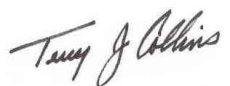


STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: Employee Tuberculosis Skin Testing	Page 1 of 5
	NUMBER: 31-SEM-09
RULE/CODE REFERENCE:	SUPERSEDES: 31-SEM-09 dated 03/28/07
RELATED ACA STANDARDS: 4-4386	EFFECTIVE DATE: June 23, 2008
	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 skin testing 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: An infectious disease caused by Mycobacterium Tuberculosis (MTB).

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

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to give tuberculosis skin tests to all new direct care staff prior to job assignment and to conduct such testing 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 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 documented on the Annual TB Employee 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. As with DRC staff, tuberculosis skin testing shall occur annually thereafter.
  3. Adult Parole Authority staff shall have the testing performed either at a local institution, and documented on the Annual TB Employee Status Documentation Form (DRC5232), or by their personal physician as outlined in section E.
  4. Affected Central Office staff shall have the testing performed as outlined in section D.
  5. Evaluation of TB skin test results and follow-up of positive skin test results shall follow the procedures outlined in sections I through N.
  6. Subsequent TB skin testing shall occur annually, as scheduled by the work site; however it is not necessary to repeat the TB skin test in less than six months following the initial skin test.
- B. All department employees are **strongly** encouraged to participate in the annual TB screening program due to the greater prevalence of TB in the correctional setting. Such testing, 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 skin testing 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 using the Annual TB Skin Test 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 Bureau of Medical Services (BOMS) Infection Control Manager.
  5. Upon receipt by BOMS of an employee's signed refusal form, he/she shall be scheduled for consultation with staff representing BOMS. This consultation will include a review of the

- risk factors and signs of active TB disease. If the employee presents any symptoms that may cause concern, then referral to his/her personal physician for any necessary follow-up will be made.
6. If, after counseling, the employee decides to participate in the annual TB screening program, then the TB skin test will be administered on-site if testing supplies are still available. If the necessary supplies are not available, the employee will be referred to her/his personal physician or the local public health department.
- C. The BOMS Infection Control Manager will oversee the training of all medical staff in the correct method of:
1. Administration of the tuberculin skin test,
  2. Reading and interpretation of the tuberculin skin test, and
  3. Documentation of test results.
- D. TB skin testing will be provided on-site for Central Office employees. Notification of the dates and times of testing and evaluation shall be made by the BOMS Infection Control Manager two weeks prior to the screening program.
- E. TB skin testing for Adult Parole Authority (APA) field staff may be available at a DRC institution located within their region, per mutual agreement between the institution and the APA Regional supervisor, and at a time established by institution medical staff.
1. When such testing is not available, APA field staff shall contact their family physician or public health Department to arrange for annual TB skin testing
    - a. Requests for reimbursement of any fees or co-payments charged should be submitted to the applicable business offices, so the testing is done at no expense to the employee.
    - b. Documentation of this testing must be returned to Personnel within thirty (30) days from the posted testing date for placement in the employee's confidential medical file.
- F. The nursing staff at the institution shall provide TB skin testing on-site on an annual basis.
1. The institution health authority shall determine a means of scheduling the testing that best meets the institution's needs and assures that annual testing is done.
  2. Each institution health authority shall develop a process for notifying institution personnel of the scheduled testing at least two weeks in advance of the testing.
- G. Tuberculin skin tests are evaluated 2-3 days after being administered.
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 skin test result 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. The employee will be responsible for any costs associated with obtaining this documentation. If no written documentation is available, then the employee must submit to a TB skin test, as defined by the Ohio Department of Health and the Centers for Disease Control.
- J. Employees may choose to go to their family physician or public health department for testing; however, they must do this on their own time and expense.
  - 1. These employees shall have 30 days from the posted institution testing date to provide proof of outside testing 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 must be evaluated by their personal physicians and shall present documentation of this evaluation for inclusion in their confidential medical file. Note: This 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.
  - 1. Administrative leave shall be granted for the initial visit to the employee's personal physician for evaluation. Any additional time off must be covered in accordance with the normal sick leave procedures.
  - 2. 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 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 Section M.1 shall be followed for this annual follow-up.
- M. Failure to comply with annual TB skin testing for those who are required to participate may result in disciplinary action for failure to comply with DRC policy and/or insubordination.

Related Department Forms:

Annual TB Employee Status Documentation	DRC5232
Annual TB Skin Test Exemption	DRC5453