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	Owner:	<i>Mark Walker: Dir Respiratory Care</i>	
	Policy Area:	<i>Respiratory Care</i>	
	Policy Tag Groups:		
Applicability:	<i>UNC Medical Center</i>		

Occupational Health Service - HBH

I. Description

Describes the guidelines for staff to follow when using Occupation Health Services

II. Rationale

Occupational Health Services provides services to employees. These are the guidelines that staff should review when needing the service.

III. Policy

UNC Hospitals operates an Occupational Health Service 24 hours per day for all employees of the Hospital.

1. Should any one of the staff experience an injury or illness while on duty, he/she should contact the Respiratory Care Supervisor and then report to the Emergency Department.
2. It is imperative to report work related injuries and illnesses on an Employee Incident Report form in the event Workers' Compensation becomes necessary. Prior to leaving any patient care assignment for the purpose of seeking personal medical attention, it is required that the employee report off to another member of the Respiratory Care staff. Obviously, emergent medical needs will be handled as rapidly as possible.
3. Initial reminders of Annual Health Screening requirements will be sent to the individual employee. They are responsible for scheduling an appointment within 14 calendar days. If this deadline is not met, the Department Head will receive a list of employees who have not met requirements. If the employee continues to fail to meet Health Screening requirements, Hospital administration will be notified and will review the circumstances for disciplinary action if needed.
4. All new employees are required to complete an initial screening process consisting of an immunization review and TB test. Annual TB testing is highly recommended for all staff in the Respiratory Care Department.

Attachments: No Attachments

Applicability

UNC Medical Center