

TB Testing Procedures – Fire Department

Department Procedures

All sworn fire personnel must be tested for tuberculosis (TB) at the time of hire and annually thereafter. The initial test is completed as part of the Pre-employment Physical Exam process coordinated by Human Resources. The annual testing required thereafter is the responsibility of the Fire Department. TB testing has been incorporated into the Fire Department's Firefighter Physical Exam (which takes place every two years) and Hazmat Exam (which takes place annually for all employees on the HazMat Response Team). The following procedures are necessary to ensure sworn personnel receive TB testing in years where they are not subject to a Firefighter Physical Exam and/or HazMat Exam:

1. On July 1 of each year, the Department's OMTP Coordinator ("Coordinator") will identify all employees who require a TB test, but are not scheduled to undergo a Firefighter Physical Exam or HazMat exam in the upcoming fiscal year.
2. The Coordinator will notify these employees in the month of their birthday of the upcoming TB test (click [HERE](#) for employee instructional memo), provide the employee with a completed Fire Department [Exam Request Form](#), and request the employee to contact the Occupational Medical Testing Program (OMTP) provider (click [HERE](#) for provider information) to make arrangements for the TB test and advise the Coordinator (and supervisor) of the date and time. The Coordinator will also provide Human Resources (omtp@smgov.net) with a copy of the Exam Request Form.
3. If employee fails to obtain the TB test, the Coordinator will contact employee's supervisor to intervene and ensure the testing is carried out in accordance with these procedures.
4. Human Resources will notify Department of test findings (click [HERE](#) for sample) and advise if any follow up actions are necessary. The Coordinator, in turn, will note completion on the Firefighter/HazMat Physical Exam schedule (click [HERE](#) for sample schedule) and place a copy of findings in the employee's confidential departmental health file¹.

¹ Every employee should have **separate confidential department files for personnel-related items and health-related items**. The personnel file typically contains items such as performance appraisals, accommodations, disciplinary memos, etc. The health file typically contains doctor's notes addressing employee status (i.e., timeframe for remaining off work) or work restrictions only (i.e. no confidential medical information regarding condition, diagnosis or medication), vaccination tracking forms, respirator medical clearance forms, etc.