
Human Resources Policies

Finance

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Medical Exams Policy

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Applies to: (examples; Faculty, Staff, Students, etc)

Faculty , Staff

Policy Overview:

Issued: 07-01-2016

Next Review Date: 10-27-2023

Frequency of Review: Annually

Some University positions require that an applicant satisfactorily complete a pre-employment medical exam to determine whether the employee is capable of performing the essential functions of the position as a condition of the employment offer. Physical and/or psychological examinations are given by the University's designated provider at no cost to the applicant. However, if the provider finds it necessary to perform procedures other than those required by a routine exam or to refer the applicant to an outside specialist, those additional expenses will be the responsibility of the applicant. UHSP complies with all laws and regulations regarding medical exams including. Americans With Disabilities Act (ADA), Missouri Human Rights Act, Genetic Information Nondiscrimination Act (GINA), and applicable laws prohibiting discriminatory hiring practices.

Applies to:

Prospective faculty and staff.

Current faculty and staff changing positions that require medical exams.

Definitions:

Term	Definition
Medical Exam	A procedure or test that seeks information about an individual's physical or mental health

Details:

University of Health Sciences and Pharmacy in St. Louis ("UHSP") may conduct medical exams on new job candidates and current employees transferring to new roles, after extending a contingent offer of employment. These exams help to ensure that new employees have the physical and mental attributes for the job. Satisfactory completion of the medical exam process is a prerequisite to beginning employment with UHCP. Individuals who decline to undergo medical exams will be disqualified from further consideration for employment with UHSP.

University positions where major duties and responsibilities are physical in nature require that an applicant satisfactorily complete a pre-employment physical examination to determine whether the employee is capable of performing the essential functions of the position as a condition of the employment offer. Some positions, such as armed public safety staff, require an additional psychological exam. Examinations are given by the University's designated provider at no cost to the applicant. However, if the provider finds it necessary to perform procedures other than those required by a routine exam or to refer the applicant to an outside specialist, those additional expenses will be the responsibility of the applicant.

Medical exam information reviewed is dependent on the type of position based on business need and assessed risk. UHSP complies with all laws and regulations regarding medical exams, including the Workers Compensation and the Americans with Disabilities Act. Additionally, UHSP reviews each medical exam individually relative to the job's essential functions and risk associated with the position.

UHSP relies on the accuracy of information contained in employment applications, as well as other information provided during the hiring process and throughout employment. Falsification, misrepresentation, or omission of information may result in either denial of employment, or disciplinary action, up to and including termination of employment, if an employee has already been hired.

Information obtained through medical exams will be used solely for evaluating suitability for employment. Additionally, fitness for duty information will be maintained in a file separate from the individual's personnel file.

Procedures:

Pre-employment Physicals:

Some University positions require that an applicant satisfactorily complete a pre-employment physical examination to determine whether the employee is capable of performing the essential functions of the position as a condition of the employment offer.

Human Resources will authorize the pre-employment physical at an approved medical provider at no cost to the applicant/employee.

A job description with physical requirements for the position will be included with the authorization. If the provider finds it necessary to perform procedures other than those required by a routine exam or to refer the applicant to an outside specialist, those additional expenses will be the responsibility of the applicant.

Human Resources will review negative items found on the record and evaluate that information. The candidate or employee may be asked to provide additional information regarding the results which will be evaluated and considered. Human Resources will discuss the results of the background check with the appropriate Vice President/Dean or designee. UHSP reserves the right take the action it deems appropriated based on the results of a pre-employment physical and/or information provided during subsequent discussions, which may include rescinding the contingent offer of employment or termination.

Psychological Evaluation:

Some positions, such as armed public safety positions, require psychological evaluation. A candidate or employee’s psychological history will be evaluated by a third party using tests, interview and criminal and educational history information.

An evaluation report will be prepared and assess a candidate or employee as low risk, moderate risk, or high risk. For employees who are rated as moderate or high risk, Human Resources will discuss the candidate or employee and reported employment risk with the Director of Public Safety. In some circumstances, the candidate or employee may be asked to provide additional information regarding the results which will be evaluated and considered.

UHSP reserves the right take the action it deems appropriated based on the results of a psychological evaluation and/or information provided during subsequent discussions, which may include rescinding the contingent offer of employment or termination.

Confidentiality:

All information obtained through the medical exam process will be kept confidential by Human Resources. However, information may be shared with appropriate UHSP leaders, as determined by the Director of Human Resources, with a legitimate business need to know for purposes of making employment decisions.

Equal Opportunity:

UHSP is an equal opportunity employer and does not discriminate or administer background check policies or practices on the basis of race, color, national origin, religion, sex, disability, age, gender identity, sexual orientation, genetic information, or any other factor or reason prohibited by federal, state, and local law

If you have any questions regarding this policy or if you have any questions regarding background, checks, please contact the Human Resources Department.

UHSP reserves the right to modify this policy at any time without notice.

Responsibilities:

Position/Office/Department	Responsibility
Human Resources	Processing, reviewing, evaluating and storing background check information.
Appropriate Vice, President/Dean	Evaluate background checks when negative results are found. All credit check results are evaluated by HR and the appropriate Vice President and Dean.

Policy Contacts:

Name	Contact Information
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