MEMORANDUM

DATE: August 30, 2011

TO: All Chairs/Department Heads/Administrators/Researchers

FROM: Jonathan Chase, MS
Executive Director

RE: Occupational Health Procedures – Annual Health Review
Revised Forms – August 2011

The Department of Environmental Health and Safety works in conjunction with the Office of Research to ensure that all employees, students and volunteers who handle animals, receive the IACUC mandated Annual Health Review. The annual health reviews are performed by Executive Wellness Center, (Drexel University College of Medicine Occupational Health Office), who in turn, bills the Department of Environmental Health and Safety.

The Department of Environmental Health and Safety is only permitted to cover such costs for Drexel and Drexel University College of Medicine employees. Since funding is not available to cover the cost of non-employees, i.e. students and volunteers, these costs will still need to be charged to the responsible department. A rate sheet with updated pricing can be found on Attachment “A”.

The process for scheduling non-employee annual health reviews has not changed. Non-employees will need to complete the attached “Annual Health Review Request” form, and provide the appropriate cost center number on the form along with their PI’s signature. Employees can also use the form to determine best day/time for scheduling purposes.

The Annual Health Review Request form, (Attachment “B”), has been revised. Completed “Annual Health Review Request” forms should either be faxed to the Department of Safety and Health at (215) 895-5926 or emailed to dd35@drexel.edu.
The IACUC Questionnaire and the Occupational Health History forms (Attachment “C”) have also been revised. These forms should be completed, in advance, and given to the OH physician when you go to your scheduled appointment. The Annual Health Review Certification form has also been revised, (Attachment “D”).

Further, in the event anyone who is required to have a Hepatitis B vaccination declines, a Declination Form, (Attachment “E”), must be completed and submitted to DUCOM OH Department with a copy to the Department of Environmental Health and Safety.

Effective, October 1, 2011, there will also be an additional program implemented, The Chart Review Program. Only employees and/or students who have had an Annual Health Review in the previous year are eligible.

The Chart Review form, will be emailed to those on file as having an Annual Health Review within the last year. The form will then be returned to the Department of Environmental Health and Safety prior to re-certification. The DUCOM Occupational Health Office will review and evaluate the form to determine if an office visit is required. If the form is approved, this step will eliminate scheduling an appointment with the DUCOM Occupational Health Office.

An approved Annual Health Review Certification form indicating that a “Chart Review Only” was completed will then be sent to the recipient as verification for authorization to work with the specified animals for another one year period. It will still be the responsibility of the employee or student to send a copy to the Office of Research.

If you require any additional information, please feel free to contact Diana Dukes via email at dd35@drexel.edu

Thank you.

JC/dd

Attachment(s):
“A” - DUCOM OH Rate Sheet
“B” – Annual Health Review Request Form
“C” – “IACUC Questionnaire and Occupational Health History
“D” – Annual Health Review Certification
“E” – Declination Form