



Spokane County Head Start/ECEAP/EHS PRE-EMPLOYMENT MEDICAL EXAMINATION INSTRUCTIONS

Head Start Federal Performance Standards [(1304.52(j)(1)-(2))] require that each staff member have an initial health examination, including tuberculosis screening, and periodic re-examinations as per their personal care provider's recommendation. In order to comply with the Performance Standards, all Head Start/Early Head Start applicants who have been given a conditional offer of employment must have a pre-employment medical examination.

Enclosed are the following documents needed for the pre-employment medical examination:

- A *Pre-Employment Medical Examination* form, with position and department information filled in by the supervisor.
- A copy of the job description for the position.
- A prepaid, self-addressed envelope for the Human Resources Office (HRO) at the Community Colleges of Spokane.
- An information sheet regarding NATIVE Project Health and Group Health Cooperative including their phone numbers and the days and hours they are open. These clinics do all of the pre-employment examinations for our program and you must have your examination done at one of these clinics. There is no cost to you for the pre-employment exam.

Please do the following upon receipt of this document:

1. Call one of the following for an appointment:
 - NATIVE Project Health, 483-7535
 - Group Health Cooperative
 - South Regal Health Care Center, 535-2277
 - Veradale Health Care Center, 922-2625
2. Ask to schedule a **“CCS Head Start Pre-Employment Medical Exam including a TB Test.”** In most cases, that will be **two** appointments; the first for the medical exam and the TB test, and the second three days later to read the TB test results.
3. If you are unable to schedule an appointment immediately, please call the supervisor noted on the *Pre-Employment Medical Examination* form to talk about the arrangements.

After the medical exam and the TB test results are read, the clinic will mail the *Pre-Employment Medical Examination* form to the Human Resources Office (HRO) for confidential handling and review by a designated HRO employee.

If the applicant¹ is found to be capable of safely performing the physical and special requirements of the job, with or without a reasonable accommodation, and is free from communicable diseases (TB), HRO will call the supervisor. The supervisor will call the applicant¹ to determine a start date.

If the results of the medical exam indicates the applicant¹ will not be able to perform the physical and special requirements of the job, or shows a communicable disease, HRO will consult with him/her and/or the medical provider as necessary to determine if he/she can perform the physical and special requirements of the job with reasonable accommodation. If the health status is found to put the applicant¹ or others at risk (even with a reasonable accommodation), he/she will be notified of the results.

¹ Applicant who has been given a conditional offer of employment.