

Appendix M

PERSONNEL PROCEDURE 202

SUBJECT: Pre-Placement Medical Examination

PURPOSE: Outline policies, procedures and medical guidelines governing the administration of the County's Pre-Placement Medical Examination. Adherence to these procedures will help to ensure fairness in the selection and retention of potential/current employees based on their physical capabilities to satisfactorily perform their essential assigned duties and responsibilities; reduce the aggregate use of sick leave; prevent the non-service connected disability retirements; reduce costs to the County for job injuries and illnesses; and protect the health and safety of all County employees and the general public.

SCOPE: Potential and current County employees as listed in Section A below.

AUTHORITY: Personnel Law 16-109, 16-208

RESPONSIBILITY: Office of Human Resources Management
All Appointing Authorities

A. Who must undergo a Pre-Placement Medical Examination?

1. All persons chosen for initial employment or reappointment with Prince George's County Government into positions assigned to the Hazardous Occupations Medical Group as defined in this Procedure.
2. Employees chosen for transfer, demotion or promotion to positions listed in the Hazardous Occupations Medical Group who are currently in positions listed in the Non-Hazardous Occupations Medical Group.
3. Non-classified service employees occupying classes of work within the Hazardous Occupations Medical Group at the discretion of the Appointing Authority.

B. Definitions of Medical Groups. Based upon functional requirements and environmental factors required and affecting each County job classification covered by this Procedure, medical groups which reflect the physical demands and environmental working conditions associated with each class of work have been established. Positions having similar physical demands and working conditions have been grouped and listed in alphabetical order according to two (2) medical groups.

1. Hazardous Occupations Medical Group (See Attachment A). Positions assigned to this category are those classes of work that routinely require considerable physical exertion or those that demand a high degree of physical fitness. Classes of work assigned to this category may also have been identified as hazardous because the work performed involves exposure to environmental pollutants, such as silica dust, asbestos fumes, smoke or gases, solvents (degreasing agents) and/or other environmental conditions which may present a hazard to the potential/current employee's personal health and/or the health and safety of co-workers. Other potential hazardous classes of work include those which involve

working on ladders or scaffolding, working below ground, working around machinery with moving parts and working around moving objects or vehicles.

2. Non-Hazardous Occupations Medical Group (See Attachment A). Positions assigned to this category are those classes of work that require little physical exertion, no significant exposure to environmental pollutants or other health and safety hazards.

C. Medical Guidelines for Employment. The County's primary objective is to determine that the potential/current employee can meet the physical demands of the job and performing without harm to themselves or others in the working environment. In order to make such a determination, a general physical examination and appropriate laboratory tests will be administered. In accordance with current County Medical Standards, the medical examination may include a thorough evaluation, medical testing and procedures of any or all the following body systems:

- Cutaneous and dermatologic disorders
- Muscular-Skeletal system
- Eye examination and vision evaluation
- Respiratory system
- Lumbar spine x-rays four views
- Urinalysis profile
- Medical Occupational History
- Genitourinary disorders
- Audiometric testing
- Hearing evaluation, and ear function
- Hematopoietic and lymphatic systems
- Peripheral vascular system
- Blood test to include lipid profile and triglycerides
- Nose, mouth, and throat disorders
- Nervous system disorder
- Endocrine, metabolic, and nutritional systems
- Chest x-ray
- Gastrointestinal system
- General screening of psychological and physical disorders

1. It shall be the responsibility of the examining physician to determine and report any conditions which, in his/her professional opinion, will preclude the potential/current employee from satisfactorily performing the essential duties of the job for which he/she is being considered.

2. The following general guidelines will apply in all cases. However, all unfavorable medical results will be jointly evaluated on a case by case basis by the Director of the Office of Human Resources Management (OHRM) and the appropriate Appointing Authority to ensure that selection decisions based on results of the medical tests and examinations are made in accordance with the County Personnel Law, Section 16-109, Equal Employment Opportunity and its affirmative action policies and practices. In addition, unfavorable results which bear no direct relation upon a potential/current employee's ability to perform the essential functions of the position applied for, shall not, without other sufficient reasons, result in that individual being deemed unacceptable for employment.

a. Medical conditions/disorders which directly impact the ability to

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satisfactorily perform the essential duties of the job and which are not presently medically controlled will disqualify a potential/current employee.

b. Medical conditions/disorders which are likely to be aggravated by the working environment, essential duties and responsibilities to be performed will disqualify a prospective employee.

c. Medical conditions/disorders which can be transmitted to others in the working environment and pose a direct threat to the health and safety of others will disqualify a potential/current employee.

d. Confirmed positive findings of non-prescribed habit-forming drugs such as barbiturates, amphetamines and phencyclidine (PCP) shall disqualify a potential/current employee. Initial drug screen may include but will not be limited to tests to detect the following substances in the urine:

