



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

California Department of Corrections and Rehabilitation (CDCR) Annual Employee Tuberculin Skin Testing and Evaluation (TST/Evaluation)

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What authority mandates annual TST/evaluation for all CDCR employees?

Penal Code sections 6006-6009 mandates that all CDCR employees, and certain other groups, receive an annual TST/evaluation.

2. What happens if an employee fails to receive the annual TST/evaluation?

Government Code 19585 provides for non-adverse action to terminate employment if the legal requirements of *Penal Code* sections 6006-6009 are not met.

3. How are employees' annual TST/evaluations documented?

TST/evaluations completed during the 2012 Testing Cycle will be documented on two forms: the computer generated *Employee Annual Tuberculin Skin Test (TST) and Evaluation*, CDC 7336 (Rev. 11/99-Automated), and the *TB Infectious Free Staff Certification*, CDC 7354 (Rev. 5/01). Employees should keep copies of the 7336 and the 7354 in their home files, as it is their responsibility to produce either form to document the testing when transferring positions as necessary. The original 7354 must be submitted to their supervisor. The original CDC 7336 will reside on the computer database.

4. When an employee works for a Headquarters Unit but is assigned to an institution, does he or she need to travel to Headquarters to receive a TST/evaluation?

No. Any CDCR employee can receive an annual TST/evaluation at any CDCR location offering the annual TST/evaluation.

The employee must get the CDC 7354 completed at the time of testing and give the original (keeping a copy) to their manager or supervisor.

5. How is the TST/Evaluation process handled in the Division of Adult Parole Operations/Parole Regions (DAPO), Division of Juvenile Justice (DJJ), and Prison Industries Authority (PIA)?

DAPO/Parole Regions, DJJ, and PIA employees will likely be provided specific guidance in separate memoranda regarding the TST/Evaluation Program and detailing how their documentation should be processed. Although this process may be specific to these divisions, all testing and evaluations must be documented using the CDC 7336.

6. Can a private health care provider administer the TST/evaluation?

Yes. Any CDCR employee may elect to have his or her private health care provider or the local Public Health Department administer the TST/evaluation, at no cost to the CDCR. The test results must be documented on the CDC 7336 (Rev. 10/02), the employee certified to be TB infectious free on the CDC 7354 (Rev. 5/01), and the forms submitted to Emeryville Occupational Medical Center.

7. Where can a CDC Form 7336 (Rev. 10/02) and CDC Form 7354 (Rev. 5/01) be obtained?

The CDC 7336 (Rev. 10/02) and CDC 7354 (Rev. 5/01) is included with this memorandum as Attachment I. A down loadable PDF file is also available on the intranet.

8. What kind of TST is acceptable? A Tine or Mantoux TST?

As recommended by the Centers for Disease Control and the California Tuberculosis Controllers Association, the Mantoux TST is the only acceptable screening method for detecting TB infection.

9. An employee had a TST/evaluation more than 30 days prior to the annual TST/evaluation. Is the employee required to receive another TST/evaluation during the annual TST/evaluation?

Yes. Employees must be re-tested/re-evaluated if they received a TST/evaluation 30 days or more prior to the annual TST/evaluation. To simplify this requirement, employees who were tested during January 2012 do not need to be tested in February/March 2012, provided they have proper documentation on a CDC 7336, or in a format with the equivalent information. All other employees will need to be tested/evaluated in February/March 2012, and the results documented on the CDC 7336.

10. What happens when an employee is absent during the TST/evaluation period due to an illness, vacation, or other excused leave?

If an employee is absent due to an illness, vacation, or other excused leave, the employee must make arrangements with the Return-to-Work (RTW) or TB Coordinator to be tested/evaluated on an alternate date. The employee must submit a CDC 7336 form documenting the TST/evaluation report to the Emeryville Occupational Medical Center per the instructions in #4 above. **Further clarification can be found on page 7.

11. If an employee has a prior positive TST, does he or she need a TST every year?

No, but the employee must be evaluated for symptoms annually. If an employee has an appropriately documented prior positive TST, he or she does not require another TST. However, *Penal Code* section 6007 requires the employee with a prior positive TST to receive an evaluation on an annual basis.

