



TITLE	POLICY NUMBER	
Physician Statement for Direct Care Staff	DCS 15-33	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation (OLR)	July 24, 2019	

## **I. POLICY STATEMENT**

To help assure the safety and health of children placed in care, a physician statement will be required for all child welfare agency staff who provide direct care services to children in a licensed facility.

## **II. APPLICABILITY**

This procedure applies to all adults in licensed child welfare agencies who work directly with children and/or engage in activities that involve children.

## **III. AUTHORITY**

<a href="#">A.R.S. 8-503</a>	Powers and duties
<a href="#">A.R.S. 8-505</a>	Issuance of licenses; application; investigation; renewal
<a href="#">A.A.C. R6-5-7430</a>	Staff Management and Staff Records
<a href="#">A.A.C. R6-5-7431</a>	General Qualifications for Staff
<a href="#">A.A.C. R6-5-7433</a>	Orientation and Training for Staff

## **IV. DEFINITIONS**

Adult: A person age 18 years or older; a youth in extended care does not apply.

Communicable Disease: A contagious, epidemic, or infectious disease required to be reported to the local or state board of health; an illness caused by an agent or its toxic products that arises through the transmission of that agent or its products to a susceptible host, either directly or indirectly.

Direct care staff: The facility staff who provide primary personal care, guidance, and supervision to children in care.

Staff: A licensee's paid and unpaid staff.

Unpaid staff: A licensee's volunteers, students, and interns who work, train, or assist at a facility.

## V. POLICY

- A. A licensee shall require staff who provide direct care to children to obtain a physical examination by a licensed medical practitioner before beginning assigned duties, and minimally every two years thereafter.
- B. All staff, including any adults residing with a staff member at a facility, shall be free from any communicable disease that poses a danger to children in care.
- C. Other adults who reside at the facility shall be free from any communicable disease that poses a danger to children in care. Children who reside at the facility but are not in care shall have current immunizations and be free from any communicable disease that poses a danger to children in care.

## VI. PROCEDURES

- A. Direct care staff shall complete and submit form [\*CSO-2044 \(Child Welfare Direct Care Staff Physician's Statement\)\*](#) to their employer prior to working with children in care and before beginning assigned duties.
- B. House parents shall complete and submit form [\*CSO-1269A \(Physician Statement\)\*](#) and [\*CSO-1232A \(Health Self Disclosure\)\*](#) to their employer prior to working with children in care and before beginning assigned duties.
- C. All direct care staff and other adults residing at the facility shall be tested for tuberculosis prior to employment or establishing residency and minimally every two years thereafter while residing at a facility.

- D. A licensee shall obtain the required Physician Statement as detailed above and verification of tuberculosis testing and results prior to assigning duties, and shall keep a copy of the record in the licensee's personnel file.
- E. A licensee shall obtain updated Physician Statements and verification of tuberculosis testing and results from their staff minimally every two years.
- F. A licensee shall obtain updated verification of tuberculosis testing and results for other adults residing at a facility minimally every two years.
- G. OLR shall monitor the licensee's personnel files as needed throughout the duration of the active license. If the licensee's personnel files are not in compliance, OLR staff shall report any deficiencies back to the licensee.

## **VII. FORMS INDEX**

[CSO-1232A Health Self Disclosure](#)

[CSO-1269A Physician Statement](#)

[CSO-2044 Child Welfare Direct Care Staff Physician's Statement](#)