- | | | |
|---------------------|--------------------------|-------------------------|
| 1. Amitriptyline | 13. Doxepin | 25. Oxazepam |
| 2. Amobarbital | 14. Flurazepam | 26. Oxycodone |
| 3. D-amphetamine | 15. Glutethimide | 27. Pentazocine |
| 4. Barbitol | 16. Heroin (as morphine) | 28. Pentobarbital |
| 5. Butabarbital | 17. Hydromorphone | 29. Phencyclidine (PCP) |
| 6. Butalbital | 18. Imipramine | 30. Phenobarbital |
| 7. Chlordiazepoxide | 19. Meperidine | 31. Phenothiazine's |
| 8. Clorazepate | 20. Methadone | 32. Phenytoin |
| 9. Codeine | 21. Methamphetamine | 33. Propoxyphene |
| 10. Cocaine | 22. Methaqualone | 34. Quinidine |
| (Benzoyllecgonine) | | |
| 11. Desipramine | 23. Morphine | 35. Quinine |
| 12. Diazepam | 24. Nortriptyline | 36. Secobarbital |

e. All positive drug profile results are to be reported only after a confirmation test has been conducted by the laboratory.

D. Responsibility of the Appointing Authority:

1. The Appointing Authority interviews applicants for vacant positions and makes a selection. At the time of selection, the Appointing Authority will notify the potential/current employee that employment is contingent upon successfully passing the physical examination. The Appointing Authority will advise the OHRM as to the name, class of work and type of physical examination for the potential/current employee.

2. Only applicants who receive a written conditional offer of employment or current employees being transferred, demoted or promoted into positions in the Hazardous Occupations Medical Group may be examined. The Appointing Authority instructs the potential/current employee to report to OHRM to obtain a pre-employment testing packet for his/her physical examination.

3. Whenever possible, potential/current employees will be medically examined and qualified before the effective date of appointment. However, the Appointing Authority may process the appointment before the completion of the examination, provided that the potential/current employee

completes the examination within fifteen (15) days from the date of appointment (the deadline may be extended to not more than thirty (30) days, if the medical contractor cannot complete the physical within fifteen (15) days). In any case, the Appointing Authority must require the potential/current employee to sign a statement indicating that appointment is contingent upon successfully passing the required physical examination.

4. Physical examinations will not be given to temporary/seasonal (summer interns) or other persons appointed temporarily for six (6) months or less. However, the Appointing Authority may authorize certain medical tests (i.e., drug and alcohol) to determine physical ability to perform essential job duties which may present a personal health or safety hazard to the potential employee or to those with whom he/she works.

5. The Pre-Employment Medical Referral Form (See Attachment B) will be completed by the Appointing Authority. This form authorizes OHRM to instruct the contractor to conduct the physical examination along with any additional tests. The Pre-Employment Medical Referral Form shall be forwarded to OHRM's Pre-Employment Coordinator, who will prepare the order for the contractor. In order to maintain the confidentiality of the examinee's medical information contained therein, the Medical History Form (See Attachment C) will be completed by the examinee at the contractor's facility.

6. If a potential/current employee is not able (i.e., live out of State) to have the County authorized physician conduct the physical examination, the Appointing Authority will advise the Director of OHRM, who may authorize an examination by another physician who specializes in occupational medicine. The potential/current employee may be required to bear the cost of any such physical examination.

7. The Appointing Authority, in cases where the potential/current employee is found medically acceptable, completes the hiring action indicating appointment.

8. If an employee is hired into a position in the Non-Hazardous Occupations Medical Group (for which a physical examination may or may not have been completed) and is later transferred, demoted or promoted into a position with more demanding physical requirements in the Hazardous Occupations Medical Group, a physical examination will be required. The Appointing Authority will follow step D.2. of this procedure before any action is taken to transfer, demote or promote the employee.

9. The entire cost of the physical examination and any required tests will be paid by the hiring department within two (2) weeks of receipt of the billing invoice from OHRM.

E. Responsibility of the Potential/Current Employee:

1. The potential/current employee will report to OHRM to obtain the authorization form (See Attachment D) and then immediately report to the medical contractor as instructed by OHRM. A healthcare professional will review and assist with answering any questions concerning completion of the Medical History Form.

2. If the potential/current employee declines to have the County authorized physician conduct the physical examination, the Appointing Authority may reconsider employment.

3. Potential/current employees with medical conditions/disorders sufficiently serious to rate them not acceptable, but which are immediately correctable, may be rescheduled for a follow-up physical examination at the discretion of the Appointing Authority. (This section does not apply to medical impairments for which reasonable accommodations can be made.)

F. Responsibility of the Examining Physician:

1. Unless otherwise authorized, the examining physician will be a staff member of the medical contractor, whose services have been obtained through the Prince George's County Government to conduct medical examinations for potential/current County employees.

2. Physical examinations will be conducted on a scheduled basis at the principal place of business of the medical contractor as agreed upon in the terms of the medical contract. No charge will be made to any potential/current employee for the physical examination.

3. The healthcare professional will assist with answering questions concerning the Medical History Form and will review the form for proper completion. The Medical Referral Form will also be reviewed for signature of the Director of OHRM or Designee.

