



## 2024-2025 Annual Employee Occupational Wellness Update: Part I

### Instructions for the 2024-2025 Annual Employee Occupational Wellness Update

As a valued member of Smith & Dean, Inc., operating under Dean's Professional Services (DPS), you are required to participate in the **2024-2025 Annual Employee Occupational Wellness Update**. This update includes:

- A file audit
- Occupational license/certificate update
- Occupational health update
- Signature of necessary documents to acknowledge your understanding and compliance with these standards.

The specific requirements for these updates depend on your client's worksite and your occupation.

### Key Details:

- **Deadline:** All updates must be completed by [October 31, 2024](#).
- **Assistance:** A dedicated Annual Coordinator will be assigned to assist you with these tasks. Please be prepared to engage in the process and look for communication via email, phone, or text.
  - **Contact information:**
    - Email: [annualupdates@deansprofessionalservices.com](mailto:annualupdates@deansprofessionalservices.com)
    - Phone: 713-785-7483 (Ask for an Annual Update representative)
- **Resources:** Visit the "[Annual Review](#)" section on our website for more information. This section includes:
  - CEU (Continuing Education Units) resources
  - Occupational Health centers with DPS pricing
  - Please call for availability and pricing
  - After-hours and weekend appointments are available at some locations
  - American Heart Association resources
- **Forms:** All necessary forms will be assigned to you via your employee portal. *It is important to log in regularly to complete these tasks.*
- **Document Submission:** Use the designated email provided to submit any updated vaccination records, physicals, IDs, and other required documents.

### What Happens If I Miss the Deadline?

If you do not complete the 2024-2025 Annual Employee Occupational Wellness update by the [October 31, 2024](#), deadline, the following consequences may apply:

- **Suspension of Work Assignments:** You may be suspended from your current work assignment until all mandatory updates are completed.
- **Non-Compliance with Client Requirements:** Some client worksites may have strict compliance standards. If updates are not completed, you may be ineligible to continue working at certain client locations.
- **Do Not Assign (DNA) Status:** In cases where compliance is not met after multiple reminders, you could be placed on a "Do Not Assign" (DNA) list, affecting your future work opportunities with specific clients.
- **Employment Review:** Non-compliance could trigger a review of your employment status with Dean's Professional Services, especially if the lack of completion violates critical safety or regulatory requirements.



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### Position & Occupation Location Matrix

INDUSTRY	LOCATION & POSITION TYPES	OCCUPATIONAL	WELLNESS
HEALTHCARE – NON-CLINICAL	Hospitals, Clinics, Labs, Doctor's Offices, Urgent Care, Correctional facilities, etc.	<ul style="list-style-type: none"> <li>• Certificate / License Active (unexpired)</li> <li>• <b>Drivers:</b> Active unexpired license</li> <li>• <b>Drivers:</b> Auto Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• TB / Chest X-ray Update with Annual Questionnaire</li> <li>• TB Surveillance Program Participation</li> <li>• VIS Updates</li> <li>• Updated Immunization / Vaccination Records (for applicable healthcare roles) ex: TB, Tdap, 2<sup>nd</sup> step vaccine(s)</li> <li>• Flu (Influenza) Vaccination or Declination</li> <li>❖ <b>Drivers:</b> Physical Examination</li> </ul>
	Clerical, Administrative, Hospitality / EVS		
CLINICAL	All Locations	<ul style="list-style-type: none"> <li>• Certificate / License Active (unexpired)</li> <li>• <b>Drivers:</b> Active unexpired license</li> <li>• <b>Drivers:</b> Auto Insurance</li> <li>• CEUs (3 within a year)</li> <li>• Active (Unexpired) CPR Update (American Heart Association)</li> </ul>	<ul style="list-style-type: none"> <li>• TB / Chest X-ray Update with Annual Questionnaire</li> <li>• TB Surveillance Program Participation</li> <li>• VIS Updates</li> <li>• Updated Immunization / Vaccination Records (for applicable healthcare roles) ex: TB, Tdap, 2<sup>nd</sup> step vaccine(s)</li> <li>• Flu (Influenza) Vaccination or Declination</li> <li>❖ <b>Drivers:</b> Physical Examination</li> </ul>
	Nurses, Allied Health (medical assistants, phlebotomists, pharmacy tech, etc.)		
NON-HEALTHCARE	Schools, Revenue Cycle Centers, Corrections, Managed Care Organizations, etc.	<ul style="list-style-type: none"> <li>• Certificate / License Active (unexpired)</li> <li>❖ <b>Drivers:</b> Active unexpired license</li> <li>❖ <b>Drivers:</b> Auto Insurance</li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Drivers:</b> Physical Examination</li> </ul>
	Clerical, Administrative, Hospitality / EVS		

\* **CLIENT SPECIFIC FORMS** - Client specific documents may be required to be updated annually as part of your wellness and occupation update.

❖ **DRIVER** - is defined as any employee who is responsible driving client-provided vehicle or their vehicle daily as a requirement of the position to complete their job duties. This does not include commute to and from work. Drivers are required to meet specific safety and insurance requirements, and their roles may include transporting goods, services, or personnel as part of their assigned duties. Compliance with vehicle maintenance, insurance verification, and safety standards is mandatory for all drivers.