

**Wayne State University Office/Agencies involved in Medical
Examination Processes and Related Activities**

Roles and Responsibilities-Appendix II

Purpose: The purpose of this document is to outline current roles and responsibilities of university offices and external agencies involved in medical examination related processes/procedures.

Unit

WSU Division of Research
Manager, Occupational Health Specialist-Research

Responsibility

- 1) Administers WSUs Animal Contact Occupational Health Program (AniCon) which is located in Office of Environmental Health & Safety (OEHS), a component of WSU Division of Research.
- 2) Authorizes medical services for Researchers handling biologicals agents, animals, chemicals, hazardous materials, emergency response volunteers, and employees required to wear respirators.

Department of Labor Relations (LR)

- 1) If an employee is represented by a non-academic labor union, the Department of Labor Relations must be consulted in advance of sending an employee for a medical evaluation in all cases, except pre-employment and return to work evaluations.

These are only internal guidelines, subject to change or correction, and do not create new employee rights or employer responsibilities.

Office of the Provost and Vice
President for Academic Affairs

- 1) If an employee is represented by an academic labor union, the Office of the Provost and Senior Vice President for Academic Affairs must be consulted in advance of sending

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an employee for a medical evaluation in all cases, except pre-employment.

Office of Equal Opportunity (OEO)

- 1) If an employee believes he or she has a disability and wants to request an accommodation, the employee should be directed to contact OEO directly or complete the Request for Reasonable Accommodation of Disability Form found on the OEO website and forward said form to the OEO.
- 2) OEO may be consulted for advice or as a reference source when necessary.

Office of General Counsel (OGC)

- 1) In cases that pose novel or difficult questions of law, OGC should be consulted.

HR Benefits and Wellness department

- 1) Schedules return to work exams in compliance with this policy.
- 2) Works with DLR to ensure that the scheduling of such exams complies with the terms of any implicated collective bargaining agreement (CBA).

Risk Management

- 1) Work related injuries and illnesses are administered by the Office of Risk Management. Information including forms, authorized clinics and policies and procedures are located at risk.wayne.edu.

HR Client Services

- 1) Client Services consults with schools, colleges and divisions and provides guidance on questions

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involving medical evaluations as outlined in this policy.

Agencies/Institutions

- 1) External agencies/institutions require employers to implement medical surveillance, health screens, vaccines, and occupational health programs for employees due to job risk include:

NIOSH: National Institute Occupational Safety and Health

CDC: Center for Disease Control and Prevention

[CDC - The National Institute for Occupational Safety and Health \(NIOSH\)](#)

ACIP: Advisory Committee, Immunization Practices (Vaccine & Immunization - CDC)

[ACIP | Home | Advisory Committee on Immunization Practices | CDC](#)

MIOSHA: Michigan Institute Occupational Health Safety Administration

LARA: Department of Licensing and Regulatory Affairs

[LARA - MI Occupational Safety & Health Administration](#)

NIH: National Institute of Health

<https://www.nih.gov/>

AAALAC: Association for Assessment & Accreditation Laboratory Animal Care

[AAALAC International, Association for Assessment and Accreditation of Laboratory Animal Care International, animal research, accreditation, AAALAC, laboratory animals, animal welfare, biomedical research, animals in science, animal care and use](#)