4. The examining physician performs the physical examination, taking into consideration medical guidelines set forth in Section C of this procedure, the information on the Medical Referral Form and the functional requirements and environmental factors for the position (See Attachment E). If it is determined that the potential/current employee must return to the medical contractor for additional testing or re-testing, the examining physician will notify OHRM.

5. Each potential/current employee will be examined in accordance with the medical group for which the position falls and will be given a medical rating, including a narrative description of the nature of the problem and specific limitations of the employee, if any, in one of the following classifications:

a. Classification A: Potential/current employees in this group have been approved medically for the position.

b. Classification B: Potential/current employees in this group have correctable medical problems which will temporarily disqualify them for work and must be corrected before appointment, or can perform the essential duties of the job with reasonable accommodations. The examining physician will indicate the specific limitations.

c. Classification C: Potential/current employees in this group have been determined by the examining physician to be unfit for the specific job. The examining physician will indicate the reason.

d. Classification D: Potential/current employees in this group have been approved for temporary (temporary/seasonal employees or persons appointed for six months or less) employment only. Additional tests may be required if offered permanent employment.

6. If the examining physician determines that the potential/current employee is

not acceptable for the position, but is acceptable for a position with lesser physical requirements, the physician may recommend the medical group in which the potential/current employee can satisfactorily perform.

7. The examining physician completes the Health Screening Examination and sends it confidentially along with all copies of any laboratory tests, the Medical Referral Form and the Medical History Form to OHRM within seven (7) working days of the date of the physical examination. If the physical examination is conducted by another physician, it is with the provision that all forms used by the County will be completed in full by the physician and forwarded along with certified copies of all required tests directly to OHRM within ten (10) working days from the date of the physical examination.

8. Potential/current employees deemed unfit will be disqualified and the reasons recorded. The examining physician will make no waivers of physical requirements. However, recommendations on modifications of physical requirements may be made. Reports or certificates of the physical examination will not be issued to the potential/current employee.

9. All minor impairments as well as disqualifying medical conditions/disorders will be recorded to protect the County against claims for disability compensation for conditions or disabilities incurred prior to County appointment.

10. The examining physician will not obligate the County for any expenses except for the regular examination and the routine tests authorized by the Appointing Authority, without the prior approval of OHRM.

G. Responsibility of the Director of OHRM:

1. OHRM will notify the Appointing Authority as to whether the potential/current employee was found to be qualified or disqualified for the position by signing and sending a memorandum stating the Pre-Placement Medical Determination (See Attachment F).

2. As indicated by the examining physician on the History Screening Examination Form, potential/current employees who are deemed physically capable to perform the essential duties of the job but have certain existing medical conditions, may be required to sign an acknowledgement of the condition at the time of appointment.

3. The Appointing Authority of the hiring agency is responsible for follow-up actions on potential/current employees given a rating of B or C on Attachment F where it is deemed appropriate.

4. On an on-going basis, invoices for examination physicals and tests will be mailed to OHRM. All invoices must clearly identify the name of examinee, the name of the County Department that made the referral, the procedure(s) that were done, and the associated costs. All invoices will be verified for accuracy and forwarded to the appropriate department/Appointing Authority for payment.

5. All potential/current employees' medical results will be maintained by OHRM in a separate, confidential file for the duration of their employment and for a period of three (3) years after separation from County service. Results of those persons not selected will be kept by OHRM in a separate file for a period of three (3) years.

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6. As necessary, the Director of OHRM may revise the positions listed in the Hazardous and Non-Hazardous Occupations Medical Group, the Functional Requirements and/or the Environmental Factors without making any other changes to this Procedure.

EFFECTIVE: This Procedure supersedes Administrative Procedure 202 dated February 6, 1986, and shall become effective upon the date of issuance.

June 06, 2018
Date

Nicholas A. Majett
Nicholas A. Majett
Chief Administrative Officer

ATTACHMENTS:

- Attachment A – Hazardous/Non-Hazardous Occupations Medical Groups
- Attachment B – Pre-Placement Medical Referral Form
- Attachment C – Medical History Form
- Attachment D – Authorization for Pre-Placement Medical Services
- Attachment E – Functional Requirements and Environmental Factors
- Attachment F – Employment Medical Determination Memorandum