12. What is required if an employee is identified as having a newly positive TST during annual employee TB testing?

The contractor will provide the employee with a copy of the CDC 7336 documenting the newly positive TST (change from negative to positive on the TST) and refer the

employee to the RTW Coordinator. An *Employer's Report of Occupational Injury or Illness* form (SCIF 3067) must be completed for all staff who are determined to have a newly positive TB test or are diagnosed with infectious TB. The employee can obtain a SCIF 3067 from the Health and Safety Officer, the RTW Coordinator, or his or her supervisor. At that time, the employee must be referred to a medical provider for a medical evaluation. After being evaluated by a Worker's Comp medical provider or personal health care provider, the employee must provide the RTW Coordinator with follow up information that documents the employee is TB free (form CDC 7354) or is being treated for active TB. The RTW Coordinator provides the CCHCS Public Health Unit with documentation that the employee is TB free or under treatment.

13. Who may I contact for questions regarding TB or the annual TST/evaluation process?

Steve Zimmerman, Assistant Contract Administrator
Emeryville Occupational Medical Center, (510) 653-5200, extension 0142,
szimmerman@emeryvilleoccmcd.com

Sue Brissette, Contract Administrator
Emeryville Occupational Medical Center, (510) 653-5200, extension 0141,
sbrissette@emeryvilleoccmcd.com

Questions concerning the TST/evaluation of employees with special or unusual medical circumstances should be directed to Steven Gest, MD, (510) 653-5200, extension 0105.

FAQ Weekly Update – February 10, 2012

14. Does the nurse have to wear gloves when administering the skin test?

No. The nurse must follow standard precautions of washing hands with soap and water; or the use of hand sanitizer; or changing gloves prior to preparing and administering the skin test between each employee.

15. If there is bleeding at the site of the injection should the nurse apply a bandaid?

No, applying a bandaid may cause a skin irritation around the test site and make it difficult for the nurse to determine if the irritation is a reaction to the TB test or the bandaid, resulting in the need to repeat the skin test.

If bleeding occurs at the site, the nurse should provide you with a clean cotton ball and apply gentle pressure until the bleeding stops.

If you are taking anticoagulants (Coumadin, Warfarin, Heparin, Lovenox, Jantoven) please inform the nurse at the time of the testing.

16. Does the TB TST/evaluation have to be done by a Registered Nurse (RN)?

No. Other staff under nursing, including but not limited to a Licensed Vocational Nurse (LVN) or Medical Assistant (MA), can administer and read a TB TST and screen for symptoms. If an employee has a newly positive test or is positive for symptoms of TB, the LVN or MA will refer the employee to a RN or physician for further assessment/evaluation.

17. How is screening for signs and symptoms of TB conducted?

Screening for signs and symptoms of TB is conducted by asking each employee if they have any of the following: persistent (> 3 weeks) cough, unexplained weight loss, unexplained fever, unexplained fatigue, or unexplained night sweats. The contractor has re-configured their computer system to require these questions to be asked and answered before the process can move forward.

18. Why do I have to give the contractor my social security number?

The last 6 digits of your social security number are required to complete the CDCR Form 7336. Providing the last 6 digits of your social security number has always been required data element for completing the 7336.

19. Why do I have to give the contractor my date of birth?

Your date of birth has always been a required data element to complete the CDCR Form 7336. In addition, the contractor uses your date of birth to look you up in their database and confirm they are selecting the correct employee/file.

20. Why two forms for TB testing and evaluation?

Form CDCR 7336 contains confidential medical information and provides the required documentation for TB testing and evaluation. Form CDCR 7354 does *not* contain confidential medical information and provides documentation to your employer that you are certified free of infectious TB disease and have met the TB TST/evaluation condition of employment.

Note: Each Supervisor/Manager is responsible for ensuring all of their assigned employees have received TB testing and evaluation.

21. RJD and 501 J Street Sacramento ONLY

If I did not receive the *TB Infectious Free Staff Certification*, Form CDCR 7354 and only received the *Employee Annual Tuberculin Skin Test (TST) and Evaluation*, Form CDC 7336, what should I do?

You do not need to do anything. The contractor will provide all unit managers with the *TB Infectious Free Staff Certification*, Form CDC 7354, which does not contain any confidential medical information. The managers will retain the original and provide a copy to the employee.

22. 501 J Street Sacramento ONLY

If I did not receive the *Employee Annual Tuberculin Skin Test (TST) and Evaluation*, Form CDC 7336 and only received the *TB Infectious Free Staff Certification*, Form CDCR 7354, what should I do?

Please contact one of the following individuals. They will ensure the contractor provides you with your Form CDC 7336.

