

MEDICAL EVALUATIONS

Page Number: Page 1 of 3 **Effective Date:** 01/01/2005 **Reviewed with No Changes:** 04/01/2007 **Supercedes Editions:** 01/01/97, 04/01/93

Purpose: *The program will provide the physical examinations and laboratory work to assess the physical condition and health of the Department's members, and comply with the statutory requirements of the County Employees Retirement System for Hazardous Duty Personnel.*

Procedure:

1. All members who are engaged in hazardous duty positions, including all duties considered support duties, shall participate in the Medical Evaluation Program.
2. The Medical Evaluation includes the following elements:
 - Medical History profile
 - Physical Examination
 - Blood Profile (SMA 24, CBC)
 - Urinalysis
 - Audiometry
 - Resting EKG
 - Pulmonary Function Study
 - Tetanus shot (if needed)
 - Chest X-ray (PA and Lateral)
 - Screening for Drug/Alcohol Abuse
 - Hepatitis B Immunization (may be refused by member if release is signed)
 - Cardiac Stress Testing

MEDICAL EVALUATION SCHEDULE

1. The medical evaluations shall take place as scheduled by the fire department. Every effort will be made to accommodate the work schedules of the members. However, if the member has not completed the medical evaluation that was offered by the fire department, the member shall make his/her own arrangements to have a physical comparable to, or exceeding the standards set forth by the fire department. Should this not be done within a reasonable time, then the member will not be allowed to respond to fire runs, or attend trainings.
2. A member may request to have medical evaluations performed annually. The member must submit his or her written request to the Safety Officer. The Safety Officer shall include the member making the request in the next medical evaluation scheduling with a minimum scheduling of 2 times per year.
3. The fire department reserves the right to require a member to undergo medical evaluation whenever the fire department deems medical evaluation appropriate for safety considerations.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

MEDICAL EVALUATIONS

Page Number: Page 2 of 3 **Effective Date:** 01/01/2005 **Reviewed with No Changes:** 04/01/2007 **Supercedes Editions:** 01/01/97, 04/01/93

MEDICAL RECORDS

1. Following a member's medical evaluation, the Chief, or his designee, will receive a letter from the evaluating physician(s) which will include the following information: the member's certification or failure to certify to use a breathing apparatus and the member's ability to perform full firefighting duties, or whatever limitations need be imposed.
2. All members will receive a copy of their medical evaluation results and shall have the opportunity to speak with the Department's physician(s) regarding their results. The evaluation results will be mailed from the physician's office to the member's home in a sealed envelope. It is recommended that the member share the results with their personal physician.
3. Medical records generated from this program will be retained by the fire department, in accordance with law, in a secured location and will be kept confidential.
4. Medical Evaluation records shall be made available to the Kentucky Retirement Systems, upon their request, which is a legal requirement.

MEDICAL CONDITION DISCOVERED

1. In the event that a clinically significant medical condition is discovered which would affect the firefighter's ability to safely perform assigned duties, the following steps will be taken.
 - A. The Department's physician(s) will attempt to contact the member on the same day that the medical condition is discovered. The physician will explain the medical condition and refer the member to his/her private physician for further evaluation.
 - B. After the physician has contacted the member, and if the condition is significant to preclude the member from safely perform assigned duties, the physician will contact the Chief of the Department, or his designee, on the same day that the medical condition is discovered, to inform him that the member should be relieved of his/her firefighting duties. The physician will not inform the Chief of the specific medical condition.
 - C. The physician shall advise the Chief of any limitations that are necessary due to the medical condition. This member shall be restricted to performing those duties that have been approved by a physician.

MEDICAL EVALUATIONS

Page Number: Effective Date: Reviewed with No Changes: Supercedes Editions:
Page 3 of 3 01/01/2005 04/01/2007 01/01/97, 04/01/93

- D. A member may return to full duty when approved by a physician. The Chief or his designee may require a member to go through full medical evaluation before returning to full duty.

- E. In the event a determination has been made that the member has a substance abuse condition, the member will be directed to utilize the Employee Assistance Program. If the member refuses, and the abuse may impair the member from performing safely performing his/her assigned duties, this may be the grounds for termination. If the member is undergoing counseling, and the abuse problem does not impair the member from safely performing his/her assigned duties, then the member may continue to attend trainings and respond to incidents. The Board of Trustees has the authority to determine a reasonable amount of time for treatment of substance abuse problems.

NEW MEMBERS AND THE EVALUATION PROGRAM

1. All applicants shall have their medical evaluation performed after approval, but before the member participates in recruit training programs. Failure to undergo medical evaluation within a reasonable amount of time may be grounds for probationary membership termination.

2. The evaluation program may be performed by the member's personal physician provided that the medical evaluation is at least as comprehensive as that provided by the fire department. The member's personal physician must be willing to do the same certifications, and advise of any limitations on a member's duties, as the fire department physician would. The fire department may share in the cost of the member using his own physician, however the fire department will not pay more than if the medical evaluation was performed by the fire departments physician. Any cost in excess of this amount will be the responsibility of the member.