ATTACHMENT A

**PRINCE GEORGE'S COUNTY GOVERNMENT
LIST OF POSITIONS IN HAZARDOUS AND NON-HAZARDOUS
OCCUPATIONS MEDICAL GROUPS**

HAZARDOUS OCCUPATIONS MEDICAL GROUP

Animal Control Officer I – IV	Equipment Mechanic I – III
Architect I - V	Equipment Operator I – III
Armorer I – II	Equipment Service Worker I – III
Assist. Correctional Treatment Coordinator I – II	Facilities Maintenance Superintendent
Assistant Garage Supervisor	Facilities Maintenance Supervisor
Assistant Supervisor, School Crossing Guard	Facilities Manager
Assistant Supervisor, Landfill Operations	Firearms Examiner
Audio Visual Specialist I – III	Firearms Technician
Bindery Assistant I – II	Firefighter I – Major
Breathing Apparatus Technician, I – III	Firefighter/Medic I - Major
Building Engineer, I – III	Fire Apparatus Services Manager
Building Maintenance Attendant I – II	Fire Inspector I – II
Building Supervisor	Fire Investigative Officer
Cabinetmaker I – III	Fleet Maintenance Manager
Carpenter I – III	Forensic Chemist I – IV
Chief Crew Supervisor	Garage Supervisor
Chief Electrical Inspector	HVAC Technician I – IV
Chief Liquor Inspector	Heavy Equipment Mechanic I – III
Code Enforcement Officers	Highway Maintenance Manager
Community Health Nurse I – IV	Inspection Trainee
Construction Standards Inspector I – IV	Intake Processing Technician I – III
Construction Standards Code Enforcement Officer	Laboratory Assistant I – II
Contract Project Coordinator I – IV	Laboratory Manager
Correctional Officer Private – Major	Laborer I – II
Correctional Treatment Coordinator I – V	Licensed Practical Nurse I – III
Crew Supervisor I – III	Liquor Inspector
Custodian I – II	Locksmith I – III
Custodian Supervisor	Mail Services Operator I – III
Dental Hygienist I - II	Mail Services Supervisor
Deputy Chief, Construction Standards Division	Maintenance Services Attendant I – III
Deputy Chief Liquor Inspector	Masonry Mechanic I – III
Deputy Sheriff Private – Major	Master Electrician
Disease Control Specialist I - V	Master Equipment Mechanic
Drywall Mechanic I – III	Master Plumber
Electrician I – IV	Master Trades Mechanic I – II
Engineering Aide	Nursing Manager
Engineering Technician I – V	Nurse Practitioner I – II
Environmental Health Specialist I – V	Overhead Door Mechanic I – III
	Painter I – III

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Paramedic - Trainee - Major
Parts Specialist I - II
Photo Laboratory Supervisor
Photo Laboratory Technician I - III
Physical Therapist I - II
Physician Assistant I - II
Plumber I - IV
Police - Recruit - Major
Police Evidence Technician - I - II
Printer I - II
Property Attendant
Property Standards Code Enforcement Officer
Property Standards Inspector I - IV
Psychologist I - II
Public Health Aide I - II
Public Safety Aide I - III
Public Safety Call Taker I - III
Public Safety Communications Operations Supervisor
Public Safety Emergency Dispatcher I - III
Public Safety Emergency Shift Supervisor

Radiology Technician I - II
Refuse Collection Inspector I - III
Refuse Collection Supervisor
Reproduction Assistant I - II
Reproduction Supervisor
School Crossing Guard
School Crossing Guard Supervisor
Security Officer I - III
Sign Fabricator I - III
State's Attorney Investigator I - IV
Supply/Property Clerk I - IV
Survey Aide I - II
Survey Technician I - II
Trades Helper I - II
Traffic Service Worker I - IV
Transit Operator
Tree Trimmer I - III
Weapons Instructor - I - II
Weapons Instructor Supervisor
Welder I - III

NON-HAZARDOUS OCCUPATIONS MEDICAL GROUP

Account Clerk I - IV
Accountant I - V
Accounting Services Manager
Accounting Technician
Administrative Aide I - IV
Administrative Assistant I - IV
Administrative Services Intern
Administrative Specialist I - IV
Administrator to County Council
Assessor I - V
Assistant County Auditor
Assistant Legislative Officer
Associate County Auditor
Associate Director
Associate Director, Health Department
Attorney I - V
Auditor I - V
Budget Aide I - III
Budget/Management Analyst I - V
Budget Management Manager
Chief Administrative Officer
Chief Zoning Hearing Examiner

Citizens Services Intern
Citizens Services Specialist I - III
Clerk Typist I - II
Clerk to the County Council
Communications Specialist I - IV
Community Affairs Assistant I - II
Community Development Aide I - III
Community Development Assistant I - III
Community Developer I - V
Community Services Manager
Contractual Services Officer
Correctional Administrator
Counselor I - IV
County Auditor
County Council Planning Coordinator
Data Coordinator
Data Entry Operator I - II
Data Preparation Supervisor
Deputy Administrator to County Council
Deputy Chief Administrator Officer
Deputy Director
Deputy People's Zoning Counsel

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Director
Division Chief, Fleet Administration
Drafting Specialist, I – III
Elections Administrator
Engineer I – V
Executive Administrative Aide
Executive Director
Fingerprint Assistant I – II
Fingerprint Specialist I – IV
General Clerk I – IV
Graphic Artist I – II
Health Aide I – II
Human Resources Aide I – III
Human Resources Analyst I – V
Human Resources Manager
Investigator I – III
Law Clerk I – II
Legislative Aide to Council Member I – IV
Legislative Officer, County Council
Nutritionist I – IV
Paralegal Assistant I – III
Paralegal Supervisor
People's Zoning Counsel
Permits Specialist I – III
Permits Supervisor
Planner I – V
Plans Examiner I – IV
Police Records Manager
Principal Counsel to the District Council
Procurement Assistant I – II
Procurement Officer I – III

