



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

TTUHSC El Paso 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:

- TTUHSC El Paso Employees
- TTUHSC El Paso Students on Academic Assignment
- TTUHSC El Paso Volunteers

Personnel not served include personnel, employees or agents of any entity that has contracted work with TTUHSC El Paso. This shall be specified in all such contracts, including the written agreement by the entity employing the workers to provide proper safety training and medical surveillance coverage as specified by state and federal law and good practice standards. Safety Services and Occupational Health 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:

TTUHSC El Paso staffing will consist of the following:

- Infection Control/Occupational Health Nurse
- Certified Medical Assistant (CMA) for Occupational Health
- Coordinator for Occupational Health
- Director of Quality Improvement/Occupational Health - program oversight

IV. MEDICAL RECORDS/CONFIDENTIALITY:

Medical records consisting of copies of immunizations, pre- and post-exposure lab work, and immunizations administered through the institution's health program will be confidentially maintained in occupational health files for all populations served. Pursuant to this policy, all information obtained 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:

- A. **Benefits-eligible employees** shall meet with an Occupational Health representative. Preferably, screening will be completed before New Employee Orientation (NEO) or during the first week of employment. It is the responsibility of the department to ensure that their employees are in compliance.

- B. **Non-benefits-eligible employees** shall meet with an Occupational Health representative, preferably before NEO or during the first week employment/classes. It is the responsibility of the department to ensure that their staff members are in compliance (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.