UF **Occupational Medicine Program**
UNIVERSITY *of* FLORIDA

**Health Assessments
at the University of Florida**
A Part of the Occupational Medicine Program

How does the health assessment process work?

Step 1   Department

A. Supervisor identifies job duties that apply to a position by completing Supervisor Checklist
B. Administrative staff enters applicable job duties
   Navigation for positions with numbers: myUFL>UF Departmental Administration>ePAF Home Page
   Navigation for positions without numbers: https://connect.ufl.edu/ehs/occmed/pages/inop.aspx
C. Posts vacancy and interviews candidates
D. Makes an offer of employment
E. Upon job offer acceptance, initiates health assessment
   - Schedules appointment with provider* **or**
   - Provides forms to individual for completion and submission to the provider **or**
   - Requests waiver from EH&S if health assessment has been previously met
   - Submits Payment Authorization Form for OCCMED Clinic Services if **not** submitting waiver request.

*Provider within Gainesville area is SHCC's Occupational Medicine (OCCMED) Clinic.
 Contact OCCMED Clinic at (352) 294-5700 for provider outside Gainesville area.

Step 2   Individual

A. Completes applicable health assessment forms and submits to provider for review
B. If required, attends scheduled appointment with provider
C. Completes any required ancillary tests
D. Begins work after successfully completing health assessment requirement

Step 3   Provider

A. OCCMED Clinic performs health assessment for individuals in Gainesville area and maintains all confidential medical records. Provider outside Gainesville performs health assessment and emails directly to the Clinic at:
   OccMedClinic-RiskAssessment@ahc.ufl.edu
B. OCCMED Clinic enters health assessment status in myUFL

Waiver Option   Environmental Health and Safety

A. Reviews waiver request from department if health assessment has previously been met
B. Enters waiver status in myUFL

Step 4   Department

A. Allows individual to begin work after cleared from health assessment:
   myUFL>Workforce Monitoring>Physical Exam
B. B. Monitors required subsequent health assessment:
   Department Next Exam Report

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FAQ's for hiring departments

What Job Duties require a health assessment?

- General physical activity:
  Climbing   Frequent reaching   Heavy lifting
  Kneeling   Repeated bending
  Repetitive pulling/pushing
- Animal contact
- Asbestos work
- Commercial driver license
- Contact with human blood or OPIM

- BioPath (*work in BSL2+ or BLS3 lab*)
- Law Enforcement
- Noise (*work in area of excessive noise*)
- Patient contact
- Pesticide use
- Respirator use
- Scientific Research diving
- Special purpose vehicle operation

Why are health assessments needed?

- Health Assessments protect the safety and health of the individual, along with the employees, students and the general public with whom the individual may come in contact in the course of their duties.
- The University of Florida requires that employment in positions with covered job duties be subject to the successful completion of a health assessment – a job offer is contingent upon the favorable results of the post-offer preplacement health assessment.
- Health assessments cover work in certain known risk situations that is governed by federal, state or local standards.

Who is Involved?

University of Florida Hiring Departments/Units
- Supervisors
- Department hiring administrators

Medical Providers
- Occupational Medicine (OCCMED) Clinic
- Physicians, ARNPs, clinics outside the Gainesville area

Individuals
- Applicants for employment
- Current employees
- Volunteers
- Visitors
- Students
- Contractors

Human Resource Services
- Recruitment and Staffing
- Classification and Compensation

Environmental Health & Safety
- Occupational Medicine Coordinator

What does a health assessment include?

- Physical exam
- Health history
- Record review
- Immunizations/tests
- Ancillary tests

Where are health assessments done?

- SHCC OCCMED Clinic
- Local provider outside Gainesville area

When are health assessments required?

- When a department makes an offer of employment for a position where duties are in the identified risk areas
- When a department changes the position duties into the identified risk areas
- Periodically defined by Program