Programmer/Systems Analyst I – IV
Property Acquisition and Development
Administrator
Property Maintenance and Operations
Administrator
Psychiatric Nurse I – II
Psychological Services Manager
Public Health Program Chief
Public Management Intern
Public Service Aide I – II
Radio Dispatcher
Realty Manager
Realty Specialist I – IV
Senior Aide
Service Aide
Social Worker I – IV
Supervisory Clerk
Supervisor, Landfill Operations
Supply Manager I – IV
Supply Technician
Switchboard Operator I – II
Systems Analyst I – V
Transit Services Coordinator
Transit Services Manager
Weighmaster I – II
Weighmaster Supervisor
Zoning Hearing Examiner

ATTACHMENT B

**THE PRINCE GEORGE'S COUNTY GOVERNMENT
PRE-PLACEMENT MEDICAL REFERRAL FORM**

Name of Examinee: _____

Department/Agency: _____

Job Classification Title: _____

Hazardous Occupations: Positions which routinely require considerable physical exertion and/or a high degree of physical fitness and/or exposure to environmental conditions which are potentially hazardous to the personal health or safety of the potential/current employee or others.

Indicate if the examinee is required to have an examination in accordance with the U.S. Department of Transportations (DOT) guidelines or not.

DOT Physical Examination with Drug and Alcohol Tests

Non-DOT Physical Examination with Drug and Alcohol Tests

Non-Hazardous Occupations: Positions which require little physical exertion and no significant exposure to environmental pollutants or other health and safety hazards.

Instructions to Appointing Authority: This form, when signed, serves as the authorization for the medical contractor to administer the general physical examination and any additional tests that are deemed appropriate. To indicate additional tests, place a check mark in the appropriate space.

Signature of Appointing Authority/Designee

Date

ATTACHMENT C

**THE PRINCE GEORGE'S COUNTY GOVERNMENT
MEDICAL HISTORY FORM**

Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____

Position Applied For: _____

Instructions to Examinee: Please answer all questions. Check the correct column or write in your answer as appropriate.

NOTE: The Examining Physician has indicated that your answers to the following questions will assist in the examination. Please answer to the best of your ability.

FAMILY HISTORY	ALIVE	AGE(S)	DECEASED	AGE(S)	CAUSE OF DEATH
Mother					
Father					
Brother (indicate number)					
Sister (indicate number)					
Sons (indicate number)					
Daughters (indicate number)					

Father's Name (if living) _____

Mother's Name (if living) _____

Are there any diseases that seem to run in your family? Yes _____ No _____

If yes, please explain: _____

Have you knowingly been exposed to anyone who has TB or other chronic communicable disease:
Yes _____ No _____

GASTRO-INTESTINAL SYSTEM	YES	NO
Do you see a dentist regularly?		
Do you ever have a sore tongue (not related to injury)?		
Do you often have trouble swallowing?		
Does excessive "worrying" run in your family?		
Do you ever have heartburn?		
Do you have frequent spells of vomiting?		
Do you have frequent indigestion?		
Do you have stomach pains or cramps? If so, what area?		
Has a doctor ever said you have stomach ulcers?		
Do you often have diarrhea?		
Do you often have constipation or require laxatives?		
Do you ever notice blood in your bowel movements?		
Are your bowel movements ever like tar?		
Are your bowel movements ever gray or white?		
Have you had a hernia or hemorrhoids?		

NEURO-MUSCULAR	YES	NO
Have you ever had a convulsion? If so, how recently?		
Does your thinking get "mixed-up" when you must do things quickly or under pressure?		
Have you ever had fainting spells?		
Do you have numbness and tingling in your hands and feet?		

GENITO-URINARY SYSTEM	YES	NO
Do you have painful urination?		
Has your urine ever been bloody?		
Have you ever had Nephritis (Bright's Disease)?		
Has a doctor ever said that you have a kidney or bladder disease?		
Have you ever contracted a communicable disease?		

GENERAL INFORMATION	YES	NO
Do you often have itching skin?		
Do you often have a rash?		
Do you perspire a lot, even in cold weather?		
Have you ever had sugar in your urine?		
Have you ever taken insulin?		
Have you ever been anemic?		
Are you sensitive to any medications? If so, what?		
Do you bruise easily?		
Have you ever had a tumor? If so, where?		
At this time, do you have acne?		

