

# YOUTH SERVICES POLICY

<b>Title:</b> Pre-Employment Health Screening / Physical Examinations for Direct Care Positions <b>Next Annual Review Date:</b> 10/04/2017	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.61
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<b>References:</b> YS Policies A.2.7 "Drug Free Workplace", A.2.12 "Personnel Records", A.2.18 "Criminal Record Check", and C.6.1 "Food Services"; ACA Standards 2-CO-1C-19 (Administration of Correctional Agencies), 4-JCF-4A-10, 4-JCF-6C-06, and 4-JCF-6D-03 (Performance-Based Standards for Juvenile Correctional Facilities)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 10/04/2013

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36.405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish procedures for pre-employment health screening/physical examinations for applicants for direct care positions.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Public Safety Services Human Resources (PSS/HR), Secure Care Human Resources (HR) Liaisons, contracted health care provider (CHP), and all applicants for direct care positions.

**IV. DEFINITION:**

***Direct Care Workers Positions*** - Any staff in a position which routinely has direct contact with the youth population. This includes, but is not limited to, Juvenile Justice Specialists, teachers/vocational educators, food service workers, social workers, CHP staff, Counselors/Case Managers, and others as determined by the Facility Director.

**V. POLICY:**

It is the Deputy Secretary's policy that applicants for direct care positions shall undergo a health screening/physical examination following a conditional offer of employment.

**VI. PROCEDURES:**

**A. Conditional Offer of Employment**

Applicants for direct care positions shall undergo a health screening/physical examination by the licensed CHP prior to employment.

**B. Pre-Employment Health Screening / Examination**

Prior to the pre-employment health screening, the "Pre-Employment Health Information" form [see Attachment A.2.61(a)], and the "Pre-Employment Health History Questionnaire" form [see Attachment A.2.61(b)], shall be completed. The applicant's criminal record check must be cleared prior to proceeding to the pre-employment examination.

Once an applicant's criminal record check has been cleared, the Facility Director/designee shall coordinate an appointment time with the CHP for the applicant's pre-employment examination. The examination shall occur as soon as possible, but no later than five (5) working days from the date the examination is requested.

**C. Health Screen/Examination Results**

The CHP shall review the "Pre-Employment Health Information" form and the "Pre-Employment Health History Questionnaire" form, prior to conducting the health screen and physical examination, utilizing the "Physical Examination" form [see Attachment A.2.61 (c)].

If the health screen results in a denial of medical clearance pending further evaluation, the CHP shall inform the facility's HR Liaison, who shall in turn inform the applicant of their responsibility to schedule a follow-up appointment with an appropriate licensed physician in the community for further evaluation and medical clearance.

The facility's HR Liaison shall also inform the applicant of their responsibility for payment of medical services provided by a licensed physician in the community to procure medical clearance.

The licensed physician performing the medical clearance must complete the "Physical Examination" form, which is a part of the pre-employment packet which can be obtained by the applicant from the facility's HR Liaison.

Applicants who fail the urine drug screen, shall also be referred to the facility's HR Liaison for information regarding their employment status.

**D. Medical Clearance**

Secure care applicants for direct care positions must receive medical clearance by a licensed health care provider prior to employment.

**E. Records**

All health and examination records shall be forwarded to PSS/HR, where they shall be maintained in a confidential file separate from the employee's personnel file pursuant to YS Policy No. A.2.12.

**Previous Regulation/Policy Number:** A.2.61

**Previous Effective Date:** 05/17/2012



**Attachments/References:** A.2.61 (a) Pre-Employment Health Information Form 4-11.docx



A.2.61 (b) Pre-Employment Health History Form 4-11.docx    A.2.61 (c) Physical Exam 5-12.docx