



14 April 2011

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## **Administrative instruction**

### **Medical clearances**

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4 and for the purpose of establishing conditions and procedures for medical clearance as a requirement for recruitment, change of duty station and assignment under staff regulation 4.6 and staff rule 4.19, promulgates the following:

### **Section 1**

#### **Purpose of medical clearances**

1.1 The purpose of medical clearance is to ensure that staff are physically and mentally fit to perform their designated functions without risk to the safety and health of themselves or others, taking account of their job demands, medical condition, and working environment. Depending on circumstances and requirements as detailed below, medical clearance may be granted on the basis of a certificate of good health issued by a duly qualified medical practitioner, or a medical evaluation conducted by a designated medical officer of the United Nations system. Medical evaluation may include medical examination and diagnostic testing and/or review of medical questionnaires or reports, as determined by the United Nations Medical Director.

1.2 After initial appointment, medical clearance is required in the situations listed in section 4 below. All staff members may be required to undergo medical evaluation (which may include medical examination) to ensure that they remain medically fit to perform the functions assigned to them, under the conditions set out in section 9 below.

1.3 Medical fitness of candidates for employment and staff members is determined by reference to their health status and occupation, as well as to the general conditions at the duty station at which they are to serve. Epidemiological and environmental factors and the availability of adequate medical facilities at the duty station are particularly important in this respect.

1.4 In accordance with the Organization's policy on HIV/AIDS in the workplace, candidates will not be screened for HIV for the purpose of medical clearances.



## **Section 2**

### **Medical clearance for initial appointment**

2.1 Subject to the provisions of section 2.2 (b) of the present administrative instruction, medical clearance for initial appointments of less than six months may be given on the basis of a medical evaluation conducted by a duly qualified medical practitioner issuing a medical certificate stating that the candidate is in good health, free of active pulmonary tuberculosis and fit to travel ("certificate of good health").

2.2 Medical clearance shall require medical evaluation (which may include medical examination) according to requirements determined by the United Nations Medical Director in the following situations:

- (a) Any recruitment for six months or longer;
- (b) Regardless of appointment duration, when:
  - (i) The staff member is recruited for functions in the security service, or as a manual worker or driver;
  - (ii) The staff member is recruited for service in the regional commissions and field duty stations, including peacekeeping, humanitarian and political missions. In those cases, however, when there is a need for urgent deployment, an interim appointment for three months may be given on the basis of a certificate of good health. Within three months of such appointment, the staff member must undergo medical evaluation.

## **Section 3**

### **Validity of medical documentation and medical clearance**

3.1 Certificates of good health shall be issued by the physician of the candidate selected for appointment. They should be issued no more than four weeks prior to initial appointment and will remain valid for one year from the date of their issuance.

3.2 A new medical evaluation will be requested for the purpose of medical clearance when recruitment of a candidate has not taken place within one year.

## **Section 4**

### **Medical clearance after initial appointment**

4.1 Medical clearance is required in the following situations:

- (a) When an appointment for less than six months for which medical clearance was given based on a certificate of good health (as provided for in paragraph 2.1 above) is extended beyond six months;
- (b) When a staff member is assigned to a peacekeeping, humanitarian or political mission, or redeployed or assigned from one mission to another. In the case of redeployment between missions, the United Nations Medical Director or a medical officer duly authorized by the Medical Director shall decide whether medical evaluation is necessary for that purpose, taking into account the provisions of section 1.3 of the present administrative instruction;

(c) When a staff member is to travel on official business or is assigned to a duty station classified by the International Civil Service Commission in categories A, B, C, D and E. Those duty stations are identified and published by the Commission in their periodic circular entitled “Hardship classification — consolidated list of entitlements circular”.<sup>1</sup>

(d) Validity of the medical clearance for travel purposes is normally two years. To maintain medical clearance for transfer, reassignment and/or travel, medical evaluation will be required every two years, irrespective of age.

4.2 Medical clearance is not required but recommended when a staff member is transferred or assigned from any duty station to a duty station classified by the International Civil Service Commission in the H category, or is travelling between duty stations in the H category. Those duty stations are identified in the periodic circular referred to in section 4.1 (c) above.

4.3 A medical evaluation is not required for re-employment of former staff members for an appointment of less than six months. A certificate of good health provided by the staff member’s private physician shall be sufficient for re-employment. Medical clearance based on medical evaluation will be required if the former staff member is recruited for six months or longer, or is to be recruited for a duty station as defined in section 2.2 (b) (ii), regardless of duration of assignment.