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GENERAL INFORMATION CONTINUED	YES	NO
Are you currently taking any medicines on a regular basis?		
Have you ever had pneumonia?		
Have you ever had jaundice?		
Have you ever had pleurisy?		
Have you ever had tuberculosis?		
Have you ever had typhoid fever?		
Have you had recurrent tonsillitis?		
Have you ever had scarlet fever, frequent strep throat or rheumatic fever?		
Have you ever had chorea?		
Have you ever had swollen glands (lymph nodes)?		
Have you ever had a goiter?		
Have you ever had asthma?		
Do you suffer from hay fever?		
Have you ever had cancer? If so, please explain.		
Have you ever been overweight?		
Have you ever had an operation?		
Have you ever been vaccinated against diphtheria? If so, when?		
Have you ever received tetanus toxoid inoculations?		
Do you have sugar diabetes?		
Have you ever had B.C.G. (TBC inoculation – not testing)?		
What is your tuberculin reaction? (circle one) Positive Negative Unknown When?		

HEAD	YES	NO
Do you have frequent dizzy spells?		
Do you have frequent headaches?		
Do you need glasses to read or see at a distance?		
Do you frequently have puffy eyes in the morning?		
Do you have frequent earaches?		
Have you had "running ears"?		
Do your eyes recurrently water?		

NOSE AND THROAT	YES	NO
Do you often have colds?		
Do you often get a "choking lump" in your throat?		
Do you have frequent nosebleeds?		
Do you have post nasal drip?		

RESPIRATORY SYSTEM	YES	NO
Do you cough chronically?		
Do you spit up blood without any apparent cause?		
Do you have bad night sweats?		
Do you often have a fever?		
Do you have recurrent chest pains?		

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Do you have regular chest X-rays?		
What was the date of your last chest X-ray?	Results?	

CARDIOVASCULAR SYSTEM	YES	NO
Have you ever had hot, swollen or tender joints?		
Have you ever had pain around your heart?		
Has the doctor ever said your blood pressure is too high?		
Has the doctor ever said your blood pressure is too low?		
Have you ever been short of breath?		
Can you lie flat in bed to sleep?		
Do you ever sit up at night to get your breath?		
Are you "conscious" of your heartbeat?		

What is your usual weight? ____ lbs. Changes in past year: gain ____ lbs. or loss ____ lbs.

Do you wear glasses? ____ Contact lenses? ____ Constantly? ____ Reading only? ____

List any medications you are taking: _____

List the date and type of any operations you have had: _____

List the date and type of any serious injuries (including broken bones): _____

List the date, place and reason for any hospitalizations: _____

How much time did you lose from work due to illness in the past two (2) years? _____

List the date and reason you were last seen by a doctor? _____

Name and address of personal physician: _____

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List any sickness or injury which resulted in the payment of disability benefits, compensation or pension. Include whether the sickness or injury was temporary or permanently disabling and how long you were away from your employment. Also, include whether you have been medically judged to be no longer suffering from the sickness or injury.

Do you know of any physical condition not mentioned above which might affect the performance of your duties? If so, please explain. Yes _____ No _____

I certify that the foregoing statements are true to the best of my knowledge and understand that any willful falsification may be reason for refusal of employment or discharge. I agree to take any examination the Prince George's County Government deems necessary if related to this employment examination. I also agree to sign an "Authorization for Release of Information" for any hospitalizations I may have had.

Signature of Examinee

Date

Signature of Nurse

Date



**PRINCE GEORGE'S COUNTY GOVERNMENT
Occupational Employee Medical Services**

AUTHORIZATION FOR PRE-EMPLOYMENT MEDICAL SERVICES

<p>APPLICANT INFORMATION</p> <p>Applicant Name (Last, First MI)</p> <p>DOB Last 4 of SSN</p> <p>Driver's License Number & State</p> <p>Hiring Agency</p> <p>Classification Title/Position</p>	<p>CONCENTRA ORDERING INFORMATION</p> <p>PGC – OHRM PRE-EMPLOYMENT</p> <p>Company 1400 McCormick Dr. Ste. 159 Largo, MD 20774</p> <p>Authorized by (print name)</p> <p>Title</p> <p>Service Package: <input type="checkbox"/> DOT REGULATED PRE-EMPLOY PHYSICAL <input type="checkbox"/> NON-REGULATED PRE-EMPLOY PHYSICAL <input type="checkbox"/> DOT REGULATED PRE-EMPLOY DRUG & ALCOHOL <input type="checkbox"/> PRE-EMPLOY EXEC/CONTRACTOR <input type="checkbox"/> RETAKE PPD </p>
<p>APPLICANT INSTRUCTIONS</p> <ul style="list-style-type: none"> On the day before your medical examination, take nothing by mouth (except water) after your evening meal, fasting after midnight until your exam. Wear loose, comfortable clothing and athletic shoes. You must take this form with you on the day of your exam. 	<p>OHRM PRE-EMPLOYMENT MEDICAL EXAM AUTHORIZATION</p> <p>X</p> <p>Authorized Signature Date</p>
<p>MEDICAL EXAM LOCATION</p> <p>Concentra Urgent Care – Steeplechase 9141 Alaking Court, Suite 112 Capitol Heights, MD 20743</p>	<p>PASS/FAIL RESULTS</p> <p>Email Pass/Fail Results to: PreEmployment@co.pg.md.us</p>
<p>APPOINTMENT DATE:</p>	<p>APPOINTMENT TIME:</p>

