



ST. LOUIS COLLEGE of PHARMACY

EST. 1864

POLICY TEMPLATE

Human Resources

TB Screening/Testing Policy

Applies to: (examples—Faculty, Staff, Students, etc.)

Newly hired or rehired faculty who work on campus. Clinical adjuncts/preceptors and residents who work off-campus will be required to follow the TB screening/testing requirements of the clinical facility. All students are covered under separate STLCOP admissions and academic policies requiring proof of a negative TB test upon matriculation and prior to each academic year.

Policy Timeline & Overview:

Date Originally Issued: 8/1/2014

Frequency of Review Needed (eg, annually, every 5 years, etc): every 5 years

Date of Next Needed Review: 8/1/2019

Date Revised: 3/31/2015

Date Re-Approved: N/A

Provide a brief, general descriptive paragraph to overview the policy.

St. Louis College of Pharmacy (STLCOP) has established this screening and targeted testing policy and protocol to help limit the spread of Tuberculosis (TB). The college conducts a screening survey of all newly hired faculty members prior to their first date of work to screen for increased TB risk and exposure, and to direct additional documentation or treatment, if necessary. Any individual identified to be at high risk for latent TB or for developing TB will be required to submit documentation of prior treatment or supply a negative TB test to STLCOP and/or the clinical practice site. In the event of a positive TB test, the College will take appropriate action after consultation with the affected individual and health care professionals to protect the health and welfare of all stakeholders. This TB screening and testing policy will be administered consistent with the College's policies on equal opportunities and non-discrimination.

Table of Contents: (optional; suggested for policies > 8-10 pages)

N/A

Definitions: (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition
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Faculty	Faculty for the purposes of this policy exclude clinical adjuncts/preceptors who do not teach on campus. Other paid faculty (full-time, part-time and adjunct) as well as contract employees paid by another institution with full—faculty privileges who will work on campus are included.

Policy Details

St. Louis College of Pharmacy has established a policy to help limit the spread of Tuberculosis (TB). The college conducts a screening survey of all newly hired or rehired faculty members prior to their first date of work. The survey screens for increased TB risk and exposure for the purpose of determining whether additional documentation or treatment is necessary.

Faculty who respond with an affirmative answer to any of the TB Screening Questions must submit the results of a negative Tuberculosis (Tuberculin) Skin Test (TST) or Interferon Gamma Release Assay (IGRA) or medical documentation of prior treatment for latent or active TB to the Human Resources Office. Medical documentation will likely include chest x-ray and a medical report. Tuberculosis (Tuberculin) Skin Tests must have been done six months or less before beginning employment to be accepted. The faculty member is responsible for the cost of the TST and/or medical care associated with getting documentation.

Records will be maintained in the employee’s “Benefits File” in the Human Resources Office.

Clinical pharmacy practice faculty and residents who work at off-campus facilities are exempt from the campus screening protocol but are required to supply a negative TST or IGRA or medical documentation of prior treatment for latent or active TB or other documentation to meet requirements for their clinical site. A copy of records for clinical pharmacy practice faculty and residents will be maintained by the pharmacy practice department as well as Human Resources in the Benefits File.

The College will take appropriate steps including (without limitation) rescinding an appointment, delaying work or training, or disciplinary action up to and including discharge in order to ensure compliance with this policy.

In the event of a positive TB test, the College will review the facts and consult with the affected individual and medical providers to determine the appropriate course of action to protect the interests of all stakeholders. Due care will be taken to avoid discrimination based on stereotypes and perceived disabilities in accordance with the College’s policies on equal opportunities and non-discrimination.

Procedures

For covered faculty and residents:

- Human Resources will notify faculty and residents of applicable TB screening/testing requirements by including language in the offer letter.
- Human Resources will send faculty the TB Screening Survey as soon as possible prior to the start date once hiring paperwork is complete.
- Human Resources will include a check box in new hire paperwork to ensure that the survey is completed in a timely fashion.
- If the survey is incomplete the day before the faculty member's expected first day Human Resources will notify the appropriate department chair that the faculty member may not work on campus until the survey is completed.
- If a faculty member responds with an affirmative on any of the survey questions he/she will be directed to provide appropriate documentation.
 - Human Resources will follow up with the employee to receive a copy of those records.
 - Employees will be unable to work without follow up documentation.
 - If follow up documentation is not provided within a week the department chair will be notified.
 - If follow up documentation is not provided within four weeks Human Resources will meet with the department chair to consider termination/rescinding the offer of employment.
- Once records are received for pharmacy practice faculty and residents send them to the administrative assistants in pharmacy practice.
- HR will monitor any TB screen/test required for faculty assigned to campus.
- Pharmacy Practice will monitor any TB screen/test required for faculty and residents at clinical sites.
- In the event of a positive TB test, the Director of Human Resources and Dean of the Pharmacy School will meet to determine the appropriate course of action.
- Faculty members and residents having problems getting access to medical care can be directed to providers, such as Barnes Care, by Human Resources.

Responsibilities

<u>Position/Office/Department</u>	<u>Responsibility</u>
Human Resources	Developing survey, issuing survey, following up to ensure compliance, records management for faculty
Pharmacy Practice	Maintain records of TST for practice faculty and residents
Dean of Pharmacy	Work with Human Resources on clinical faculty and resident issues.

Resources (required for any resource referred to in the policy)

RSMO 199.290.

Mandatory testing of health care facility workers--higher education, students and faculty, testing program required--rulemaking authority.

199.290. 1. All employees and volunteers of a health care facility shall receive a tuberculin skin test or interferon gamma release assay (IGRA) test upon employment as recommended in the most recent version of the Centers for Disease Control and Prevention (CDC) Guidelines for Preventing Transmission of Mycobacterium Tuberculosis in Health Care Settings. If the screening test is positive, appropriate evaluation and follow-up shall be done in accordance with such CDC guidelines. This provision shall not be construed to prohibit any institution from establishing requirements for employees or volunteers that exceed those stated in the CDC guidelines.

2. All institutions of higher education in Missouri shall implement a targeted testing program on their campuses for all on-campus students and faculty upon matriculation. If an institution does not have a student health center or similar facility, such person identified by the targeted testing program to be at high risk for latent tuberculosis infection or for developing tuberculosis disease shall be referred to a local public health agency for a course of action consistent with sections 199.170 to 199.350.

RSMO 190.170(12)

*The term targeted testing program as used in RSMO Section 199.290. means “a program that screens all faculty and students to identify those at high risk for latent tuberculosis infection and persons at high risk for developing tuberculosis disease, and includes testing of identified high-risk populations to determine those that would benefit from treatment. Screening shall require the completion of a tuberculosis risk assessment questionnaire form
....”*

Policy Contacts

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POLICY APPROVALS

POC: Approve Do Not Approve

POC Chair Signature:

Date:

President: Approve Do Not Approve

Signature: *John A. Heppner, Ph.D.*

Date: *May 10, 2015*

Board of Trustees: Approve Do Not Approve Not Applicable

Chair Signature:

Date: