

Standard Operating Procedure for Pre-employment Medical Checkup	
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Document Number/Version No.: SOP-eMRDS-14/1.0	Proprietary & Confidential

# **Standard Operating Procedure for Pre-employment Medical Checkup**

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Standard Operation Procedure, SOP-eMRDS-14/1.0

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### APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

#### Prepared By:

Printed Name	Department	Signature & Date

#### Reviewed By:

Printed Name	Department	Signature & Date

#### Approved By:

Printed Name	Department	Signature & Date

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## REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

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## Standard Operating Procedure (SOP) for Pre-employment Medical Checkup

### 1.0 Objective

The objective of this SOP is to establish a standardized process for conducting pre-employment medical checkups for candidates applying for employment within the organization. This ensures that candidates meet the required health standards for their prospective roles, maintaining the health and safety of the workforce.

### 2.0 Scope

This SOP applies to the Human Resources (HR) and Personnel & Administration (P&Admin) departments, Medical Officers, Nursing Staff, and the Occupational Health Center (OHC) Head.

### 3.0 Responsibility

- HR / P&Admin : Responsible for entering candidate details and uploading external medical reports.
- Medical Officer: Conducts medical checkups and records findings.
- Nursing Staff: Records medical history, conducts tests, and uploads necessary reports.
- OHC HOD: Reviews and approves pre-employment medical checkup reports.

### 4.0 Frequency

Pre-employment medical checkups are conducted for all new candidates before their employment.

### 5.0 General Information/Definition

- Pre-employment Medical Checkup: A comprehensive medical examination to assess a candidate's fitness for employment.
- OHC: Occupational Health Center.
- BMI: Body Mass Index.
- CB: Consultation and/or treatment.
- F/U: Follow-up.
- ECG: Electrocardiogram.

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#### **Local Version Control System:**

All data and records related to pre-employment medical checkups shall be stored in the organization's local database system.

#### **Centralized Version Control Systems**

A centralized database shall be maintained to store historical records of pre-employment medical checkups for reference and reporting.

#### **Distributed Version Control System:**

Data may be stored and accessed from multiple locations or cabins within the organization.

**Bug fixes** - Any system-related issues or bugs shall be reported to the IT department for resolution.

## **6.0 Procedure:**

### **1. HR / P&Admin Login:**

- HR / P&Admin shall log in to the system and enter candidate details, including name, DOB, sex, department, and payroll information.
- They have the provision to upload external medical reports of candidates.

### **2. Medical Officer Login:**

- The Medical Officer acknowledges the request for a medical checkup and conducts the examination.

### **3. Nursing Staff Login:**

- Nursing staff logs in to the system and records the candidate's medical history, BMI, vision test, blood reports, and uploads other necessary medical reports, consent forms, and health data sheets.

### **4. Medical Officer Examination:**

- Medical officers log in and enter the pre-employment checkup findings in the system.
- If any abnormality is detected, a comment box opens to provide required details.

### **5. Evaluation of Test Results:**

- Based on physical examination and test results:
  - Satisfactory results are marked as "fit for employment" by OHC HOD.
  - Unsatisfactory results are marked as "unfit for employment," and recruitment is put on hold by OHC HOD.
- Medical officers may provide recommendations for further actions.

### **6. Review and Approval:**

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- After due follow-up and submission of required reports, the medical officer sends the filled pre-employment medical form to HOD OHC for approval and comments in the system.

**7. Final Evaluation:**

- HOD OHC reviews the filled form and attached reports.
- Marks the candidate as "Fit for employment with/out comments" or "Unfit for employment," "Hold the recruitment," or "Pending test."
- Medical reports are sent to the HR department through the system.

**8. Record Keeping:**

- "Performed by: Medical Officer name" and "Approved by: OHC HOD name" appear on the pre-employment medical examination form.
- Reports are maintained in the system, and date-wise or payroll-wise "Pending / Hold pre-employment" reports can be generated in printable format.

**9. Confidentiality:**

- Access to confidential test data is restricted to HR/P&Admin.

**10. Additional Features:**

- Scanned copies of reports can be uploaded.
- Positive findings during medical check-up are auto-reflected in the medical officer's remarks.
- Pre-defined options are available to fill medical check-up data.
- Provision to take printouts of data with company information.
- Pending task lists and completion checklists are generated.
- Health data is securely stored following the retention of records policy.

**Abbreviations:**

- HR: Human Resources
- P&Admin: Personnel & Administration
- OHC: Occupational Health Center
- BMI: Body Mass Index
- CB: Consultation and/or treatment
- F/U: Follow-up
- ECG: Electrocardiogram

**References:**

- OHC SOP (Occupational Health Center Standard Operating Procedure)
- Pre-employment medical examination form
- Retention of records policy guidelines.