

**TO:** Incoming Residents  
**FROM:** Jarrod Bagatell, MD, Director  
Employee/Student Health  
**DATE:** March 2018  
**SUBJECT:** PRE-EMPLOYMENT HEALTH CLEARANCE REQUIREMENTS

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 NOTE

All forms are due by: **May 18, 2018**

**Pre-Employment Requirements:**

1. **Medical History and Report of Medical Examination**
2. **Childhood Immunization Record or antibody titers** (blood test)
3. **Allergy History Form**
4. **Resident Release of Information Form**
5. **OSHA Respirator Medical Evaluation Questionnaire** (questions 1-9)
6. **Results of Occupational pre-employment urine drug screen testing**

Health clearance forms are included in the information from the Graduate Medical Education office available on **MedHub** and also available at: <http://www.upstate.edu/health/incoming/forms.php>  
Contact the Employee/Student Health Office at (315) 464-4260 if you anticipate any delay in completing the health clearance requirements.

**1. Medical History and Physical Examination (UPSTATE forms must be used)**

- Complete the Medical History form
- Physical exam by a licensed provider\* is required within 6 months prior to beginning employment.  
**\*Valid documentation of the provider performing the exam is required with complete and legible contact information for verification.**
- Physical exams may be performed by **appointment** at Employee Health prior to May 18th by calling (315) 464-4260 and request to speak with "Marley" (Nancy Marley-O'Mara).

**2. Immunization Documentation per the following guidelines:**

- **Rubella** (German Measles) **One** of the following is required:
  - Documentation of (1) dose of MMR on or after first birthday  
**OR**
  - Rubella antibody titer (requires blood test) - copy of the lab report must be enclosed
- **Rubeola** (Measles) **One** of the following is required:
  - Documentation of (2) doses of MMR on or after first birthday and separated by at least 28 days  
**OR**
  - Rubeola antibody titer (requires blood test) - copy of the lab report must be enclosed
- **Mumps** **One** of the following is required:
  - Documentation of (2) doses of MMR on or after first birthday and separated by at least 28 days  
**OR**
  - Mumps antibody titer (requires blood test) - copy of the lab report must be enclosed

- **Varicella** (Chicken Pox) **One** of the following is required:
  - Documentation of (2) Varicella vaccines on or after first birthday and separated by at least 28 days **OR**
  - Varicella antibody titer (requires blood test) - copy of the lab report must be enclosed
- **Hepatitis B Surface Antibody Titer (IgG): (blood test mandatory for Hep-B)**
  - Copy of lab report must be enclosed indicating protective immunity
  - If negative titer, vaccination is available through Employee Health at no charge

**\*\* NOTE \*\***

Insufficient documentation of prior vaccinations, followed by antibody titers with a negative or equivocal result will require subsequent booster vaccines. **Call Employee/Student Health with any questions (315-464-4260).**

- **Tetanus, Diphtheria, Pertussis Vaccination** (Tdap)
  - Documentation of (1) Tdap vaccination
- **Influenza vaccination**
  - Documentation of current flu vaccine, applicable during the flu season

### 3. Tuberculosis Screening



**ALL incoming residents are required to have a tuberculin skin test (PPD) placed by Employee/Student Health on campus prior to the start of employment.**

**\* (Previous BCG vaccine does not negate the need for PPD testing) \***

If you are in the Syracuse area, you are encouraged to make an appointment with Employee/Student Health to complete PPD and N95 mask fit testing **prior** to orientation week. Contact Employee/Student Health at (315) 464-4260.

- If no history of prior positive tuberculin skin test:
  - PPD will be placed on **Friday, June 22** at orientation and read **Monday, June 25**.
  - A second PPD will be placed within 2 weeks to complete required two-step testing unless documentation of a prior PPD, within one year of the above date is submitted.
- If documented history of a positive PPD skin test in the past:
  - Required: Documentation of date placed, date of positive reaction, millimeters of induration of the PPD, name and title of who read the PPD.
  - Required: Lab report of chest x-ray within **12 months** prior to beginning employment.
  - Provide documentation if you have received INH treatment



**If the above tuberculosis pre-employment screening is not completed by 6/29/18, you will not be allowed to begin hospital duties on 7/1/18.**

### 4 Resident Release of Information Form

- Authorization to provide documentation of health clearance, evidence of immunizations and TB screening to other clinical training sites.

### 5. OSHA Respirator Medical Evaluation Questionnaire (questions 1 – 9)

- Required medical questionnaire for N95 respirator fit-testing.

### 6. Drug Screening

- All employment offers for incoming residents are contingent upon the successful completion of drug screening. **Results must be received prior to June 29, 2018.** The results of such screening will be interpreted pursuant to the laws and internal policies applicable to Upstate Medical University.