



Title: Policy and Procedure

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Section: 4 Human Resource Management

Date: June 1, 2018

Policy: HH4-2C.01 Tuberculosis (TB) testing & Risk Assessment

Replaces: December 1, 2017

Policy: To provide a written policy and procedures that established and implemented regarding all direct care personnel having initial Tuberculosis (TB) testing, and how the Agency conducts an annual TB risk assessment to determine risk classifications.

Procedure:

- A. See TB Authorization Form
 - a. This form is completed during orientation to screen each staff member for risk of exposure to TB and to inform them that a 2 step TB test must be obtain prior to providing direct care to clients
- B. If a direct care contractor/employee has a positive TB Test they cannot work until a negative X-Ray screening result is submitted
- C. All direct care staff must complete a new TB authorization form to screen for any exposure to TB annually.
- D. All direct care staff must obtain a new 2 step TB Test every 2 year to continue providing direct care.
- E. The office manager is responsible for ensuring that all contractors/employee TB results and screening are current and filed in the staff ClearCare Electronic Record and Paper file.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 6/1/18
Reviewed by Compliance Officer and approved 6/1/18
All previous versions are obsolete