



**PERSONAL ATTENDANT CARE INC.**  
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		<b>Operational Procedure Number 6:16</b>
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<b>DEPARTMENT</b>		Human Resources
<b>SUBJECT</b>		Employee Medical Examinations
<b>APPROVED BY (Signature)</b>	<b>CHIEF EXECUTIVE OFFICER</b>	<i>J. Carter</i>
<b>EFFECTIVE DATE</b>		October 2, 2000
<b>REVIEWED BY (Title &amp; Signature)</b>		Pamela DeRaaf, CHRP, Human Resource Manager
<b>REVIEW DATE</b>		September 2009

**OPERATIONAL PROCEDURES**

**Preamble**

Personal Attendant Care Inc. ensures that new employees successfully pass a thorough medical examination, including a record of immunizations and a Two Step TB test or chest x-ray prior to commencement of duties. There are some medical and health conditions that may prohibit the employee from performing the essential functions of the job and/or be a health risk to the client.

**Procedures**

1. After an offer has been made to an applicant entering a job category where they will come into direct contact with clients, a medical examination and Two Step TB test or chest x-ray will be required as per Personal Attendant Cares' Policies and Operational Procedures and/or where specified by law. This will be at the employee's expense.
2. Personal Attendant Care Inc. will provide an "Immunization/Medical Release Form" that needs to be filled out by a physician.
3. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.
4. The medical release form provided and/or acceptable medical release form must; indicate date of medical examination, date of immunizations and ability to perform duties outlined in the job description. If an employee has had a complete physical within the year, he or she may provide a physician's note indicating the date of that medical examination. Two Step TB test will be required within one (1) week of employment. If the employee has had a Two Step TB test within the last two (2) years, he or she may have the physician indicate the date and results on the medical release form.

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5. To assist the physician with the medical release, an employee may provide his/her physician with their job description. If the employee requires another copy of their job description it can be obtained from the Human Resource department.
6. Annual medical releases may be required and should be forwarded to Human Resources Department. Results can be provided by employees on Personal Attendant Care Inc.'s "Immunization/Medical Release Form."
7. Employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information is limited to the Human Resource Manager.

**Attached Forms**

Immunization/Medical Release                      6(o)