POLICY
Ageia Health Services has established a post-offer functional assessment test policy for designated job classifications and company locations. The purpose of this procedure is to establish a prospective employee’s fitness to perform the duties which apply to the job for which they will be hired. This functional assessment test will be required for designated positions after an offer of employment has been made to a job applicant and prior to the commencement of employment or when there is a need to determine whether an employee is still able to perform the essential functions of his or her job.

DEFINITIONS
None

PROCEDURES
1) For each job classification listed below, candidates will be offered employment on a conditional basis, pending the results of a work-related, functional assessment. This offer will be made after pre-employment drug testing, criminal background check processing, and employment reference checking has been completed with acceptable results. Other job classifications and company divisions may be added as deemed advisable. Supervisors must not give the applicant a start date until the corporate office provides authorization to do so based on the results of the functional assessment test.

Divisions: At Home Care Group and SouthTowne Living Center
Positions: Caregiver, Certified Nursing Assistant, and Medication Aide
A job analysis for the positions at issue will be completed showing how much lifting, bending, twisting, grasping, pulling, etc. is done in each job category listed above. The job analysis will be provided to the practitioners(s) conducting the assessment so that the testing is effective and work-related. The analysis will also be used to communicate essential qualifications on job postings, job descriptions, and during interviews.

2) The applicant will be “conditionally” offered the position and requested to comply with the functional assessment test. The applicant will be asked to sign a Functional Assessment Consent and Release form at this time in the process. The hiring supervisor will schedule an appointment for the test to take place.

3) The applicant will participate in the post-offer functional assessment test conducted by a licensed occupational or physical therapist or designated Ageia Health Services staff. If the applicant is sent to out to a clinic for testing they will take a copy of the consent form with them. Directions to the clinic are available, as well.

4) Any applicant who refuses to voluntarily submit to any part of the pre/post employment offer requirements or who fails to complete any part of this process, or who in the opinion of Ageia
Health Services, based on information developed as a result of this testing process, is not suitable to perform the tasks for which he/she is applying, shall be identified as unsuitable for employment.

Those applicants who successfully complete the above post-offer testing process to the satisfaction of Ageia Health Services will be certified as acceptable for employment without stipulation. All documents relating to the testing, including results will be kept in a separate confidential, medical records file at Ageia Health Services Corporate office.

An employee who transfers into a position requiring a functional assessment test, must successfully complete the test before the job transfer is allowed.

Applicants who are applying for re-employment after a continuous absence of 30 days or more will be required to complete this post-offer functional assessment before being recertified as suitable for job placement.

The costs of all post-offer testing procedures will be paid for by Ageia Health Services. Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws.

RELATED POLICIES/REFERENCES
None

FORMS
1) Functional Assessment Consent and Release
2) Post Offer/Pre-Employment Screen
3) Oregon Spine & Physical Therapy Map

RETENTION GUIDELINES
1) All documents will be retained for seven years after termination from employment, following the same retention schedule as other personnel records.
2) Applicants Not Hired: documents relating to this testing will be retained for one (1) year after the decision was made to “not” hire the applicant.