

# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: I</b>	<b>SOP: 1111</b>
	<b>SECTION: 1100 PERSONNEL</b>	
	<b>SUBJECT: EMPLOYEE PHYSICAL EXAMINATIONS</b>	
<b>DATE APPROVED:</b>	<i>JUNE 13, 2011</i>	
<b>APPROVED:</b>	<i>Melvin P. Murray</i>	

**Purpose:** To identify the components and time frames for employee physicals.

**Scope:** Fire service occupational health is a multi-dimensional program that includes pre-employment testing, education, wellness, and on-going medical evaluation.

**Procedure:**

1. For purposes of scheduling, the incumbent employee shall make an appointment with Santa Cruz Occupational Medical Center (SCOMC) by calling 831-576-3000. The appointment should be made prior to the expiration of the previous physical, but as close to practical to reduce overlapping dates. The administrative staff shall notify the effective employee 90 days prior to their expiration date via e-mail.
  
2. The examinations will be performed at SCOMC, 610 Frederick Street, Santa Cruz, CA. Employees shall pick up a packet from the district administrative office prior to going for the appointment and have all appropriate forms completed. The packet will also have instructions for the physical.
  
3. Physical examinations will be based on age and incumbent or entry status:
  - A. New Hire Entry Level Exam
 

The following tests must be passed to continue with the new hire exam.

    - Stress EKG
    - Substance Abuse Drug Test
    - See *Santa Cruz County Fire Agencies Insurance Group (SCCFAIG) Medical Physical Examination Components list* for detailed exam.
  
  - B. Administrative office Staff
 

***Biannual Examinations***

    - See SCCFAIG Medical Physical Examination Components list for detailed exam.
  
  - C. Incumbent Firefighter (Under Age 50)
 

***Biannual Examinations***

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	<b>SUBJECT: Employee Physical</b>	

- See SCCFAIG Medical Physical Examination Components list for detailed exam.
- Off year incumbent Firefighter shall complete medical history and respiratory questionnaire.

D. Incumbent Firefighter (Age 50 and Over)

*Annual Examinations*

- See SCCFAIG Medical Physical Examination Components list for detailed exam.

The SCCFAIG Medical Physical Examination Components list for detailed exam is located in the administration office.

4. Reporting of Results

- A. A DMV medical evaluation form shall be completed and a DMV medical physical card issued. A copy of the DMV card shall be forwarded immediately to the administration office for the training file. Any person without a copy of a current DMV physical card will not be allowed to operate fire apparatus.
- B. If the employee is not able to return to full duty, the district will be notified immediately. Otherwise, the district will be sent a notice clearing the employee for full duty within ten (10) days of the completion of the examination process. Follow-up written results will be filed in the employee's personnel file.
- C. A follow-up appointment will be necessary to determine the results of the TB skin test. This appointment shall be 48 to 72 hours from the original appointment.
- D. Employees will receive an e-mail reminder 60 days prior to their physical expiration date. Employees will also receive an e-mail reminder to complete their off-year medical history and respiratory questionnaire. Once completed, return to the administration office and they will forward it to SCOMC. It is ultimately the responsibility of the employee to make sure they are up to date on all physicals, medical history and respiratory questionnaire.