

AGA KHAN UNIVERSITY
HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL

POLICY FOR PRE-EMPLOYMENT MEDICAL EXAMINATION

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Approved By: 
Navroz Surani
Vice President
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1.0 POLICY STATEMENT

- 1.1 Aga Khan University requires that applicants selected to take up any position at the University should undergo a pre-employment medical examination to determine their medical fitness to take up the position selected for.
 - 1.1.1 The medical examination will include prescribed medical tests, and physical, mental, and clinical examination by a qualified physician, authorized by the University, to make sure that the employee/trainee is medically fit to perform job duties for the position selected for.
- 1.2 The Medical Assessment will normally be carried out by designated physicians in a specified clinical area of the University's health care facility.
- 1.3 The initial conditional offer of employment for a position at the University will be confirmed by Human Resources to the selected candidate only after receipt of the Pre-Employment Medical Examination Report from the Physician confirming that he/she is medically fit for the position selected for.
- 1.4 If the selected candidate does not clear the Pre-Employment Medical Examination for the position selected for, Human Resources will inform the Department Head, and concerned supervisor coordinating the hiring in the respective department of the results of the Pre-Employment Medical Examination and subsequently will inform the selected candidate of the same, and the earlier conditional offer will be withdrawn. However, he/she will be eligible to re-apply for the position (if not found to be specifically not eligible permanently for the said position on grounds of health needs for the job) or any other position at AKU at a later date; this will normally be after 6 months, depending on the reason stated in the pre-employment medical examination for currently not being medically fit for the position selected for.

2.0 PURPOSE

- 2.1 This policy provides a framework for Human Resources to ensure that the selected candidates do not have any underlying medical conditions that may hamper their performance on the job. This ultimately helps to ensure that the employee/trainee is healthy, not at any risk, and safe to perform their job, which may reduce chances of absenteeism and inefficient work.
- 2.2 It also aims to keep the work environment safe from infectious disease(s) for which new employees/trainees may be carriers, knowingly or unknowingly, thereby ensuring a medically safe work environment.
- 2.3 The Pre-Employment Medical Examination will also serve as a base line health status of the selected candidate for monitoring any health conditions developed by employee during the course of employment with AKU.
- 2.4 This could also meet statutory requirements, if any, as applicable in any country.
- 2.5 The Pre-Employment Medical Examination would also identify any requirements for reasonable adjustments or accommodation required in the workplace for a selected candidate.

3.0 SCOPE

- 3.1 This Policy is a University-wide policy and is applicable in all countries where the Aga Khan University operates, and to all candidates selected for positions at its campuses.
- 3.2 Applicants who do not commence employment within 3 months of initial pre-employment medical examination are subject to a repeat physician consultation at the employee health facility before joining. The University at its discretion may require the selected candidate to carry out the pre-employment medical examination again.
- 3.3 Exception: The pre-employment medical examination will not be applicable to the following applicants:
 - i. Temporary workers selected for employment for less than six (6) months in non-patient care areas. However, if the position goes on longer than 6 months, a pre-employment medical exam will be required.
 - ii. Applicants being rehired for non-patient care positions funded by extramural research grants within 3 months of conclusion of earlier employment with AKU.
 - iii. Visiting faculty.
- 3.4 This policy is an overarching global policy applicable to all entities/ campuses of the University including the outreach humanitarian settings where the University has its programs. Each entity will need to have applicable work procedures for their respective programs/operations to ensure due coverage, compliance, monitoring, and reporting to HR for any non-compliance.
 - 3.4.1 Applicability of this policy will duly consider laws of the country in which the program/service of the University operates.

4.0 DEFINITIONS

- 4.1 **Chronic disease** is a medical condition of prolonged duration.
- 4.2 **Diagnostic tests** are medical tests used to identify a condition or its cause.
- 4.3 **Essential job functions** refers to job duties that employees/trainees should have the ability to perform, with or without reasonable accommodation.
- 4.4 **Expatriates** are individuals living and/or working in a country other than their country of citizenship, often temporarily and for work reasons.
- 4.5 **Family members** refers to concerned employee's/trainee's spouse or domestic partner (if applicable), parents, children, and siblings, for purposes of this Policy.
- 4.6 **Infectious disease/illness** are conditions that can be passed on from one individual to another through contact, or the individual's presence in the environment.
- 4.7 **Non-patient care areas** are work areas where administrative or general work is carried out, and where there is no direct or indirect patient contact.
- 4.8 **Physician** is a fully qualified medical professional who carries out a medical assessment of the referred candidate to assess medical fitness of the candidate, based on the role/job selected for, and his/her health status.
- 4.9 **Pre-employment medical examination** refers to a medical (physical and mental)

examination by a registered medical practitioner and primary medical/diagnostic tests to know the physical and mental health status of the selected candidate in order to:

- (a) Ensure that the selected candidate is medically (physically and mentally) fit for employment and for performing the job functions selected for.
- (b) Detect infectious or chronic diseases or chronic mental illnesses (if any), which the selected candidate may be suffering from.
- (c) Identify whether the selected candidate, if hired, will require any special accommodation due to any special needs/health condition(s) suffering from.

The word 'medical' refers to both physical and mental health of the selected candidate.

4.10 **Selected candidate** refers to the applicant who has been finally shortlisted by the concerned authorized persons, to be given the job offer for appointment to the said vacant position, having followed due process for hiring.

4.11 **Temporary worker** refers to a workman who has been engaged for work, which is of an essentially temporary nature, likely to be finished within a period not exceeding the prescribed limit under the applicable law.

Nota Bene: The definitions used in this policy are based and derived from global generally accepted understanding(s); provided that in the event of any conflict between any definitions used in this policy and (the applicable and relevant) national/local law*, the latter shall prevail and supersede.

*means and includes any common or customary law, constitutional law, any statute, regulation, resolution, rule, ordinance, enactment, judgment, order, code, decree, directive, notification, clarification, guideline, policy, requirement or any other governmental direction having the force of law and any form or decision of or determination by or interpretation of any of the foregoing by any competent authority or governmental body or department, now or hereafter in effect, in each case as amended, re-enacted or replaced, to the extent relevant and applicable.

5.0 OBSERVATIONS AND LIMITATIONS

5.1 The pre-employment medical examination for the selected candidates will normally be carried out by the Physicians of Family Medicine Department at AKU, and will comprise the following components:

- i. **Pre-Assessment Questions:** related to the candidate's occupational and medical history.
- ii. **Screening:** for height, weight, vision, etc.
- iii. **Medical Examination:** by the physician to assess vital signs and basic physical and mental assessment.
- iv. **Recommendation:** Physician's recommendation for whether the candidate is
 - a. Fit for the position, without restriction
 - b. Fit for the position, but with restrictions
 - c. Unfit for the role.

5.2 A pre-employment medical examination of the selected candidate will be carried out by the physician as per provisions outlined in this policy, including required investigations. (Please refer to [Annexure II](#)).

5.2.1 The pre-employment medical examination will include both physical and mental health assessments and may also include any other investigations if so required

considering the medical history and/or nature of the position for which the candidate has been selected (e.g., referral to a Psychiatrist, tests for allergies if any to chemicals or other materials being used as part of regular work being carried out by Technicians and Technologists selected for positions in the Clinical Laboratories).

- 5.3 For the Pre-Employment Medical Examination, it is the responsibility of the selected candidate to convey to the physician any pertinent information relating to his/her health i.e., previous illnesses/surgeries or any allergies; infectious state suffered from (if any), or any other medical information including any mental health issues such as depression, anxiety, bi-polar disorder to be brought on record pertaining to self or family.
- 5.4 All re-hired employees, irrespective of the period of separation, are required to undergo a pre-employment medical examination, except those stated in 3.3 in this policy statement.
- 5.5 The cost of the primary pre-employment medical examination as prescribed in this policy will be borne by the University and will be charged to the hiring department.
- 5.6 During the primary pre-employment medical examination, if the Physician thinks that further medical or mental health investigation/referrals or follow-up tests/treatment other than those already done are required, he/she can advise selected candidate for the same as applicable or may refer the selected candidate for the same to concerned physician at the University's hospital/medical center.
 - 5.6.1 The expenses of the referral consultation and/or tests will be borne by the selected candidate.
 - 5.6.2 The prescribed investigation/medical check-up will need to be done at the specified healthcare facility of the University, which if not available, could be at any other healthcare facility as identified by the HR representative coordinating the hiring. The selected candidate's investigations will be reviewed by the Physician doing the medical examination which will remain pending until the follow-up consultations/investigations are completed, and reports submitted to the Physician. The medical assessment report will be completed by him/her and sent to HR thereafter.
 - 5.6.3 If additional investigation/treatment is not directly affecting the selected candidate's ability to carry out the job, or health condition is not infectious or harmful to others, (e.g., low HB values for someone being hired for an administrative job), the Physician may consider clearing the selected candidate provisionally for Pre-Employment Medical Examination in order to allow the hiring process to progress. The selected candidate will be asked to submit follow-up treatment reports to the Physician, after which the Pre-Employment Medical Examination will be finally cleared, subject to satisfactory reports. Confirmation of employment will be processed only after fully clearing the Pre-Employment Medical Examination.

- 5.7 Expatriates being hired from abroad may undergo the pre-employment medical examination by a licensed physician in their hometown or place of residence, who will complete the prescribed medical examination forms and will send it directly to the concerned representative in Human Resources as a confidential report. HR will forward it to the Chair Family Medicine or designee to assign to concerned Physician. The cost of this medical examination and related tests will be reimbursed to the prospective expatriate employee.
- 5.8 Selected candidates will need to ensure that the pre-employment medical examination and other related tests are not being carried out by their regular physician or a physician who is related to them.
- 5.8.1 If the Physician identifies that a selected candidate referred to him/her is a relative or is his/her regular patient, this will be a situation of Conflict of Interest. The Physician should inform his/her supervisor of this, and the pre-employment medical examination then should be referred to another Physician.
- 5.9 The medical records of PEME should be duly recorded (normally in the medical records of the health facility where carried out), including any other relevant information and outcome irrespective of whether the selected candidate is offered employment or otherwise.
- 5.10 The health conditions listed below may render a selected candidate medically unfit for a particular position for the time being or permanently depending on the nature and severity of the condition.
- a) An infectious disease;
 - b) Acute disease condition requiring immediate intervention;
 - c) Disease condition requiring further and more detailed investigation;
 - d) Disease with unpredictable manifestation, or which require narcotic or sedative medication (this affects the concentration and therefore the safety of patients/coworkers). An example is uncontrolled/frequent attacks of epilepsy.
 - e) Mental Health disorder that can render an employee unfit to be at work. An example is uncontrolled bipolar disorder.
- 5.11 Results of the Pre-Employment Medical Examination will not be used for any purpose other than to determine whether a selected candidate is medically fit without restriction, or medically fit but with restrictions or medically unfit to carry out the job for which he/she has been selected. Please refer [Annexure III-E](#).
- 5.11.1 However, if during the pre-employment medical examination, it is identified that there is a health condition which could affect performance or impact the work or other employees in any way, the Physician should record this in the pre-employment medical examination report and draw the attention of concerned representative of Human Resources.
- 5.11.2 Human Resources will discuss with the concerned Department Head/Chair and decisions taken will be conveyed to the selected candidate.

5.12 Human Resources will normally issue the appointment letter for employment after receiving satisfactory results of the pre-employment medical examination.

5.12.1 However, if, by exception, an employee/trainee is required to join before the pre-employment medical examination or before the receipt of results, the appointment letter will include a clause stating that continuity of employment or confirmation of employment is subject to receiving satisfactory results of the Pre-Employment Medical Examination, and Physician confirming that the employee/trainee is medically fit for the position selected for. In such a situation, the pre-employment medical examination should be completed by the employee/trainee at the latest within two weeks of having joined the University including receipt of the report by Human Resources from the Physician.

5.12.2 This is the joint responsibility of HR and the departmental representative looking after the hiring and onboarding of the employee/trainee.

5.13 Human Resources will ensure that the file of the new employee/trainee maintained in HR (personnel file) includes his/her Pre-Employment Medical Examination Report.

6.0 COMPLIANCE OF TERMS OF PRE-EMPLOYMENT MEDICAL EXAMINATION

6.1 If a selected candidate declines to get the prescribed pre-employment medical examination/tests done or does not carry out the required additional consultations/tests referred further, within 1 week of being advised by the Physician to do so without a justifiable reason, the Family Medicine Department will inform Human Resources. The HR representative will remind the candidate to do so within the next week and enquire about the reason for the delay.

6.1.1 If the selected candidate has a genuine reason for not being able to carry out the said medical examinations, he/she should submit a written application in this regard to the concerned HR representative, which will be duly considered by HR in consultation with the concerned supervisor/Department Head.

6.1.2 If the selected candidate has not carried out the prescribed pre-employment medical examination or referral/investigations advised by the Physician, as applicable, within a fortnight, nor updated HR for reason for this, the conditional offer will be withdrawn, and the selected candidate will be informed of this verbally by HR. A file note will be prepared by Human Resources for this. HR will inform the Employee Health Manager of the same.

