

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Human Resources
Standard Title	Employee Testing for Tuberculosis
Regulations	14 NYCRR 633.14
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Attachments	Employee Testing for Tuberculosis
Approved by: Paula Jubic, Executive Director	

Standard:

Catholic Charities Disabilities Services recognizes that employee testing for tuberculosis is a necessary tool to help prevent tuberculosis from infecting those we serve. The agency will be in full compliance with 14 NYCRR 633.14.

Procedure:

1. All employees in the Residential Department who will be regularly present at certified sites must have one negative TB test completed prior to their first day of service provision. There must be a second negative PPD completed within the first two months of employment. If an employee does not complete their second TB test within the first two months of employment, they will be removed from active status until they complete their second TB test.
2. The agency will provide this testing for both TB tests or the employee may choose to have testing done by their health care provider.
3. If an employee of the Residential Department has had a TB test completed within the last 12 months that may be presented to the Human Resources Department as credit for the first TB test. The agency will then provide the second TB test.
4. The results of the testing and any necessary follow-up evaluation must be documented and shared with Human Resources prior to the first day of service provision.
5. Under certain circumstances an employee may be exempted from the pre-employment testing requirement. These circumstances include a prior documented significant reaction to TB testing, a negative chest x-ray within the last five years, adequate treatment for active pulmonary tuberculosis, or completion of adequate preventive therapy. A statement from the employee's health care provider that one of these circumstances exists will be acceptable documentation.
6. If an employee is exempted from TB testing, an agency registered nurse will make a general evaluation of the person, taking into account any present symptomatology and history since the person's last TB testing. The evaluation will be a written document and once completed, will be placed in the person's personnel file.
7. If initial testing shows a significant reaction and/or a test result interpreted to indicate possible tuberculosis infection an employee will not be allowed to begin service provision until the

Standard: *Employee Testing for Tuberculosis, 2012.03.26.*

person is evaluated by a health care provider and found to be free of active pulmonary tuberculosis or adequate treatment is instituted and the cough is resolved and sputum specimens are negative on three consecutive "AFB" smears.



Employee Testing for Tuberculosis

As an employee of Catholic Charities Disabilities Services, it is your responsibility to comply with **NYS OPWDD 633.14** regulation regarding Tuberculosis (TB) testing.

It is a requirement that you have one negative TB test before you begin working in the Residential Program and proof of a second negative TB test completed within your first two months of employment.

If you have had a TB test performed within the last 12 months, you must provide a copy of the result prior to being able to work in the Residential Program. Your second TB test will be provided to you, free of charge, by an agency Registered Nurse.

If you have not had a TB test performed within the last 12 months, your first test will be provided to you, free of charge by an agency Registered Nurse. The second TB test will also be provided to you, free of charge, by an agency Registered Nurse within your first month of employment.

You will not be able to start working in the program until one negative TB test is completed and the results are received by Human Resources or if you have had a positive TB test result in the past, you will be required to provide a copy of a negative chest x-ray.

If you do not complete a second TB test within the first two months of employment, you will be removed from active status until such time you are in compliance.

If you have any additional questions, please feel free to contact
HR Department at 518-783-111