ATTACHMENT E

**LIST OF FUNCTIONAL REQUIREMENTS AND ENVIRONMENTAL
FACTORS FOR CERTAIN CLASS TITLES/SERIES**

(NOTE: THIS IS NOT INTENDED TO BE AN EXHAUSTIVE LISTING OF JOB CLASSIFICATIONS)

Class Title/Series: Animal Control Officer

Functional Requirements: Heavy lifting and heavy carrying (45 pounds and over); reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; both legs required; depth perception; ability to distinguish shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; intermittent excessive noise; slippery or uneven walking surfaces; working alone; protracted or irregular hours of work.

Class Title/Series: Assistant Garage Supervisor

Functional Requirements: Heavy lifting and carrying (45 pounds and over); reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; straight pulling; pushing; kneeling; repeated bending; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; far vision correctable in one eye to 20/20 and to 20/40 in other; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive noise; intermittent dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; explosives; vibrations; working closely with others; working alone; protracted or irregular hours of work.

**Class Title/Series: Building Engineer
Building Supervisor
Facilities Maintenance Superintendent**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); pulling, pushing, reaching; use of fingers, hands; walking; standing; crawling; kneeling; repeated bending; climbing; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good near and far vision, correctable; depth perception;

ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive intermittent noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working below ground; working with hands in water; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: **Building Maintenance Attendant**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); reaching above shoulders; use of fingers; both hands required; walking; standing; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; near vision correctable at 13" to 16" to queger 1 to 4; far vision correctable in one eye to 20/20 and to 20/40 in other; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive intermittent noise; sometimes constant noise; dust; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working below ground; explosives; vibrations; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: **Construction Standards Inspector**
Property Standards Inspector

Functional Requirements: Moderate lifting and carrying (15 - 44 pounds); walking; standing; repeated bending; climbing; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; noise; dust; silica, asbestos, etc.; fumes, smoke or gases; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; vibrations; working closely with others; working alone.

Class Title/Series: Crew Supervisor

Functional Requirements: Heavy lifting; heavy carrying (45 pounds and over); straight pulling; pushing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; both eyes required; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors for Positions in DoE: Working outside and inside; excessive heat and cold; excessive intermittent noise; dust; working around machinery with moving parts; working around moving objects or vehicles; working closely with others.

Environmental Factors for Positions in DPW&T: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; excessive intermittent noise; sometimes constant noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working with hands in water; explosives; vibrations; working closely with others.

Class Title/Series: Custodian

Functional Requirements: Heavy lifting and carrying (45 pounds and over); pulling; pushing; reaching; walking; standing; bending; climbing; operation of crane, truck, tractor or motor vehicle; good vision.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; noise; dust; fumes, smoke or gases; solvents (degreasing agents); grease and oils; slippery or uneven walking surfaces; vibrations; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: Electrician

Functional Requirements: Heavy lifting and carrying (45 pounds and over); pulling, pushing, reaching; use of fingers, both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat and cold; excessive noise; dust; electrical energy; slippery or uneven walking surfaces; working

around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: **Engineering Aide
Engineering Technician**

Functional Requirements: Moderate lifting and carrying (15 - 44 pounds); reaching above shoulders; use of fingers; both hands required; walking; standing; kneeling; repeated bending; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles.

Class Title/Series: **Equipment Mechanic
Equipment Service Worker
Garage Supervisor
Heavy Equipment Mechanic**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); pulling; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; both eyes required; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding (except Garage Supervisor); explosives; vibrations; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: **Equipment Operator**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); straight pulling; pulling hand over hand; pushing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; far vision correctable in one eye to 20/20 and

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to 20/40 in the other; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; constant noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working with hands in water; explosives; vibrations; working closely with others; working alone.

Class Title/Series: **Facilities Maintenance Supervisor**
HVAC Technician
Laborer
Plumber
Tree Trimmer

Functional Requirements: Heavy lifting and carrying (45 pounds and over); straight pulling; pulling hand over hand; pushing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy (except Tree Trimmer); electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working with hands in water (except Tree Trimmer); explosives (Tree Trimmer only); vibrations; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: **Mail Services Operator**
Mail Services Supervisor

Functional Requirements: Heavy lifting (45 pounds and over); heavy repetitive carrying; use of fingers; both hands required; walking; standing; repeated bending; climbing; use of legs and arms; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously.

Environmental Factors: Working inside and outside; excessive intermittent noise; electrical energy; working around machinery with moving parts; working closely with others; working alone.

Class Title/Series: **Refuse Collection Inspector**
Refuse Collection Supervisor
Assistant Supervisor, Landfill Operations

Functional Requirements: Heavy lifting (over 15 pounds); light carrying (under 15 pounds); use of fingers; both hands required; repeated bending; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; both eyes required; depth perception; ability to distinguish basic colors and shades of colors; hearing aide permitted.

