	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.23¹
	Title: POST OFFER OCCUPATIONAL ASSESSMENTS	Page: 1 of 3
		Effective Date: 07-30-19
		Previous Versions Dated: 09-27-11; 04-01-03; 08-01-00; 01-01-93
		Corporate Review Dated: 07-19-19

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to ensure all qualified pre-placement employees can perform the essential functions of their job in a safe manner before their initial work assignments.

III. POLICY:

Occupational health assessments may be required of all qualified pre-placement employees after an offer of employment has been extended and before the start of orientation. All assessments will be performed by the qualified health professional designated by the Tenet Facility at a reasonable time and at Tenet’s expense. An offer of employment is contingent upon satisfactory completion of the occupational assessment.

Should the individual be a transfer from a Tenet Facility, existing information relating to prior occupational assessments will be sent by the transferring facility to the health professional at the receiving Tenet Facility to review. Updates will be conducted as necessary.

Medical information will be kept in a confidential file separate from other personnel information with a signed current Notice of Privacy Practices form. While assessment results remain the property of Tenet, an individual may review his/her own occupational assessment records. Requests should be submitted to Occupational Health.


All occupational assessments shall be conducted in accordance with applicable local, state and federal laws or regulations.

IV. ROCEDURE:

A. Facility Human Resources

1. Appointments for occupational assessments may be communicated to the pre-placement employee and the Facility’s health professional by the Human Resources Department.

¹Prior to June 3, 2013, the policy number was HR-805.

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2. Once the assessment is completed, the Facility's health professional will provide a written work status report to Human Resources. Results of the assessment will be communicated verbally to the pre-placement employee as soon as possible and filed for future reference.
3. Any conditional offer of employment will be rescinded, or appropriate action taken, if the results of the occupational assessment indicate the pre-placement employee cannot safely perform, with or without reasonable accommodation, the essential functions of the job he or she was conditionally offered.

B. Occupational Health

1. Occupational Health will perform occupational assessments using appropriate forms approved by the Tenet Facility.
2. Occupational Health will inform Human Resources as to whether the pre-placement employee can perform the essential functions of job with or without reasonable accommodation. Should the individual be transferring from another Tenet Facility, the healthcare professional will review existing medical information for the need to update and provide a work status form to Human Resources prior to work assignment.
3. Confidential medical information will be made available to the pre-placement employee and/or third parties only by written authorization from the individual or an appropriate subpoena, except in situations of a medical emergency or as permitted or required by federal, state or local laws.

C. Responsible Person


The Tenet Facility Human Resources Leader is responsible for ensuring that all personnel adhere to the requirements of this policy, that these procedures are implemented and followed at the Facility, and that instances of noncompliance with this policy are reported to the Tenet HR Operations for review and resolution by the Vice President, HR Operations.

D. Auditing and Monitoring

Audit Services will audit adherence to this policy in its full scope audits.

E. Enforcement

All employees whose responsibilities are affected by this policy are expected to

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be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.