

MEMO

6 March 2024



Re: Pre-Placement Exam Request Process Improvement - HR Guidance

Department HR and Supervisors,

This guidance is intended for those Department HR and Supervisors who may be requesting pre-placement examinations (PPEs) or receiving the results of such examinations for the purpose of medically clearing applicants for jobs at UNM or with the UNM Medical Group. The information provided here has been the product of months of coordination between UNM Human Resources and the Employee Occupational Health Services (EOHS) Clinic, with the goal of providing clear, simplified guidance regarding the exam elements (eg immunization review, audiogram, DOT exams) necessary for any job title based on the documented job conditions and demands.

Please see the flowchart, listed major changes, and additional guidance below, and do not hesitate to contact me with any questions or ideas for improvement.

Thank you for your help!

Andre Montoya-Barthelemy, MD MPH

agmontoya@salud.unm.edu / 505-750-1552 cell

These are the most recent changes:

- There is a revised Pre-placement Request Form available through the EOHS website ([link](#)). After the applicant has accepted the provisional job offer, please complete this form, download, and email to HSC-EOHSForms@salud.unm.edu, OR complete the form and use the button at the bottom of the form to automatically generate an email (this works best out of Adobe).
- Please note a simplified set of options on this form:
 - Select one of three exam types:
 1. PPE, NOT in a patient care environment
 2. PPE, in a patient care environment
 3. PPE, direct patient care or possible exposure to human blood or body fluids
 - Select any additional options for the position: respirator use, audiogram, DOT exam, EKG, or Other
 - Those positions not falling into these categories should not need a PPE.

- The guidance to decide between exam types are at the bottom of the form. Much of the language comes directly from the job conditions and demands available from the HR master list, and should cover all possible job titles. If you note any positions that fall outside this guidance, please contact Andre Montoya-Barthelemy, MD.
- Our staff will email a response to confirm receipt of every request received.
- Our staff will complete the medical clearance and send any determination to BOTH the "individual who should receive the medical clearance" AND to staffrecruiting@unm.edu.

