Auckland District Health Board has a Pre Employment Screening policy which requires all newly appointed employees (that will have patient, blood and body fluid contact) to be tested for infectious disease immunity.

The purpose of the policy is to:

- Determine your immune status
- Minimise the risk of disease transmission from patients with infectious diseases to staff
- Minimise the risk of disease transmission from infectious staff to patients

Any offer of employment will be subject to the provision of this information and subsequent completion and signoff from Occupational Health & Safety.

### As a new employee - What do I do now?

- **DON’T DELAY**
- Complete and submit the electronic Health Questionnaire sent by the ADHB Careers Centre
- As soon as the Health Questionnaire is submitted, Occupational Health will email and inform you if test results are required.
- Local candidates (within the greater Auckland area) - if you do not have copies of results, OH&S will email a lab form to you, this lab form can only be used at one of the ADHB labs at either ACH or GCC
- Overseas candidates - may need to have tests for Pre Employment Screening in their country. If time is allowed, when you have arrived in NZ, the tests can be completed at an ADHB lab. The results take between 7 – 10 days to be reported by the lab. You will need to ensure you have allowed enough time for the screening.
- Fax, email or post any existing results
- Contacting OH&S prior to working at the ADHB will allow time for testing, if required, otherwise your start date could be delayed.
- Vaccination records are **NOT** proof of immunity.

### What is pre-employment screening (PES)?

The pre employment screening that you have been asked to complete prior to your employment at ADHB is for various infectious diseases. The process is two fold; firstly it will establish your immunity status to certain diseases, (Measles, Mumps, Rubella & Chicken Pox), and will also test for your exposure to Hepatitis B, TB and MRSA.

### Why does ADHB have a PES policy?

The Health & Safety in Employment Act requires that employers provide a safe working environment. During your employment at ADHB you could be exposed to any of the infectious diseases listed above. PES provides ADHB with information regarding the level of risk you may be exposed to during the course of your regular duties. (i.e. your immunity status to these diseases).

The Act also requires employees to keep themselves and others safe at work this means that if you have been exposed to various infectious diseases (MRSA, TB, HepB) you are obliged to take steps to ensure you do no pass any infection onto your colleagues or patients.

### Who has to have PES?

All candidates must undergo health and medical screening (appropriate to the position and department you are working in). Offers of employment will be made subject to completion of the PES process. There are specific requirements for clinical positions and departments regarding testing and checking of immunity status against infectious diseases such as MRSA, HepB & TB, before commencing work.
What will I be screened for?
OH&S will determine the tests required for the position you have applied for. The tests you require will depend on the amount of patient contact or blood & body fluid contact you are likely to have in your position.

What does “Completion” mean:
Completion means that your immunity/exposure status to these diseases has been determined. Your status will show that you either have immunity or that you do not. If you do not have immunity then we will strongly recommend you have a vaccination. Occupational Health & Safety (OH&S) hold the results of your tests in your confidential file. As soon as your results are available from the lab, OH&S will inform the Hiring Manager, Careers Centre and the candidate that the process is complete.

The following tests may be required for Pre Employment Screening. They will vary depending on your position within the ADHB - we can use results you currently have:

Measles, Mumps, Rubella - Antibodies
VZV (Chicken Pox) - Antibodies
Hepatitis B - Antigens & Antibodies
MRSA - (Methicilin-Resistant S. Aureus): Nasal Swab – if supplying your own results, they results must have been obtained within the last 2 weeks prior to your start date
Mantoux (Tuberculosis – skin test): Please remember to have your mantoux read after 72 hours. If your mantoux is negative (0-4mm), ADHB require you to have a second mantoux. Mantoux test results must have been obtained within the last 24 months. Chest X-Ray report should be no more than 1 year old. A CXR is required for a large positive mantoux.
Quantiferon (Tuberculosis – blood test): If you have a Quantiferon result it is valid for two years.
Chest X-ray: If you have had a chest x-ray within the last 12 months please send a copy of the written report to Occupational Health & Safety.

Vaccinations - OH&S strongly recommend vaccinations for MMR, Varicella, HepB & Boostrix (Boostrix for staff who have contact with children or babies. These are available through OH&S by appointment only. Clinics are at ACH two half days per week.

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PLEASE NOTE: THE ADHB HIRING MANAGER WILL RECEIVE AN EMAIL FROM OH&S INDICATING THE PROCESS HAS BEEN COMPLETED. A NEW EMPLOYEE CANNOT COMMENCE WORK AT THE ADHB UNTIL THIS HAS OCCURRED.