

## Summary of Revisions to Medical Examination, 4.40 Policy Effective July 15, 2024

Medical Examination (See full [Medical Examination Policy](#))

### Summary of Changes

The minor revision to policy:

- Aligns with policy template (e.g., adding Purpose of the Policy statement, moving items in Responsibilities table to body of policy).
- Reorganizes policy language for readability throughout.
- Adds language clarifying that prospective employees may be required to undergo a “pre-employment medical examination” and current employees may be required to undergo a “fitness for duty medical examination (FFDME)”. These terms are added to the Definitions table and used throughout the policy.
- Deletes “food employee” definition.
- Adds “emotionally” to “physically and mentally” able to perform the essential functions of the job in FFDME definition, reflecting current practice. (Definitions, p.1)
- Clarifies that job related pre-employment examinations and FFDMEs must be consistent with business necessity. (Policy Details I.A and II.A, p.1)
- Adds the word “may” before the phrase, “impact performance of essential job function or pose significant safety or health risks to the job applicant or others.” (Policy Details I.B.1, p.1)
- Clarifies that confidentiality requirement applies to any medical information collected during a medical examination from applicants, current employees, or as part of voluntary health promotion activities. (Policy Details IV.A, p.2)
- Clarifies that conditional offers of employment are “contingent upon the results of the pre-employment medical examination” rather than current language which states, “contingent upon the successful completion of a medical exam.” (Procedure I.A.1, p.2)
- Changes “Employee Health Services” to “Ohio State Employee Health” throughout to align to current unit name.
- Updates and provides links to campus and medical center employee relations units that units must consult when considering requiring an FFDME. (Procedure II.A, p.3)
- Updates Responsibilities table and Contacts table. (pp. 3-4)