6.2 If at any point during the employment tenure it is identified that the selected candidate or an existing employee/trainee submitted or communicated wrong information about his/her health condition or has withheld related information which should have been conveyed in good faith, as per the terms of pre-employment medical examination, he/she will be liable for disciplinary action in line with applicable policies of the University.

6.2.1 If this applies to a selected candidate prior to the offer of employment being

formalized, the offer of employment may be withdrawn after due investigation by Human Resources, in consultation with the Department Head, based on the severity and nature of the non-compliance.

6.3 A candidate selected for a position must complete the immunization the stipulated period after joining as prescribed by the Physician at the time of Pre-Employment Medical Examination. In case of failure to comply, he/she will be liable for disciplinary action in line with applicable policies of the University.

7.0 LIST OF ANNEXURES


- 7.1 [Annexure I](#) : [Procedure Statement](#)
- 7.2 [Annexure II](#) : [PEME: Required Lab Tests](#)
- 7.3 [Annexure III-A](#) : [PEME Guidelines for Selected Candidates](#)
- 7.4 [Annexure III-B](#) : [In-House Service Request](#)
- 7.5 [Annexure III-C](#) : [Pre-employment/Pre-Admissions Examination](#)
- 7.6 [Annexure III-D](#) : [Vaccination Requirements](#)
- 7.7 [Annexure III-E](#) : [Employment Suitability](#)

Annexure I: Procedure Statement

1.0 PROCEDURE

- 1.1 Upon final selection of a candidate for the position by the concerned Department Head/Entity Head and approval by the concerned authorities including HR, concerned HR Officer will finalize with the Department Head/Entity Head the applicable salary offer and other terms of employment, and will inform the selected candidate. This will include conveying requirements for the pre-employment medical examination, stating that this is mandatory, and that the current offer is conditional to successfully clearing the same.
 - 1.1.1 The relevant forms for medical examination will be handed over to the selected candidate by the HR representative as listed below, and will obtain confirmation of receipt:
 - a. [Guidelines for Selected Candidates \(Annexure III A\);](#)
 - b. [In-house Service Request Form \(Annexure III B\);](#)
 - c. [Pre-Employment/Pre-Admission Examination \(Annexure III C\); and](#)
 - d. [Vaccination Requirements \(Annexure III D\)](#)
 - e. [Employment Suitability Form \(Annexure III E\).](#)
- 1.2 The selected candidate will be informed by HR that he/she is required to complete the pre-employment medical examination by the Physician in the Department of Family Medicine during the coming week, and that the Physician doing the medical examination should not be his/her personal physician or relative.
- 1.3 Reports of diagnostic tests taken by the selected candidate will normally be available online and can be accessed by him/her, and will be added in the Medical Records profile online. It shall be treated as a confidential record.
 - 1.3.1 If during the standard medical examination any further medical investigation or consultation is required, the Physician should inform the selected candidate of this, and will refer him/her to a consultant at one of the University's health centers. The cost of this consultation and tests will be borne by the selected candidate and the Physician will inform him/her of this.
 - 1.3.2 The selected candidate cannot decline to carry out further investigations required or to meet with the consultant he/she has been referred to.
 - 1.3.3 Non-compliance of advice by the Physician for further consultation/ investigations/ treatment will be considered to be that the selected candidate has declined the tentative offer of employment for the position, since the same cannot be progressed without a clearance of the pre-employment medical examination. The selected candidate would have been informed of this at the outset by Human Resources.
- 1.4 The Consultant being referred to should convey all medical information pertaining to employment suitability, or otherwise, directly to the Physician. He/she should not share any opinion pertaining to his/her suitability for employment with the candidate. In case the candidate requests, the consultant may share medical information for which he/she has been referred.
- 1.5 Expatriates being hired from abroad will normally be required to undergo a pre-employment medical examination by a licensed physician in their place of residence or hometown, who will complete the prescribed medical examination report and send it directly to the concerned representative in Human Resources. However, they are expected to complete an employee health examination at AKU within two weeks of commencing employment.

