



Department of Environmental Health & Safety

MEMORANDUM

DATE: November 13, 2008
TO: All Chairs/Department Heads/Administrators/CHO
FROM: DEHS
RE: Occupational Health Procedures – Annual Health Review
Revised Form – November 2008

As you know, the Department of Environmental Health and Safety works in conjunction with the Office of Research to ensure that all employees, students and volunteers who handle animals, receive the IACUC mandated Annual Health Review. The annual health reviews are performed by Executive Wellness Center, who in turn, bills the Department of Environmental Health and Safety.

The Department of Environmental Health and Safety is only permitted to cover such costs for Drexel and Drexel University College of Medicine employees. Since funding is not available to cover the cost of non-employees, i.e. students and volunteers, these costs will be charged to the responsible department.

Effective August 2007, the process for scheduling non-employee annual health reviews changed. Non-employees will need to complete the attached “Annual Health Review Request” form, and provide the appropriate cost center number on the form along with their PI’s signature.

Please be advised that the attached Annual Health Review Request form has been revised and additional changes have been made to “available appointment times”. Completed “Annual Health Review Request” forms should either be faxed to the Department of Environmental Health and Safety at (215) 895-5926 or emailed to dd35@drexel.edu

If you require any additional information, please feel free to contact me at 215-895-5919.

JC/dd

Attachment: *Request for Annual Health Review Form*

**400 N. 31st Street ▪ Philadelphia, PA 19104
Tel 215-895-5907 ▪ Fax 215-895-5926**



Department of Environmental Health & Safety

Request for Annual Health Review

Date: _____ Email _____

Name: _____ Telephone: _____

Department _____

Location where research will be performed: _____
Building Name Room Number

PI's Name PI's Telephone Number

Check here if this is your first Annual Health Review

Please select one of the following:

- Drexel Faculty or Staff Position: _____
- DUCOM Faculty or Staff Position: _____
- *Graduate Student enrolled in the _____ Program, who will be working on a protocol sponsored by the Department of _____
- *Medical Student who will be working on a protocol sponsored by the Department of _____
- *Volunteer who will be working on a protocol sponsored by the Department of _____

***If graduate student, medical student or volunteer is checked, please provide fund/org number to cover cost.**

Fund #	Org Code #	Acct. Code	PI's Signature
_____	_____	_____	_____

Scheduling the Exam:

The annual health reviews are performed by the Executive Wellness Center, located on the Center City campus. Health reviews are by appointment only must be scheduled through the Department of Environmental Health and Safety. Health Reviews are only performed on the days and times listed below. Please select the days/times that you would be available to attend.

- | | |
|--|--|
| <u>Tuesdays:</u> | <u>Thursdays:</u> |
| <input type="checkbox"/> 8:30 AM – 9:00 AM | <input type="checkbox"/> 8:30 AM – 9:00 AM |
| <input type="checkbox"/> 1:00 PM – 1:30 PM | <input type="checkbox"/> 1:00 PM – 2:00 PM |
| | <input type="checkbox"/> 2:00 PM – 3:30 PM |

_____ Next appointment available / Annual Health Review must be completed by: _____

Please email the completed form to dd35@drexel.edu or fax to 215-895-5926. Upon receipt of your completed form, the Department of Environmental Health & Safety will schedule your appointment and send you a confirmation email specifying the exact date, time and location of your appointment.

If you require any additional assistance, please contact Safety & Health at (215) 895-5919.

Ref. File: Request for Annual Health Review
Revised: 11/2008