## **Section 5**

### **Authority to grant medical clearance**

5.1 Medical clearance for all recruitment processed at United Nations offices away from Headquarters (the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations Office at Nairobi), at regional commissions and field missions is the responsibility of the medical officer of such office, commission or field mission duly authorized by the Medical Director.

5.2 Medical clearance for recruitment at all other duty stations, including Headquarters in New York, is the responsibility of the United Nations Medical Director or a medical officer duly authorized by the Medical Director.

5.3 Medical clearance may also be given on the basis of a certificate of good health issued by a duly qualified medical practitioner under the conditions defined in section 2.1 above. When no satisfactory certificate can be produced, the matter shall be referred to the United Nations Medical Director or to a medical officer duly authorized by the Medical Director for determining whether medical clearance may be given.

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<sup>1</sup> ICSC/CIRC/HC/7, available from [http://icsc.un.org/pp\\_mah.asp](http://icsc.un.org/pp_mah.asp).

## **Section 6**

### **Procedures, forms and documentation for medical clearance on initial appointment**

6.1 Certificates of good health may be used within one year of issuance for subsequent reappointment(s) of the same individual when the conditions of sections 2.1 and 3.1 of the present administrative instruction are met. These certificates shall be submitted to the recruiting offices and retained in the official status files. If no acceptable certificate of good health can be produced, medical clearance shall be requested from the United Nations Medical Director or a medical officer duly authorized by the Medical Director.

6.2 When, in accordance with section 2.2 of the present administrative instruction, medical evaluation is required for the purpose of medical clearance, candidates shall be evaluated by a medical officer of the United Nations system, a designated United Nations examining physician, or an alternative registered medical practitioner acceptable to the United Nations Medical Director. The results of the medical evaluation, including any mandatory diagnostic tests, shall be documented on a medical evaluation form. Prior to the evaluation, candidates shall complete the questionnaire of the medical evaluation form related to their medical history and certify the completeness and correctness of the information given. They shall also be required to furnish any medical certificates, documents and data as the United Nations Medical Director or a medical officer duly authorized by the Medical Director may request.

6.3 The recruiting office shall forward a request for medical clearance to the appropriate medical service defined in section 5 above. The request shall contain the functional title of the applicant, the type and duration of the appointment, and the duty station.

## **Section 7**

### **Procedures, forms and documentation for medical clearance after initial appointment**

The procedures set out in sections 6.2 and 6.3 above shall be followed when staff members are requested to undergo medical evaluation in accordance with section 4.1 above. The reference to the recruiting office in section 6.3 shall be understood to include the new office to which the staff member is being assigned.

## **Section 8**

### **Medical clearance**

8.1 Based on the results of medical evaluation, the United Nations Medical Director or medical officer duly authorized by the Medical Director shall provide the recruiting office with the candidate's or staff member's medical clearance and/or any observations which may be appropriate, including specified restrictions or disabilities which need to be reasonably accommodated.

8.2 To ensure maximum medical confidentiality, the medical clearance shall be communicated to the requesting office as follows:

(a) *Fit*: individuals who are fit to perform the functions for which they have been selected;

(b) *Not fit*: individuals who are not fit to perform the functions for which they have been selected.

8.3 Where a candidate or staff member is considered medically fit to perform the functions for which they have been selected, the final employment/deployment decisions will be made by the employing office. Where the Medical Director has observed specified restrictions or disabilities which need to be reasonably accommodated, the final employment/deployment decisions will be made by the Office for Human Resources Management. In the event that a candidate or staff member is considered not medically fit as per paragraph 8.2 (b) above, such individuals shall be considered as not having fulfilled the medical clearance requirements set out in section 1 and shall not be recruited.

## **Section 9**

### **Medical evaluations (including examinations)**

9.1 All staff members may be required at any time to undergo medical evaluation (which may include examination), when requested by the United Nations Medical Director or a medical officer duly authorized by the Medical Director, to protect the health and safety of staff members, to follow up chronic medical conditions, or to assess how new circumstances since a prior clearance might be affecting a staff member's capability to fulfil job functions.

9.2 For security officers, manual workers and drivers, a medical evaluation (including examination) shall be conducted every year.

## **Section 10**

### **Exit medical evaluations**

An exit medical evaluation is not normally required, unless specific circumstances indicate that the health of a departing staff member may have been affected by an injury or illness attributable to the performance of official duties on behalf of the United Nations.

## **Section 11**

### **Final provisions**

11.1 The present administrative instruction shall enter into force on 14 April 2011.

11.2 Administrative instruction ST/AI/2005/12 of 8 November 2005 is hereby abolished.

(Signed) Angela Kane  
Under-Secretary-General for Management