



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### TTUHSCEP Personnel Health and Medical Surveillance Policy Attachment F

#### I. PROGRAM OVERVIEW:

The components of the Personnel Health Program include the following:

- Exposure Management Program
- Required Immunization Program
- Tuberculosis Surveillance and Monitoring Program

#### II. PERSONNEL COVERED:

- TTUHSCEP Employees
- TTUHSCEP Students on Academic Assignment
- TTUHSCEP Volunteers

Personnel not served include personnel, employees or agents of an entity, which has contracted work with TTUHSC El Paso. This shall be specified in all such contracts, including the written agreement by the entity employing those workers who shall provide proper safety training and medical surveillance coverage as specified by state and federal law and good practice standards. Safety Services and Occupational Medicine can be consulted about requirements and can provide safety training and medical surveillance coverage, respectively, for a fee arrangement specified in the contract.

#### III. HUMAN RESOURCES:

TTUHSCEP staffing will consist of the following:

- Infection Control and Employee Health Nurse
- LVN for Infection Control and Employee Health
- Director of Nursing Services – program oversight

#### IV. MEDICAL RECORDS / CONFIDENTIALITY:

Medical records consisting of copies of Immunization Certificates, pre- and post-exposure immunizations administered through the Regional Institutional Personnel Health Unit intervention measures and follow up data will be confidentially maintained in Personnel Health / Infection Control for all population served. All information obtained pursuant to this policy regarding any aspect of the infectious disease status of any person shall be confidential unless disclosure is authorized or required by law.

#### V. POINT OF INITIAL CONTACT:

- Benefits eligible employees** shall meet with an Institutional Personnel Health Unit Representative during designated time slated in New Employee Orientation to complete immunization certification and receive any required immunizations.
- Non-benefits eligible employees** shall meet with a representative of the Institutional Personnel Health Unit prior to completing Human Resources in-processing at time of hire to complete immunization certification and receive any required immunizations as defined

in Attachment B: Immunization Program (may include on-call employees, student assistants, and volunteers).

- C. **Students** will provide copies of Immunization Certificates reflecting compliance with the most current State of Texas immunization requirements as part of their application process. It is the responsibility of each school to ensure that their students are in compliance. Referrals may be made to Institutional Personnel Health Unit or Student Health (Family Medicine).