

**County of San Bernardino  
Department of Behavioral Health**

**Tuberculosis Screening Procedure**

**Effective Date** 10/22/08  
**Approval Date** 10/22/08



Allan Rawland, Director

**Purpose** Provide guidelines for pre-employment Tuberculosis (TB) testing, annual TB screenings for the Department of Behavioral Health (DBH) workforce, maintenance of TB/health records, and procedures to follow based on TB test results. Establish and define the roles and responsibilities of the DBH workforce and County personnel as applicable for TB screening.

**Roles and Responsibilities** The information below describes the roles and responsibilities for the DBH workforce and County regarding TB testing.

<b>Roles</b>	<b>Responsibilities</b>
County Human Resources	Refer new employees to the Center for Employee Health and Wellness (CEHW) for pre-employment health screening.
Center for Employee Health and Wellness (CEHW)	<ul style="list-style-type: none"> <li>• Maintain pre-employment health screening records, including TB testing and X-ray results. Provide results as requested by DBH Payroll or Supervisors.</li> <li>• Perform TB screening for all DBH staff.</li> <li>• Maintain annual employee TB screening results for minimum of three (3) years following termination of employment.</li> </ul>
DBH Payroll	Schedule new employee, intern or volunteer pre-employment health screening appointments with CEHW.
DBH ADS and Co-Occurring Disorders Clinics /Clinic Supervisors	Monitor compliance with Tuberculosis Screening Policy and Procedures for required ADS staff.
DBH ADS Administrative Program Staff	Ensure contract agencies' providing Alcohol and Drug Services (ADS) maintain compliance with TB regulations.

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# County of San Bernardino Department of Behavioral Health

## Tuberculosis Screening Procedure, Continued

### Roles and Responsibilities (continued)

Roles	Responsibilities
DBH Employees, Interns or Volunteers exempt from testing due to positive test history or on-going treatment/monitoring for TB	Provide annual verification of TB clearance to CEHW.
ADS Contract Agencies that provide ADS or Co-Occurring services	Adhere to all TB testing and applicable requirements as mandated for facility licensure and individual discipline licensing per Title 9 and Title 22 of the California Code of Regulations and Department of Alcohol and Drug Services Certification Standards and terms of contract.

#### **New Hires, Interns and Volunteers**

All newly hired county employees, interns and participants in the DBH Volunteer Program are required to be screened or to provide verification of recent TB clearance (not older than 60 days prior to start date) or TB clearance signed by authorized medical personnel within seven (7) days after employment.

#### **Rehires, Transfers and Promotions**

All DBH staff who will be providing ADS or Co-Occurring services to clients are required to provide verification of recent TB clearance (not older than 60 days prior to start date) or undergo TB screening within seven (7) days after employment and to provide verification of TB clearance annually thereafter. Clearance forms obtained from private physicians or medical facilities must be placed in the employee's health file at the CEHW. DBH clinics should not keep employee medical forms in personnel files.

**The following pertains to employees providing ADS or Co-Occurring services to clients.**

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# County of San Bernardino Department of Behavioral Health

## Tuberculosis Screening Procedure, Continued

### Rehires, Transfers and Promotions (continued)

If...	Then...
a County employee terminates employment from the County then rehires and the new start date exceeds 90 days from the last day worked	the employee is required to complete a pre-placement health examination, which includes TB screening.
a current County employee transfers to DBH	the employee is required to complete TB screening.
a current County employee promotes to a position within DBH and has not had TB screening within 60 days prior to the employment start date or within seven (7) days after the start date	the employee is required to complete TB screening.

### Staff Responsibility

Although it is recommended that all service staff participate in annual TB testing, the following procedures are required for Drug Medi-Cal programs:

Staff	Responsibilities
ADS and Co-Occurring Disorders Clinics/Clinic Supervisor	<ul style="list-style-type: none"> <li>• Obtain record of TB test results for all new employees, who are working in alcohol and drug and co-occurring disorder clinics within 7 (seven) days after employment start date.</li> <li>• Request and update the TB clearance for all clinical ADS staff annually from CEHW using the <a href="#">Tuberculosis Screening Confirmation form</a>.</li> <li>• Schedule screening by calling San Bernardino County Center for Employee Health and Wellness (909) 580-1701 or submitting the <a href="#">Tuberculosis Screening Confirmation form</a> to CEHW of employees for clearance results.</li> </ul> <p><b>Clinic supervisor ensures clearance lists include:</b></p> <ul style="list-style-type: none"> <li>• Dates of the health/TB screening</li> <li>• Annual TB clearance update for staff that are exempt from annual skin testing.</li> </ul>

