

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Staff Physical Examination
Revised: February 27, 2003

REGULATION REFERENCE:

Head Start Program Performance Standards, January 1, 1998, Section 1304.52
Tennessee DHS Minimum Standards for Day Care Centers

POLICY:

All Southwest HRA Head Start employees must present evidence of a complete physical examination *for* employment. Thereafter, documentation of a tri-annual (every three years) physical examination is required. The physical examination *must* include a TB report and a drug screening.

PROCEDURE:

Initial physical examination:

1. The Administration Specialist will set up the appointment for the initial physical with a local health care provider. The cost of the physical will be covered by Southwest HRA Head Start if this provider is used. If the employee chooses to use their own health care provider, the employee will incur the cost of the physical and drug screening.
2. The employee must submit a completed "Adult Health Record" to the Administration Specialist and retain one in their center. The results of the drug screening should be submitted to the Administration Specialist directly from the office of the health care provider.
3. The Administration Specialist will send the original to the Southwest HRA Personnel Officer to be placed in employee's personnel file.

Tri-Annual (every three years) physical examination:

1. The Administration Specialist will set up the appointment for the tri-annual physical with a local health care provider. The cost of the physical will be covered by Southwest HRA Head Start if this provider is used. If the employee chooses to use their own health care provider, the employee will incur the cost of the physical and drug screening.
2. The employee will submit the completed form, including all lab test results, to the Administration Specialist.
3. The Administration Specialist will submit the original of the completed form to the Personnel Officer to file.