


**GUAM MEMORIAL HOSPITAL AUTHORITY
EMPLOYEE HEALTH SERVICES MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
 Florencio Lizama, MD Associate Administrator Medical Services	Medical Services	2/14/93	6202-10	1 of 2
TITLE: EMPLOYEE HEALTH SERVICES PROGRAM				
LAST REVIEWED/REVISED: 09/2011				
ENDORSED: <u>ICC 10/2011</u> , <u>MEC 01/2012</u> , <u>EMC 01/2012</u>				

PURPOSE:

- I. To improve patient health outcomes by identifying and reducing the risks of infections in hospital staff
- II. To hire employees physically able to work in the positions for which they were hired free of active communicable disease.
- III. To provide follow-up of injuries and illnesses of employees occurring on the job, and to prevent infection transmission between patient and employees.
- IV. To reduce incidence of illness among personnel and thereby reducing absenteeism through the application of work restrictions
- V. To offer vaccinations against infectious diseases like influenza, hepatitis B, measles-mumps-rubella and tetanus-diphtheria-acellular pertussis.

PROGRAM DESCRIPTION:

The Employee Health Program is part of the hospital's goal of promoting and safeguarding the health of all employees and to assure that all employees are physically able to perform their jobs. This department shall continue to assess and monitor employee health trends. A risk analysis shall be performed by the Employee Health Department. Based on the risk and data analysis, the Employee Health Department shall collaborate with the Infection Control Committee and the Environment of Care Committee in addressing employee health issues in a consistent, coordinated and systematic manner.

POLICY:

- I. It is the policy of the Guam Memorial Hospital Authority (GMHA) to assess each employee's physical ability to perform the job applied for by ensuring compliance with Employee Health Pre-employment requirements.
- II. Furthermore, it is the policy of the hospital to require satisfactory evidence of physical ability to return to work for any employee who is off work for more than 3 consecutive days due to illness.
- III. All contractual workers, volunteers and students that provide services onsite at GMHA will provide proof of TB Clearance prior to commencing work. Proof of this record must be submitted to Employee Health Services Department.

- IV. All hospital personnel must observe the Employee Health Services Program policies and procedures.
- V. Employee Health Services Department will be responsible for assessing employee health trends (e.g. work injuries, absenteeism rates, Tuberculin Skin Test (TST) converters). In addition, as a member of the Infection Control Committee, Nursing Management Committee, Environment of Care Committee, and the Performance Improvement Committee, Employee Health reports must be submitted monthly and/or quarterly based on the committee reporting time frames.

RELATED POLICIES:

MANUAL	POLICY NO.	POLICY TITLE
Infection Control Manual	6201-430	Guidelines for Application of Work Restrictions
Administrative Manual	8650-P-22	Pre-Employment Physical Examination Policy
Employee Health Manual	6202-20	Pre-Employment Clearance
Employee Health Manual	6202-40	Returning to Work After Illness
Employee Health Manual	6202-30	Employee Health Clearance for Workers Onsite GMHA