

HUMAN RESOURCES MEMORANDUM 17-013		DATE ISSUED: 6/20/2017
SUBJECT: PRE-EMPLOYMENT MEDICAL SCREENING PROCEDURE		REFERENCE: None
TO: DGS Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to reiterate the requirements set forth by the California Department of Human Resources (CalHR) Medical Program regarding the pre-employment medical screening of candidates.

Policy

It is the policy of the Department of General Services, in accordance with State civil service laws, rules, and policies, to require completion and submission of pre-employment clearance documents prior to the effective date of appointment (acceptance of a job offer and prior to first day of work).

Please ensure medical files are completed prior to delivery to the CalHR Medical Program. Failure to adhere to and provide the required, completed documents will result in a rejection of receipt of the medical file and will delay the hiring process.

Required Documents for Pre-Employment Screening

Requirements for Non-Peace Officers

Effective immediately, the following documentation must be completed for all non-peace officer classifications and/or positions subject to pre-employment medical screening in order for the CalHR Medical Program to commence the evaluation process. A completed medical file must be submitted to the CalHR and must contain the following:

1. Informed Consent [HIPAA] Release Form
2. Written Conditional Job Offer, signed by the candidate
3. Completed Health Questionnaire, STD. 610
4. Current Duty Statement for candidate's prospective position

Required Documents for Pre-Employment Screening - continue

Requirements for Peace Officers

Effective immediately, the following documentation must be completed for all peace officer classifications and/or positions in order for the CalHR Medical Program to commence the evaluation process. A completed medical file must be submitted to the CalHR and must contain the following:

1. Informed Consent [HIPAA] Release Form
2. Written Conditional Job Offer, signed by the candidate
3. Completed Medical History Statement/Medical Examination Report: POST 2-252 and 2-253
4. Current Duty Statement for candidate's prospective position
5. Completion of the following tests are required as part of the medical evaluation examination:
 - a. **Visual Acuity:** Both the corrected and uncorrected vision should be recorded for evaluation by POST standards. Visual acuity should be recorded for each eye individually and for both eyes together, with and without correction. POST standards recommend 20/20 for each eye and for both eyes together for distance vision. The minimum acceptable visual acuity would be: 20/20 in the better eye, 20/40 in the weaker eye, and 20/20 combined with or without correction. Provide peripheral vision results on the examination. For further reference, see Guidelines from the POST Medical Screening Manual for California Law Enforcement, Chapter XI: Vision.
 - b. **Ishihara Color Vision:** An Ishihara color vision test should be completed with a minimum of 14 to 24 plates. Record as normal or abnormal and please document the number of plates correct from the total attempted. Example: 10 correct/14 total. For further reference, see POST Medical Screening Manual for California Law Enforcement, Chapter XI: Vision Guidelines, pgs. XI-7-9 and 45-57.
 - c. **Audiogram:** Obtain a "pure tone threshold test using appropriate psycho physical techniques conducted for each ear separately at 500, 1000, 2000, 3000, 4000, and 6000 Hz in an ANSI approved sound-treated booth (ANSI S3.1-1999) with equipment calibrated to ANSI standards (ANSI S3.6-1996). The test should be conducted by a certified audiologist, or CAOHC-certified 'Hearing Conservationist'." (POST Medical Screening Manual for California Law Enforcement, Chapter XII: Hearing Guidelines, pg. XII-7.)
 - d. **Urinalysis:** Dipstick only, unless it is abnormal.
 - e. **EKG:** Standard 12 lead EKG with brief rhythm strip and interpretation is required.
 - f. **Spirometry:** "Spirometry should be conducted on all candidates. Valid pulmonary function testing requires that the tests be performed by trained technicians in strict accordance with the American College of Occupational and Environmental Association (ACOEM) and the American Thoracic Society (ATS) standardized techniques (ATS, 2005: ACOEM, 2011). This includes setting the spirometer to use the NHANES III reference range values (ATS, 2005)." (POST Medical Screening Manual for California Law Enforcement. Chapter X: Respiratory System, pg. X-3.)
 - g. **Lab Work:** All candidates 35 years of age or older (or with any positive medical history), will also need a CBC, a chemistry panel including lipids, and Hemoglobin A1c.
 - h. **Additional Tests:** The Medical Officer will advise on any additional tests required.

Informed Consent [HIPAA] Release Form

The candidate must complete and sign the Informed Consent [HIPAA] Release Form for each Healthcare Provider (doctor, hospital, clinic, etc.) listed on the STD. 610 or POST 2-252 and 2-253 forms.

The required Informed Consent [HIPAA] Release Form can be found under the forms section.

Health Questionnaire / Medical History Forms

Completion of the STD. 610 or POST 2-252 and 2-253 is mandatory and must be completely filled out by the candidate and examining licensed physician. Please inform the candidate to include the physician's name, address, and phone number on the applicable form. Please note that physician's assistants, registered nurses, etc., may not sign for the physician.

The current version of the STD. 610 has a revision date of February 2017 and can be found below. Previous versions of this form will no longer be accepted.

Duty Statement

A copy of the duty statement of the position the candidate is applying for must indicate the essential functions of the position.

Forms

- [Informed Consent \[HIPAA\] Release Form](#)
- POST 2-252: <http://lib.post.ca.gov/Publications/2-252MedicalHistoryStatement.pdf>
- POST 2-253: <http://lib.post.ca.gov/Publications/2-253MedicalExamReport.doc>
- STD 610: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std610.pdf>

Questions

Questions regarding this memorandum can be directed to your assigned Classification and Pay Analyst.

LISA YORK, Personnel Officer
Office of Human Resources

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