacated Clinical Area) and that will remain vacated throughout the duration of the Independent Contractor's work will be exempt from this both the drug screening and Healthcare Clearance.
- b. With a system in place that clearly identifies construction Contractors (e.g. a different color identification badge), which system must be approved by Occupational Medicine and Infection Control, construction Contractors can also be exempted from the drug screening.

- c. In those rare situations where a hospital or patient care emergency requires UCMC to use a Contractor who has not received a drug screening or Healthcare Clearance, and the Contractor is needed within four (4) days of the emergency, then the director of the department (or his or her designee) needing the contractor will notify Security and Infection Control of the emergency and, unless the Director of Infection Control objects, Security may issue a temporary ID Badge pursuant to Administrative Policy 00-22. The drug screening or Healthcare Clearance process, as required, will be started as soon as practical.

Interpretation, Implementation and Revision

Only the Vice President of HR (or designee) or the Manager of Infection Control may make exceptions to this policy.

Infection Control and Occupational Medicine are responsible for interpreting this policy.

Sharon O'Keefe
President

Cross References:

Administrative Policy A00-22

Human Resources Policies 209 and 218

Infection Control Policy 02-15a