

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/occmmed/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

*Provider within Gainesville area is SHCC's Occupational Medicine (OCCMED) Clinic.
* Provider outside Gainesville area is local provider

Job Duties that require a health assessment

- General physical activity
Climbing, Frequent reaching, Heavy lifting, Kneeling, Repeated bending, Repetitive pulling/pushing, Special purpose vehicle operation
- Animal contact
- Asbestos work
- Commercial driver license
- Contact with human blood or OPIM
- Human pathogen research (work in BSL2+ or BLS3 lab)
- Law Enforcement
- Noise, work in area of
- Patient contact
- Pesticide use
- Research diving
- Respirator use

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. Student Health Care Center performs health assessment for individuals in Gainesville area and maintains all confidential medical records
Provider outside Gainesville performs health assessment and faxes directly to the SHCC
- B. SHCC enters health assessment status in myUFL

Health Assessment Procedures

<http://shcc.ufl.edu/files/2011/08/policy.pdf>

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
- A. Monitors required subsequent health assessment
 - Department Next Exam Report

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FAQ's for hiring departments

Who is Involved?

University of Florida Hiring Departments/Units

- Supervisors
- Department hiring administrators

Individuals

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

Medical Providers

- Student Health Care Center (SHCC)
Occupational Medicine (OCCMED) Clinic
- Physicians, ARNPs, clinics outside the
Gainesville area

Human Resource Services

- Recruitment and Staffing
- Classification and Compensation

Environmental Health & Safety

- Occupational Medicine Coordinator

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

Where are health assessments done?

- SHCC OCCMED Clinic
- Local provider outside Gainesville area

Why are health assessments needed?

- Health Assessments protect the safety and health of the individual and of 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.

What does a health assessment include?

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