

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Employee Tuberculosis Screening	Page 1 of 5
	NUMBER: 31-SEM-09
RULE/CODE REFERENCE:	SUPERSEDES: 31-SEM-09 dated 04/24/13
RELATED ACA STANDARDS: 4-4386; 1-HC-2A-09	EFFECTIVE DATE: December 1, 2013
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage all the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish guidelines for the implementation of employee tuberculosis (TB) screening within the Department.

III. APPLICABILITY

The policy applies to all employees of the Ohio Department of Rehabilitation and Correction.

IV. DEFINITIONS

Indurated - An area of hardened tissue.

Tuberculosis – (TB) An infectious disease caused by Mycobacterium Tuberculosis (MTB).

Tuberculin Skin Test – (TST) An intra-dermal injection using a purified protein derivative (PPD) to test for the presence of tuberculosis infection.

Two-Step Skin Test – Administration of the Tuberculin Skin Test a second time after the original skin test. Two-step testing is used to improve the interpretation of tuberculing skin tests especially in persons who are required to undergo periodic testing.

TB Symptom Screening - An evidence-based screening tool that reviews symptoms of TB to determine if a person is likely to have active TB.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to give two-step tuberculosis skin tests to all new direct care staff prior to job assignment. Tuberculosis (TB) symptom

screening conducted by DRC nursing staff shall be completed annually thereafter as an integral component of the Department's TB surveillance and control program.

VI. PROCEDURES

- A. All direct care staff to include all employees who are hired to work in an institution setting, visit such facilities or have regular contact with offenders, shall receive a two-step tuberculosis skin test prior to job assignment during orientation.
1. Staff employed by institutions shall have testing performed at the institution that is employing them and it shall be documented on the Employee TB Status Documentation Form (DRC5232).
 2. Direct care staff employed by private contractors shall have TB testing done as dictated by the private contractor's policy and procedure.
 - a. Documentation of such testing shall be submitted for inclusion in the contractor's file prior to job assignment.
 - b. If the contractor is unable to obtain a two-step TB skin test due to shortages of tuberculin, they will be required to see their own health care provider for clearance to work that will be documented on the Contract Staff Tuberculosis Symptom Screen (DRC5543).
 - c. As with DRC staff, TB symptom screening conducted by DRC healthcare staff shall occur annually thereafter.
 3. Adult Parole Authority staff shall have the testing performed at a local institution and documented on the Employee TB Status Documentation Form (DRC5232).
 4. Affected Operation Support Center staff shall have the testing performed as outlined in section D of this policy.
 5. Evaluation of TB skin test results and follow-up of positive skin test results shall follow the procedures outlined in sections I through M of this policy.
- B. All Department employees are strongly encouraged to participate in the annual TB symptom screening program due to the greater prevalence of TB in the correctional setting. Such screening however, is mandatory for all employees who work in an institutional setting, visit such facilities, or have regular contact with offenders.
1. Some employees have a somewhat decreased risk of exposure because they:
 - a. Do not work in an institution setting; and
 - b. Do not visit such facilities; and
 - c. Do not have regular contact with inmates or offenders.

2. While these employees are still strongly encouraged to participate despite work location or job duties, participation in the annual TB symptom screening program is not mandatory.
 3. An employee whose job duties fit the above noted criteria, and who does not wish to participate in the screening program, must submit a completed notice of refusal to participate in writing using the Annual TB Screening Exemption (DRC5453) to her/his supervisor.
 4. The supervisor shall determine whether or not the employee's job duties fall within the above noted criteria. If applicability is confirmed, the supervisor shall document this on the refusal form and forward it to the Office of Correctional Healthcare (OCHC) Infection Control Manager.
 5. Upon receipt by OCHC of an employee's signed refusal form, he/she shall be scheduled for consultation with healthcare staff representing OCHC. This consultation shall include a review of the risk factors and signs of active TB disease and encouragement to re-consider symptom screening.
 6. If, after counseling, the employee decides to participate in the annual TB screening program, then the TB symptom screening shall be administered.
- C. The OCHC Infection Control Manager shall oversee the training program provided to all medical staff statewide in administration of TB skin testing and symptom screening process. Each institutional Healthcare Administrator is responsible for ensuring that training is provided to medical and nursing staff to specifically address the correct method of:
1. Administration of a two-step tuberculin skin test;
 2. Reading and interpretation of a two-step tuberculin skin test;
 3. Documentation of test results on the Employee TB Status Documentation (DRC5232);
 4. Administration of annual TB symptom screening; and
 5. Documentation of TB symptom screening results on the Employee Tuberculosis (TB) Symptom Screen (DRC5057).
- D. Annual symptom screening shall be provided on-site for Operation Support Center employees. Notification of the dates and times of screening shall be made by the OCHC Infection Control Manager two weeks prior to the screening program.
- E. Annual symptom screening for Adult Parole Authority (APA) field staff shall be available at a DRC institution located within their region or OSC, per mutual agreement between the institution and the Regional Director, and at a time established by institution medical or OSC staff.
- F. The nursing staff at the institution shall provide TB symptom screening on-site on an annual basis.
1. The institution health authority shall determine a means of scheduling the screening that best meets the institution's needs and assures that annual screening is done.