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# County of San Bernardino Department of Behavioral Health

## Tuberculosis Screening Procedure, Continued

### Staff Responsibility (continued)

Staff	Responsibilities
All DBH Staff who provide ADS services	<ul style="list-style-type: none"> <li>• Required to either participate in annual TB screening; or have screening performed at CEHW; or provide clearance from personal physician or other authorized medical personnel.</li> </ul>
County ADS Coordinator and/or State Alcohol and Drug Analyst	<ul style="list-style-type: none"> <li>• Review employee health files at anytime, upon request for audits/inspections</li> <li>• Review employee health files at CEHW (the central repository for personnel health files)</li> </ul>

### TB Testing

The following explains the procedure that must be followed regarding TB test results regardless if the test was mandatory or voluntary.

If...	Then...
a required County employee opts to have TB testing completed by his/her primary care physician	the employee must furnish a statement from his/her physician that he/she is free of communicable TB. The TB clearance statement must be submitted to the CEHW <b>annually</b> .
a County employee fails to return to have the test read within the required timeframe	the TB test must be repeated. It is not acceptable for an employee to self-read the TB skin test.
a County employee has a <b>negative</b> TB skin test (also known as PPD: Purified Protein Derivative or Mantoux skin test) history	the employee shall complete an annual TB skin test and complete a TB questionnaire.
a county employee has a <b>positive</b> TB skin test and/or indicates he/she may have signs or symptoms of active TB, and the CEHW makes a determination the TB status of the employee is in question	the employee will be referred for a chest X-ray by the CEHW and complete a TB questionnaire.

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# County of San Bernardino Department of Behavioral Health

## Tuberculosis Screening Procedure, Continued

### TB Testing (continued)

If...	Then...
the chest X-ray is negative or CEHW determines no communicable TB is indicated	the results are documented in the employee's health file. The employee will only be required to complete a TB questionnaire annually after negative X-ray for up to 5 (five) years. X-rays must be renewed/updated after 5 <sup>th</sup> year.
the chest X-ray shows abnormalities	the employee will be referred to his//her own physician for evaluation (the employee may be relieved of duties at the discretion of CEHW).
the employee furnishes documentation from his/her physician acceptable to the CEHW that the employee is free from communicable TB	the employee will be permitted to return to work and documentation will be kept in the employee's health file.

### Special Circumstances

Circumstances may be presented in which employees will be exempt from the annual testing or may opt to provide verification (signed by authorized medical personnel) that they are free from TB.

If...	Then...
the employee is pregnant or nursing and prefers not to have TB skin test*	she must furnish documentation signed by authorized medical personnel that she is free of communicable TB. (*CDC guidelines indicate that pregnancy or nursing should not exclude a female employee from being skin tested)
an employee has had a Bacille Calmette-Guérin (BCG) vaccine	employee can be given a TB Skin Test, unless he/she has also had a positive TB Skin Test history.
an employee has a known record of TB or record of positive testing and provides verification from a physician that he/she has been under regular care and monitoring	the employee will be exempt from re-testing and will instead be required to provide annual verification of care and monitoring by a physician. The employee must obtain clearance from the CEHW to return to work or continue working.

# County of San Bernardino

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### Contract Agencies

Contract agencies shall adhere to all applicable provisions of California Code of Regulations Titles 9 and 22, Alcohol and/or Other Drug Program Certification Standards.

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### Additional Information

For more information on TB, see the San Bernardino County Public Health Department TB Control web page: [http://countyline/dph/programs\\_TB.htm](http://countyline/dph/programs_TB.htm)  
Center for Disease Control and Prevention  
[http://www.cdc.gov/tb/pubs/TB\\_Edu\\_Train\\_Resources.htm](http://www.cdc.gov/tb/pubs/TB_Edu_Train_Resources.htm)

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### Reference

San Bernardino County Center for Employee Health and Wellness.  
Department of Alcohol and Drug Programs *Alcohol and/or Other Drug Program Certification Standards*, July 1, 1999.  
California Code of Regulations, Title 9, Section 10564 (e).  
California Code of Regulations, Title 22, Divisions 5 & 6  
Personnel Rules, County of San Bernardino Human Resources Department, Employee Relations Division, Section 6, Revised 7/24/07.  
Centers for Disease Control and Prevention, *Morbidity and Mortality Weekly Report*, September 8, 1995/vol.44/No. RR-11.

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### Related Policy

[DBH SPM HR4030: Tuberculosis Screening Policy](#)

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