

Date: 2009  
To: Summer Students  
From: Medical Director  
Occupational Medical Service, Division of Occupational Health and Safety, ORS  
Subject: Preplacement Medical Evaluation

Congratulations on your selection to work at the National Institutes of Health (NIH) this summer!

Depending upon where you will work at the NIH and what your work responsibilities will be, you may be required to receive a preplacement medical evaluation. You will need to receive a preplacement medical evaluation, if you are expected to work:

- In areas frequented by Clinical Center patients (e.g., in the Ambulatory Care Research Facility or the Hatfield Clinical Research Center);
- With patients;
- With human blood, body fluids, or tissues;
- With human pathogens (infectious agents);
- With select carcinogens, reproductive toxins, or acutely toxic chemicals; or
- With animals.

If you are required to have a preplacement medical evaluation, you may receive it from the Occupational Medical Service (OMS) at no charge. OMS has tailored the evaluations to meet the worker's individual needs as well as the requirements at the NIH. If you elect to receive the evaluation from OMS, please take the following steps to expedite your evaluation:

1. Have your personal health care provider (HCP) complete the attached Documentation of Immunizations form. (That will prevent your receiving unnecessary immunizations.)
2. If you cannot document your response to a tuberculin skin test within the past twelve months, have your HCP place and read a tuberculin skin test prior to your appointment in OMS. (This approach will eliminate a second visit to OMS.)
3. In addition, if you are not yet 18 years old please have your parent or guardian complete the Authorization for Treatment of a Minor form.
4. If you are not yet 18 years old and anticipate working in a laboratory, you may not work with:
  - a. human blood, body fluids or tissues,
  - b. human pathogens,
  - c. select carcinogens, reproductive toxins, or acutely toxic chemicals, or
  - d. nonhuman primates, their tissues or body fluids.

Your prospective supervisor must first complete a Safety Consent for Minors and your parent or guardian must then sign the form. The completed form must then be approved by the Director,

Division of Occupational Health and Safety, prior to your preplacement evaluation. The Director's address is:

Director, Division of Occupational Health and Safety  
13 South Drive  
Building 13, Room 3K04  
Bethesda, MD 20892-5760

5. Call the (OMS) scheduling clerk at 301-496-4411 and make an appointment for the preplacement medical evaluation; and
6. Complete and bring all necessary forms with you when you visit OMS.

Please note that students who expect to work with human blood, body fluids, or tissues must receive the hepatitis B vaccine or sign a related declination prior to starting work.

Parking at the NIH is very limited. If feasible, you should utilize the Metro or the NIH Shuttle Service. Also, please add 20-30 minutes to your estimated travel time due to increased security on the NIH campus.

James M. Schmitt, M.D., M.S.

<http://www.wmata.com/>  
[http://dttts.ors.od.nih.gov/NIHShuttle/scripts/shuttle\\_map\\_live.asp](http://dttts.ors.od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp)