

Fitness For Duty Examination Protocol

Fitness-For-Duty: The purpose of a fitness for duty evaluation is to determine whether an employee is fit (physically and/or mentally) to perform the job he/she is assigned to perform, and if the answer is “no” what conditions or accommodations can be made.

There must be evidence of an inability to perform the requirements of the job, and some evidence or basis for suspecting that a medical condition is causing or contributing to this inability. If there is no such evidence, there is no legal basis for requesting a fitness for duty evaluation.

What the Employer Must Provide The Evaluator Before The Appointment:

- 1. Appointment request form**
- 2. EFW/Job description**
- 3. Copies of (releases for) all relevant medical records outside Kaiser Permanente**
- 4. Copies of any medical releases and /or verifications being questioned.**
- 5. All personnel records related to performance issues.**
- 6. Letter stating the following:**
 - Good Cause (documented reason) to believe that there is a medical/psychological reason for the employee’s problem.
 - Comprehensive history of the employee performance or behavior problems and/or of absence(s) with medical verification(s) of need for absence.
 - Identify observable work-related behavior(s) or condition(s) that affect the employee’s ability to safely and adequately perform normal work duties.
 - State specifically the job tasks the employee cannot safely perform.
 - Employer’s response to employee’s problems
 - Employee’s reactions to employer’s response to problem.
 - Specific questions and concerns to be answered.**

*** OHS will notify the employer with an appointment after all documents have been reviewed by the physician. The employer will notify the employee of appointment time.**