

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.520
dated September 1999.

October 1999

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 volunteers, and Part IV, Tuberculosis, Section 325-71 to 325-84, HRS.

2. Objective

To set forth the responsibilities for tuberculosis clearances for:

- new BOR, civil service, and casual employees
- volunteer service totaling more than fifteen (15) days (not necessarily consecutive) within any calendar year

having regular contact with students or food handling duties 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. Definitions

"Practitioner" means a physician who is licensed under the provisions of Chapters 453 or 460, HRS, or an advanced practice registered nurse recognized under the provisions of Chapter 457, HRS, and shall include persons authorized to practice medicine as a physician and nursing as an advanced practice registered nurse in federal facilities located in the State.

"Valid certificate" means 1) a certificate issued by the State of Hawai'i (SOH) Department of Health (DOH) stating that the holder is free of communicable tuberculosis or 2) a signed statement by a practitioner on a form approved by the State of Hawai'i DOH that the practitioner has examined an individual on a particular date and found the person to be free of communicable tuberculosis. The examination for tuberculosis shall include a tuberculin test and, if the test shows a positive reaction, a chest x-ray. A negative tuberculin test or chest x-ray shall be accepted as evidence of freedom from tuberculosis. A valid certificate issued by a practitioner must also include the dates of administration and reading of the tuberculin test, the diameter of induration in millimeters, and the date, location, and name of reader of the chest x-ray.

5. Procedures

All volunteers for more than fifteen (15) days and new BOR, civil service, and casual employees having regular contact with students or food handling duties shall have been examined and certified as free of communicable tuberculosis prior to the start of volunteer service or employment. Such employees include but are not limited to instructional staff, student services specialists, educational associates, early childhood specialists, athletic coaches, and employees of the Student Health Center, Student Housing Services and University Bookstore.

- a. All volunteers for more than fifteen (15) days and new employees who possess and submit a valid certificate issued within twelve (12) months prior to the start of volunteer service or employment shall be deemed to have met this requirement.
- b. The employing unit will inform prospective volunteers for more than fifteen (15) days and employees of the health requirement/regulation. Attachment 1 contains a standard informational notice which may be used for this purpose.
- c. Procedures for obtaining the tuberculosis clearance.
 - 1) Prospective volunteers for more than fifteen (15) days and employees living in the State of Hawai'i may obtain tuberculosis examinations through: a) a licensed practitioner, b) the State of Hawai'i

DOH, or c) 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 of Hawai'i 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 tuberculosis tests.

- 2) Prospective employees living on the U.S. mainland must provide a valid certificate from a licensed U.S. practitioner stating that the holder is free of communicable tuberculosis in accordance with State of Hawai'i DOH standards.
- 3) Prospective employees coming from a foreign country may either obtain a tuberculosis examination and clearance from the State of Hawai'i DOH upon arrival and prior to the start of employment, or must submit to the employing unit a radiology report from a qualified U.S. practitioner at least six (6) weeks prior to the start of employment. The employing unit shall forward the radiology report to the State of Hawai'i DOH for review and approval. Attachment 2 contains a sample transmittal letter.

If the prospective employee has the test completed in the United States, the procedures in paragraphs 1) or 2) should be followed.

- c. Valid certificates must be kept in secured files separate from the employee's official personnel file. The University Office of Human Resources will retain the valid certificates for civil service and executive/managerial employees.
- d. The valid certificate may be returned to the individual upon request at the termination of employment.

Attachment 1

NOTICE TO PROSPECTIVE UNIVERSITY OF HAWAI'I EMPLOYEES AND VOLUNTEERS

The State of Hawai'i Department of Health (DOH) rules and regulations require an individual having regular contact with students or food handling duties to furnish a valid certificate from a licensed practitioner stating that the holder is free of communicable tuberculosis. The certificate must be issued within twelve (12) months prior to the start of:

- employment
- volunteer service totaling more than fifteen (15) days (not necessarily consecutive) within any calendar year.

Type of Examination 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.

Valid Certificate Requirements

The valid certificate shall be 1) a certificate issued by the State of Hawai'i DOH or 2) a signed statement by a licensed practitioner on a form approved by the DOH stating that an examination has been conducted on a particular date and the practitioner has found an individual to be free of communicable tuberculosis.

A certificate issued by a licensed practitioner must include the dates of administration and reading of the tuberculin test, the diameter of induration in millimeters, and the date, location and name of reader of the chest x-ray.

Where to Obtain Tuberculosis Examination

1. Volunteers with service totaling more than fifteen (15) days (not necessarily consecutive) within the same calendar year and employees living in the State of Hawai'i may obtain tuberculosis examinations through a licensed practitioner, the State of Hawai'i 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 of Hawai'i 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 tuberculosis tests.
2. Prospective employees living on the U.S. mainland must provide a valid certificate from a licensed U.S. practitioner stating that the holder is free of communicable tuberculosis in accordance with State of Hawai'i DOH standards.
3. Prospective employees coming from a foreign country may either obtain a tuberculosis examination and clearance from the State of Hawai'i DOH upon arrival and prior to the start of employment, or must submit to the employing unit a radiology report from a qualified U.S. practitioner at least six (6) weeks prior to the start of employment. 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.

State of Hawai'i
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 or food handling duties. Please send the valid certificate of clearance or notice of non-clearance to:

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

Sincerely,

(Dean/Director/Provost)