2. Each institution health authority shall develop a process for notifying institution personnel of the scheduled screening at least two weeks in advance of the testing.
- G. Tuberculin two-step skin tests administered on hire are evaluated in accordance with Medical Protocol C-3, Tuberculosis Screening Guidelines.
1. Test results must be documented for each employee.
 2. The test results shall be confidential and shall be secured in a separate medical file that is retained by the institution Personnel Department.
- H. Any employee who has a positive two-step skin test result upon hire shall be screened for signs and symptoms of active tuberculosis and shall receive counseling about tuberculosis and the meaning of a positive result at the time the skin test is read. The employee shall be referred to his/her personal physician with a document that notes when the test was administered and when it was evaluated, the measurement of the reaction, and any signs and symptoms of active TB reported by the employee.
- I. All employees who report a history of a prior positive TB skin test must provide written documentation of this test result and clearance from their own healthcare provider for work. The employee shall be responsible for any costs associated with obtaining this documentation upon hire and annually thereafter.
- J. Employees may choose to go to their family physician or alternative site for initial two-step TB skin testing or for annual symptom screening; however, they must do this on their own time and expense.
1. These employees shall have 30 calendar days from hire or the date of annual institutional symptom screening to provide proof of outside testing or screening results.
 2. These test results must be provided to the medical department designee for placement in the employee's confidential medical file, which is to be kept in the Personnel Department, but separate from the personnel record.
- K. All staff testing positive for tuberculosis upon hire or screening positive upon annual screening must be evaluated by their personal physicians and shall present documentation of this evaluation for inclusion in their confidential medical file.
1. If the employee tests positive on the two-step TB skin test for latent tuberculosis upon hire, it does not require that the employee be off duty until results of the evaluation are received. The employee may return to duty immediately after the evaluation unless ordered to remain off work by the treating physician.
 2. If the employee screens positive for active tuberculosis during annual symptom screening, it does require that the employee be off duty and out of the worksite immediately and remain so until cleared for return to work by their personal physician. Documentation of this clearance must be provided before the employee may return to work.

3. Administrative leave with pay shall be granted for the initial visit to the employee's personal physician for evaluation (If that visit can only be scheduled during work hours). Administrative leave with pay shall also be granted for the remainder of the shift if an employee is required to be off duty immediately following a positive TB symptom screen for active TB during annual screening. Any additional time off must be covered in accordance with the normal sick leave procedures.
 4. Any co-payments associated with follow-up evaluation of the initial positive TB skin test may be submitted to the institution business office for reimbursement.
- L. Employees who have past positive TB skin tests shall be evaluated by their personal physician annually.
1. Any associated absence during scheduled work hours must be covered in accordance with normal sick leave procedures.
 2. The procedure outlined in above Section K-1 shall be followed for this annual follow-up.
- M. Failure to comply with annual TB symptom screening for those who are required to participate may result in disciplinary action for failure to comply with DRC policy and/or insubordination.
- N. Refer to Medical Protocol C-3, Tuberculosis Screening Guidelines for procedural detailing of ordering, education for test recipients, and storage of Tuberculin PPD solution used in tuberculosis skin testing.

Related Department Forms:

Employee TB Status Documentation	DRC5232
Annual TB Screening Exemption	DRC5453
Contract Staff Tuberculosis (TB) Symptom Screen	DRC5543
Employee Tuberculosis (TB) Symptom Screen	DRC5057