




SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1111	
	SECTION: 1100 PERSONNEL		
	SUBJECT: EMPLOYEE PHYSICAL EXAMINATIONS		
	12/15/2020		
			

Purpose: To identify the components and time frames for firefighter physical examinations

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 firefighter 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 examination (Physical), but as close as possible to reduce overlapping dates. A Target Solutions alert will be sent to employees 30 days prior to their expiration date via e-mail. Once the email is received, call the SCOMC immediately to avoid scheduling delays.
2. The physical will be performed at SCOMC, 3601 Caldwell Drive, Soquel, CA. Employees shall pick up a packet from the Scotts Valley Fire Protection District (SVFPD) administrative office prior to going for the appointment and have all appropriate forms completed. The packet must be signed by the Fire Chief or Designee.
3. The Physical is based on NFPA Standards and Santa Cruz County Fire Agencies Insurance Group (SCCFAIG) Medical Physical Components (*attached copy of exam details*).
4. The Medical History and Respiratory Questionnaire (MHRQ) is completed in the Physical off year and employees shall pick up the MHRQ from the SVFPD administrative office. A Target Solutions alert will be sent to employees 30 days prior to their expiration date via e-mail. The MHRQ shall be returned to the SVFPD administrative office prior to the expiration date, but as close as possible to reduce overlapping dates.
5. The Physical is based on age and position as follows:
 - A. Firefighter New Hire Entry Level Exam
 - B. Incumbent Paid Call Firefighter
 - Under Age 30 – Every three (3) years
 - Age 30 to 50 – Every two (2) years
 - Over age 50 – Every Year

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C. Incumbent Firefighter

- Under Age 50 – Every two (2) years
- Over age 50 – Every Year

4. Reporting of Results

- A. A DMV medical evaluation form shall be completed and a DMV medical physical document will be issued. A copy of the DMV document shall be forwarded immediately to the SVFPD administration office for the personnel file and to be uploaded in Target Solutions. Any person without a copy of a current DMV physical document will not be allowed to operate fire apparatus.
- B. If the employee is not able to return to full duty, the SVFPD will be notified immediately. Otherwise, the SVFPD 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.

SCCFAIG MEDICAL PHYSICAL EXAMINATION COMPONENTS

NEW HIRE ENTRY LEVEL EXAM: (Components Establish Baselines Prior to Active Employment)

- Screening Test: These tests must be passed in order to proceed with the rest of a new hire exam:
 - Substance Abuse Drug Test - Panel 10 (includes collection, test and Medical Review Officer)
 - Stress EKG (Resting /Exercise Blood Pressure; Resting/Stress EKG; Fitness Level; MD Supervision/Interpretation)

Upon successful completion of the Screening Test, the complete New Hire Entry Level Exam will be completed which includes the following components:

- Physical Exam Based on NFPA 1582, includes Vision Testing (far, near, acuity, peripheral and color perception)
- Complete Medical History & Respiratory Questionnaire
- Pulmonary Function Testing
- Audiometric Test using a sound booth
- Metabolic Complex Blood Panel, (SMAC 25, lipids, glucose, liver enzymes, electrolytes,)
- Cholinesterase Levels, RBC & serum levels
- BCP/Hemogram
- Phlebotomy
- Vaccine Administration
- Back Screen and Range of Motion Test
- Physical Capacity Screening (Flexibility, Body Mechanics, Muscle Group Strengths and Lift Test)
- Urinalysis with Micro
- X - Ray: Chest, single view
- TB Skin Test
- Seasonal Flu per Cal OSHA 5199
- Tdap immunization per Cal OSHA 5199
- Screening for Hepatitis B (test to determine if exposure prior to hiring has occurred)
- Screening for Varicella immunities per Cal OSHA 5199
- Screening for MMR immunities per Cal OSHA 5199
- Screening for Hepatitis C (test to determine if exposure prior to hiring has occurred)
- Screening for HIV Test (test to determine if exposure prior to hiring has occurred)
 - automatic confirmation test will be done, to validate positive test results
- Female New Hire Applicants: Mammogram and Breast Exam

INCUMBENT FIRE FIGHTERS

Medical Physical Evaluation Frequency by Age and the Components:

Age 29 years and younger: *Every Three (3) Years*

- Complete Medical History & Respiratory Questionnaire
- Physical Exam Based on NFPA 1582
- Vision Testing (far, near, acuity, peripheral and color perception)
- Pulmonary Function Test
- Audiometric Test
- BCP/Hemogram
- Metabolic Complex Blood Panel (SMAC 25, lipids, glucose, liver enzymes, electrolytes,)
- Phlebotomy
- Urinalysis with Micro
- DMV Paperwork

SCCFAIG MEDICAL PHYSICAL EXAMINATION COMPONENTS

Age 30 to 39 years: *Every Two (2) Years*

- Complete Medical History & Respiratory Questionnaire
- Physical Exam Based on NFPA 1582
- Vision Testing (far, near, acuity, peripheral and color perception)
- Pulmonary Function Test
- Audiometric Test
- BCP/Hemogram
- Metabolic Complex Blood Panel (SMAC 25, lipids, glucose, liver enzymes, electrolytes,)
- Phlebotomy
- Urinalysis with Micro
- Treadmill EKG Stress test, only indicated if risk factors exist, (+family HX, high BP, smoker, elevated lipids, diabetes, etc.) then done annually after 35 years or older
- DMV Paperwork

Age 40 Years and Over: *Every Two (2) Years*

- Complete Medical History & Respiratory Questionnaire
- Physical Exam Based on NFPA 1582
- Vision Testing (far, near, acuity, peripheral and color perception) Pulmonary Function Test
- Audiometric Test
- BCP/Hemogram
- Metabolic Complex Blood Panel (SMAC 25, lipids, glucose, liver enzymes, electrolytes,)
- Phlebotomy
- Urinalysis with Micro
- Treadmill EKG Stress Test
- DMV Paperwork

Age 50 Years and Over: *Annually*

- Complete Medical History & Respiratory Questionnaire
- Physical Exam Based on NFPA 1582
- Vision Testing (far, near, acuity, peripheral and color perception) Pulmonary Function Test
- Pulmonary Function Test
- Audiometric Test
- BCP/Hemogram
- Metabolic Complex Blood Panel (SMAC 25, lipids, glucose, liver enzymes, electrolytes,)
- Phlebotomy
- Urinalysis with Micro
- Treadmill EKG Stress Test
- PSA Specific Test
- DMV Paperwork