Cheryl Schutt, Assistant Statewide Chief Nurse Executive

Office: 916-323-2775

E-Mail: Cheryl.Schutt@cdcr.ca.gov

Pam Tello, SSM I,

Office: 916-327-0959

E-Mail: Pamela.Tello@cdcr.ca.gov

Marisa Calderon, OT

Office: 916-327-1213

E-Mail: Marisa.Calderon@cdcr.ca.gov

Keri DeGraw, OT

Office: 916-322-0959

E-Mail: Keri.DeGraw@cdcr.ca.gov

23. When and where will I be tested?

A schedule of the locations and dates for TB testing and evaluation was distributed to CDCR Health Care All Staff on Friday, February 10, 2012.

24. When will I know the dates, times and location of the TB TST/evaluation for my institution or work site?

The specific dates, times and locations will be posted at each institution/work site/office at least one week in advance of the testing dates.

25. Are the times of 5:00 am to 5:00 pm at the institutions and 8:00 am to 4:30 pm at office sites the same for every location?

These are the contractor's standard times for TB testing and evaluation. Please check your institution's/work site's posted schedule for the scheduled times at your location.

26. Are contract/registry employees and volunteers eligible to receive TB TST/evaluation?

No. Only state employees, student assistants, and retired annuitants are eligible for Annual Employee TB Testing/Evaluation.

27. If I attend a "make-up" clinic for TB testing and evaluation, when do I need to provide my supervisor with my *TB Infectious Free Staff Certification, Form CDCR 7354*?

The CDCR 7354 must be submitted to your supervisor ASAP following the completion of your TB TST/evaluation, preferably the same day of your TST/evaluation or your next scheduled work day.

28. Who has approved the contractor's process for conducting annual TB testing and evaluation?

The contractor's process for conducting annual TB testing and evaluation has been reviewed and approved by California Correctional Health Care Services Nursing Services and Public Health Unit at headquarters.

29. Who do I contact if I have any concerns or problems with the TB annual TST/evaluation process?

Cheryl Schutt, Assistant Statewide Chief Nurse Executive

Office: 916-323-2775

E-Mail: Cheryl.Schutt@cdcr.ca.gov

Pam Tello, SSM I,

Office: 916-327-0959

E-Mail: Pamela.Tello@cdcr.ca.gov

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E-Mail: Keri.DeGraw@cdcr.ca.gov

30. What does the contractor need from CCHCS/CDCR staff to ensure an efficient and successful annual TB testing and evaluation?

- A location outside the secure perimeter large enough to accommodate 8 work stations and provide privacy.
- Electrical outlets to support laptop computers at each work station.
- Tables (6) and Chairs (15)
- Internal telephone capability with privacy
- Follow posted signs/directions
- Professional conduct and courtesies

FAQ Weekly Update – March 1, 2012

10. **Further clarification. What happens when an employee is absent during the TST/evaluation period due to an illness, vacation, or other excused leave?

If an employee is absent due to an illness, vacation, or other excused leave, the employee must make arrangements with the Return-to-Work (RTW) or TB Coordinator to be tested/evaluated on an alternate date. The employee must submit a CDC 7336 form documenting the TST/evaluation report to the Emeryville Occupational Medical Center per #3 of the Annual TB Memo dated January 23, 2012 (see excerpt below).

- Employees may be tested/evaluated at the times and locations listed on the *TB TST/Evaluation Schedule* (Attachment III).
- Out-stationed, Regional, or traveling employees may elect to obtain their annual TST/evaluation at a nearby institution.
- Employees who are tested/evaluated at a location other than one of the designated CDCR testing sites must mail the original completed CDC 7336 (Rev. 10-02), in an envelope marked "CONFIDENTIAL" to the following address:

CDCR TB Testing Program
Emeryville Occupational Medical Center
PO Box 99440
Emeryville, CA 94608

31. When do I need to provide my supervisor with my *TB Infectious Free Staff Certification*, Form CDCR 7354?

The CDCR 7354 must be submitted to your supervisor ASAP following the completion of your TB TST/evaluation, preferably the same day of your TST/evaluation or your next scheduled work day.

32. What does the manager or supervisor do with the completed Form CDCR 7354 after receiving it from the employee?

The CDCR form 7354 is not a confidential health form and may be maintained in a supervisory file (not to be confused with the official personnel file) or maintained in a centralized location once the supervisor or manager has verified the employee's compliance with the Annual Employee Tuberculin Skin Testing and Evaluation Program. These forms are proof of compliance and should be maintained somewhere in the institution.

33. Is EOMC going to provide a list of staff that is non-compliant with TB testing?

No, EOMC will be providing a list of staff who have completed the TB test/screening process. This report can then be compared to an employee roster to determine who is non-compliant.