Environmental Factors: Working outside and inside; constant noise; working around moving objects or vehicles; working closely with others; working alone.

Class Title/Series: **Masonry Mechanic**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); pulling; pushing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; use of legs and arms; both legs required; ability for rapid mental and muscular coordination simultaneously; good vision; depth perception; hearing aide permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working with hands in water; explosives; vibrations; working closely with others; working alone; protracted or irregular hours of work.

Class Title/Series: **Printer**
Reproduction Assistant

Functional Requirements: Heavy lifting and carrying (45 pounds and over); moderate lifting and carrying (15-44 pounds); reaching above shoulders; use of fingers; both hands required; walking; standing; repeated bending (except Printer); climbing; use of legs and arms (except Printer); operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously.

Environmental Factors: Noise; dust; grease and oils; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working on ladders or scaffolding; working closely with others; working alone; fumes, smoke or gases (Printer).

Class Title/Series: Painter

Functional Requirements: Heavy lifting and carrying (45 pounds and over); reaching above shoulders; use of fingers; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; good vision; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat; dust; fumes, smoke or gases; solvents (degreasing agents); radiant energy; electrical energy; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working closely with others; working alone; protracted or irregular working hours.

Class Title/Series: Parts Specialist

Functional Requirements: Heavy lifting and carrying (45 pounds and over); reaching above shoulders; use of fingers; both hands required; walking; standing; crawling, kneeling; repeated bending; climbing; use of legs and arms; operation of crane, truck, tractor or motor vehicle; near vision correctable at 13" to 16" to queger 1 to 4; far vision correctable in one eye to 20/20 and to 20/40 in other; ability to distinguish basic colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive intermittent noise; dust; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working closely with others; working alone.

**Class Title/Series: Sign Fabricator
Traffic Service Worker**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); straight pulling; pushing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents);

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grease and oils; electrical energy; slippery or uneven walking surfaces; explosives; vibrations; working closely with others; working alone; working around moving objects or vehicles (Sign Fabricator only); working on ladders or scaffolding (Sign Fabricator only).

Class Title/Series: **Supply/Property Clerk**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); pulling; climbing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular coordination simultaneously; good vision; ability to distinguish basic colors and shades of colors; hearing aide permitted.

Environmental Factors: Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive intermittent noise; dust; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working below ground; working closely with others; protracted or irregular hours of work.

Environmental Factors for Positions in DER: Working outside and inside; dust; solvents (degreasing agents); grease and oils; working around machinery with moving parts; working around moving objects or vehicles; working closely with others.

Class Title/Series: **Survey Aide**
 Survey Technician

Functional Requirements: Light lifting and carrying (under 15 pounds); use of fingers; both hands required; walking; standing; repeated bending; both legs required; operation of crane, truck, tractor or motor vehicle; good vision; depth perception; hearing aid permitted.

Environmental Factors: Working outside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive intermittent noise; dust; slippery or uneven walking surfaces; working around moving objects or vehicles; working closely with others.

Class Title/Series: **Trades Helper**

Functional Requirements: Heavy lifting and carrying (45 pounds and over); straight pulling; pulling hand over hand; pushing; reaching above shoulders; use of fingers; both hands required; walking; standing; crawling; kneeling; repeated bending; climbing; use of legs and arms; both legs required; operation of crane, truck, tractor or motor vehicle; ability for rapid mental and muscular

coordination simultaneously; good vision; depth perception; ability to distinguish basic colors and shades of colors; hearing aid permitted.

Environmental Factors:

Working outside and inside; excessive heat, cold, humidity, dampness or chilling; dry atmospheric conditions; excessive noise; dust; silica, asbestos, etc.; fumes, smoke or gases; solvents (degreasing agents); grease and oils; radiant energy; electrical energy; slippery or uneven walking surfaces; working around machinery with moving parts; working around moving objects or vehicles; working on ladders or scaffolding; working below ground; working with hands in water; vibrations; working closely with others; working alone; protracted or irregular hours of work.

PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
1400 MCCORMICK DRIVE
LARGO, MARYLAND 20774

Date

MEMORANDUM

TO: Appointing Authority
[Hiring Agency]

FROM: Director
Office of Human Resources Management

SUBJECT: Pre-Placement Medical Determination

NAME:

MEDICAL GROUP: ☐ Hazardous ☐ Non-Hazardous

In accordance with Personnel Procedure 202- Pre-Placement Medical Examinations, the Office of Human Resources Management has received the physical examination test results and determination for the employee as indicated below:

Classification:

- ☐ A. Approved medically for position applied for. Appointees in this classification have no medical conditions which would prevent them from performing essential duties assigned.
- ☐ B. Not physically capable of performing essential duties until correction of _____ or without reasonable accommodations.
- ☐ C. Not acceptable for specific job applied for because of _____.
- ☐ D. Acceptable for temporary employment only. Additional test(s) may be required if offered probationary appointment.