

Prepared by the Office of the Human Resources.
This replaces Administrative Procedures No. A9.520
dated October 1986.

November 1996

RECRUITMENT, SELECTION AND APPOINTMENTS

A9.520 TUBERCULOSIS CLEARANCE

1. Purpose

To comply with Title 11, Chapter 164, Department of Health, State of Hawai'i, concerning tuberculosis clearance for University personnel and Part IV, Tuberculosis, Section 325-71 to 325-84, HRS.

2. Objective

To set forth the responsibilities for tuberculosis clearances for employment and to prescribe procedures for obtaining clearances for faculty, staff, and volunteers.

3. Applicability/Responsibility

This directive applies to all campuses and activities of the University of Hawai'i. Chief Executive Campus Officers or Official Designees are charged with the responsibility for implementing and monitoring this procedure.

4. Procedures

All employees and volunteers having regular contact with students or food handling duties shall have been examined and certified for tuberculosis clearance prior to and during employment. Such employees include but are not limited to instructional staff, student services specialists, educational associates and specialists, student housing staff, bookstore personnel, athletic coaches, and employees of the Student Health Center.

- a. Employees and volunteers having regular contact with students or food handling duties shall be required to submit new clearances every two years to the employing unit for retention in their personnel files. Updated clearances shall be presented to the appropriate administrator no later than thirty (30) days after the date of the last tuberculosis skin test or chest x-ray.

b. Prospective BOR, Civil Service, Casual Appointees or Volunteers

- 1) All new employees and volunteers who possess a valid tuberculosis clearance obtained within twelve (12) months prior to employment shall be deemed to have met this requirement.
- 2) The employing unit will inform prospective appointees of the health requirement/regulation. Attachment 1 contains a standard informational notice which may be used for this purpose.
- 3) Procedures for obtaining the tuberculosis clearance.
 - a) Prospective appointees living in the State of Hawai'i may obtain tuberculosis examinations through: 1) their private physician, 2) the State Department of Health (DOH), or 3) the University of Hawai'i Student Health Center. The skin tests and chest x-rays are available free of charge from the DOH Lanakila Comprehensive Health Center, 1700 Lanakila Avenue, Honolulu, Hawai'i or at the Health Centers of the State DOH for employees required by law or DOH regulations to have tuberculosis clearance. The University of Hawai'i Student Health Center charges a nominal fee for TB tests.
 - b) Prospective appointees living on the U.S. mainland must provide a certificate from a licensed U.S. physician to the effect that they are free of tuberculosis in an active form.
 - c) Prospective appointees coming from a foreign country may either obtain a TB examination and clearance from the State DOH upon arrival or must submit to the employing unit a radiology report from a qualified U.S. physician at least six (6) weeks prior to the effective date of appointment. The employing unit shall forward the radiology report to the State DOH for review and approval. Attachment 2 contains a sample transmittal letter.

If the prospective appointee has the test completed in the United States, the procedures in paragraphs a) or b) should be followed.

- c. The employing unit is to ensure retention of the TB clearance form in the employee's official personnel file. The University Office of Human Resources will retain the TB clearance forms for civil service personnel.
- d. The clearance form may be returned to the individual upon request at the termination of employment.

Attachment 1

NOTICE TO PROSPECTIVE UNIVERSITY OF HAWAI'I EMPLOYEES

The State Department of Health rules and regulations require an individual having regular contact with students or food handling duties to furnish a tuberculosis clearance.

- Type of Examinations Required

The examination for tuberculosis shall include a tuberculin skin test and if the skin test shows a positive reaction, a chest x-ray. A negative tuberculin skin test or chest x-ray shall be accepted as evidence of freedom from tuberculosis.

- Where to Obtain Tuberculosis Examination

- (1) Prospective appointees living in the State of Hawai'i may obtain tuberculosis examinations through his/her private physician, the State Department of Health (DOH), or the University of Hawai'i Student Health Center. The skin tests and chest x-rays are available free of charge from the DOH Lanakila Comprehensive Health Center, 1700 Lanakila Avenue, Honolulu, Hawai'i or at the Health Centers of the State DOH for individuals who are required by law or DOH regulations to have tuberculosis clearance. The University of Hawai'i Student Health Center charges a nominal fee for TB tests.
- (2) Prospective appointees living on the U.S. mainland must provide a certificate from a licensed U.S. physician to the effect that they are free of tuberculosis in an active form.
- (3) Prospective appointees coming from a foreign country may either obtain a TB examination and clearance from the State DOH prior to start of employment or must submit to the employing unit a radiology report from a qualified U.S. physician at least six (6) weeks prior to the effective date of appointment.

If the test is to be completed on the U.S. mainland or in Hawai'i, the procedures in paragraphs (1) or (2) should be followed.

- Frequency of Examination

Employees having regular contact with students or food handling duties must submit a certified tuberculosis clearance every two (2) years. Affected employees in these job classifications include but are not limited to instructional staff, student services specialists, educational associates and specialists, student housing staff, bookstore personnel, athletic coaches, and employees of the Student Health Center.

Department of Health
Tuberculosis Program
1700 Lanakila Avenue
Honolulu, Hawai'i 96817-2199

Dear Sir/Madam:

We are forwarding a radiology report for your evaluation and tuberculosis clearance for:

Name:
Date of Birth:
Sex:
Country of Origin:

The above-named person is being considered for employment at the University of Hawai'i and will have regular contact with students. Please send the certificate of clearance or notice of non-clearance to:

(Enter name, telephone number and University mailing address of Department Chair, Director, Administrative Officer or responsible designee who is to receive the clearance information).

Sincerely,

(Dean/Director/Provost)