

FAQs

1. What is the function of Employee/Student Health (ESH)?

ESH is responsible for pre-employment health screening of all employees and re-assessment of the health status each year. New employees must receive health clearance from ESH before being placed on the payroll and before beginning their work assignment.

2. Where is ESH, what are the hours of operation and contact numbers?

ESH is located in Jacobsen Hall, 4th Floor. Hours of operation are 7:30 – 5 pm. Telephone is: 315-464-4260, FAX is: 315-464-5471 and Department E-mail is: ESHealth@upstate.edu

Questions regarding health requirements may be directed to:

Nancy Marley-O'Mara, Staff Assistant at: 315-464-4576 or MarleyON@upstate.edu

3. What is required for health clearance?

Completion of a medical history form and physical examination within **6** months prior to beginning employment; proof of immunity to rubella, rubeola, mumps, varicella, hepatitis B and surveillance for tuberculosis. Complete and pass a pre-employment drug screen. Completion of an OSHA Respiratory questionnaire and N95 respirator fit-testing is also required.

4. Why is a physical examination required for health clearance?

The New York State Health Code (Title 10, Section 405.3) states the requirement for a physical examination and recorded medical history for all personnel including all employees, members of the medical staff, students, and volunteers, whose activities are such that a health impairment would pose a potential risk to patients. The examination shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to the patient or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

5. What are the options for having is the physical examination done?

The physical examination can be scheduled and performed at ESH if you are in Syracuse prior to May 26th, which is the deadline to submit the completed documents. However, the physical examination can be performed elsewhere by your personnel health provider if you choose. All forms should be uploaded to MedHub by the deadline. The ESH Director carefully reviews all medical histories and physicals. Re-examination may be necessary if there are concerns about the findings or completeness. To make an appointment with Employee/Student Health contact Nancy Marley-O'Mara at 315-464-4576 or e-mail MarleyON@upstate.edu

6. What is required for documentation of immunity to rubella, rubeola, mumps, varicella* and hepatitis B?

Proof of immunity by antibody titers indicating an adequate level of protective immunity. Dates of vaccination alone are not acceptable. Titers may be done through ESH prior to May 26th or documentation of testing done elsewhere may be submitted. **A copy of the lab report must be submitted for each titer.**

Varicella* (chicken pox) –requires **ONE** of the following:

- Documentation of (2) Varicella vaccines
 - Copy of the vaccines must be enclosed.
- OR**
- Antibody Titer (IgG)
 - Copy of the lab report must be enclosed.
 - If negative titer, documentation of updated immunization is required.

7. What forms must be completed?

- Medical History and Report of Medical Examination
- Allergy History Form
- Resident Release of Medical Information Authorization Form
- OSHA Respirator Medical Evaluation Questionnaire.

Required forms are available through **MedHub** and the following:

<http://www.upstate.edu/health/incoming/forms.php>

Contact Employee/Student Health at 315-464-4260 for questions.

- **Additional requirements:**
 - Childhood immunization records
 - Results of mandatory drug screen

8. Is drug screen testing mandatory?

Yes, it is mandatory you take and pass the required drug screening. The drug testing must be done at any **LABCORP** facility in the United States that conducts 'EMPLOYEE SCREFFENING'. **NOTE: NOT** every **LABCORP** site does Employee Screening.

****** Check their website at: (<https://www.labcorp.com/wps/portal/findalab>)

- It is **mandatory** you **USE THE FORM** provided by Upstate Medical University.
- LabCorp appointments are not necessary; however, hours vary at every location.
- It takes approximately **one full week** for Employee Health (EH) to receive your results, so please plan accordingly.
- You will **NOT** be allowed to start work until this requirement is complete.
- **IMPORTANT:** You must take a GOVERNMENT issued form of identification such as a PASSPORT, STATE DRIVER'S LICENSE, etc. when going for your drug screen.

9. What is the process for tuberculosis screening?

All incoming residents will be required to have a tuberculin skin test (TST) placed by Employee/Student Health on campus prior to beginning employment if prior testing has been negative (non-reactive). Previous BCG administration does not negate the need for TST testing.

10. Can the tuberculosis skin test be done elsewhere?

No. However, if you are in the Syracuse area prior to orientation, you are encouraged to make an appointment with Employee/Student Health to complete TST and N95 mask fit testing prior to orientation week. Otherwise, these will both be done during orientation.

11. Will QuantiFERON-TB Gold (interferon-gamma release assay) or T-Spot testing be accepted as an alternative to the tuberculin skin test?

Yes, but it must be done at **your expense within 30 days** of beginning employment at Upstate. IGRA is not used for routine TB surveillance at Upstate. Tuberculin skin tests will be used for TB surveillance during your employment here.

12. What if tuberculin skin testing was positive in the past?

Proper documentation of the positive reaction is required (date, facility that administered the TST, and millimeters of induration). A chest x-ray report within **12 months** of beginning employment will be required. If you have received INH treatment, please provide date of start and completion of treatment.

13. What if health clearance is not completed?

Employee/Student Health will provide a health clearance card when all components of the health clearance process are completed, which allows Payroll Services to issue an Upstate ID card. New housestaff will not be allowed to begin employment on July 1st if the health clearance process has not been completed.