- 1.6 The Physician will do the required examinations and send back Employment Suitability Form for each selected candidate to HR stating specifically whether or not the candidate is fit to work for the selected position.
- 1.7 Upon receipt of the selected candidate's clearance of the pre-employment medical examination from Employee Health, HR will inform him/her about clearance of the same.
 - 1.7.1 If the candidate is not considered suitable for employment for the position selected for according to the result of the pre-employment medical examination, HR will inform the concerned Department Head of the results of the pre-employment medical examination. The HR representative will subsequently inform the selected candidate that based on the pre-employment medical examination results, he/she is not eligible for employment for the said position presently.
- 1.8 If the candidate enquires of the results of the pre-employment medical examination, HR may discreetly provide summary information of the physician's assessment without providing any details.
- 1.9 If candidates being hired are resident at locations where AKUH facilities are not available, they can take the required diagnostic tests at a medical center as advised by the AKU local administrator of the project; the candidate will provide a scanned copy of the reports to the AKU local administrator, who will share the medical reports with the concerned Family Physician of the University for online consultation. Hiring offer will be made by HR subject to receiving the clearance for the pre-employment medical examination.
- 1.10 If during the hiring process the selected candidate is identified to have a disability requiring some additional accommodation, he/she can continue to be considered for employment subject to (i) the Department Head and HR confirming that he/she is otherwise suitable for the position selected for and can carry out the job responsibilities of the said position even with the disability identified; (ii) successfully clearing the pre-employment medical examination.
 - 1.10.1 During the pre-employment medical examination, the selected candidate should specifically state any disability he/she is suffering from or has suffered and the current state for the same. The Physician should also take cognizance of this and specifically state any disability identified and clarify whether this would impact the selected candidate's eligibility for the position selected for.
 - 1.10.2 The Physician should also identify any special accommodation or consideration required by the selected candidate due to the health condition/disability, and should inform HR of this. Human Resource will then inform the relevant Department Head about this and discuss regarding feasibility of providing required accommodation to facilitate the selected candidate.

Approved By: 
Navroz Surani
Vice President
Human Resources

The Aga Khan University
Annexure II: Pre-Employment Medical Examination: Required Lab Tests

The following investigations are general and are required to be taken by all selected candidates as part of the Pre-Employment Medical Examination.

Job Category	Investigation
1. General investigation requirements for all selected candidates	<ul style="list-style-type: none">• Height and Weight• Vision Testing• Full Blood Count (FBC)• Urine Routine & Micro (Urine ME)• Chest X-ray (CXR)• HepSAB and Anti HCV• Urine Drug Screening (cannabis, amphetamines, codeine, benzodiazepines) – for drivers only• Fasting Blood Sugar (FBS) for candidates aged 30 years or more

Aga Khan University

Pre-Employment Medical Examination (PEME) Annexure III-A: Guidelines for Selected Candidates

All candidates selected for employment at the Aga Khan University are required to undergo a pre-employment medical examination and need to get the required clearances before being offered employment formally.

The purpose of pre-employment health examination is to obtain information on the health status of the selected candidates, in order to ensure that they are (a) medically fit for performing the required job functions and (b) to detect any infectious or chronic disease (if any), which the prospective employee may be suffering from.

The pre-employment medical examination (PEME) can be completed under the aegis of Employee Health in the Department of Family Medicine, at various health facilities of Aga Khan University Hospital including Stadium Road Campus, Clifton Medical Services, etc. The HR representative will guide the candidate to the appropriate campus. . PEME will include a medical examination and diagnostic tests to assess the selected candidate's health status vis-à-vis the position being offered and related responsibilities.

The cost of the primary pre-employment medical examination will be borne by the respective department at the

Aga Khan University. If any follow-up test/treatment is required, the prospective employee will be responsible for the expenses and for providing the necessary reports to the Physician. The follow up test/treatment will be accepted from Aga Khan University Hospital only, or any other health care facility approved by the Physician if the University Hospital is not accessible.

Procedure for Undertaking the Pre-Employment Medical Examination

For campus at Stadium Road, Karachi:

1. Please contact screening counter at the ground floor of Nazar Ali Walji building
2. The representative at the counter will direct you for registration and obtaining the medical record card. S/he will provide you investigation requests for Clinical Laboratory, Immunization Clinic, and Radiology and will give you an appointment with a date and time to meet with the Physician.
3. You are required to take these investigation requests i.e. test slips along with the In-house Service Request Form to the Clinical Laboratory, Immunization Clinic and Radiology Department for required tests.

For your appointment with the Physician, please bring your In-House Service Request Form and medical record card of AKUH.

4. Since pre-employment medical examination is not a complete medical examination, hence it is your responsibility to convey to the physician any pertinent information relating to your health e.g. illness/surgery or infectious illnesses (if any), etc., suffered from.
5. Please contact Human Resources two working days after the medical examination by the Physician.

Human Resource Representative

Date