**Medical Clearance**

**Purpose**

1. The purpose of medical clearance is to ensure, as far as possible, that:
   1. Candidates for recruitment as staff members are physically and mentally fit for employment; *and*
   2. Staff are fit to travel to and perform their duties in a particular location.

**Initial Appointment**

1. All staff members travelling on initial appointment must be medically cleared by the UN Medical Services Division (UNMSD) in New York City (NYC), prior to their departure to the duty station.

**Reassignment**

1. The HR Specialist in the Global Shared Services Unit in Copenhagen serving the duty station will check with the UNMSD on whether or not the staff member requires a medical examination, or if clearance for travel on reassignment to another duty station may be given without it.

1. A medical clearance is not required when the staff member is being transferred from a field duty station to an “H” duty station.

**Duty Travel within the Country of Duty Station**

1. Medical clearance is required for duty travel (DT) within the country of the duty station when a travel risk assessment establishes different risks in different areas of the country.

**Duty Travel outside the Country of Duty Station**

1. All staff members regardless of age, who are required to travel abroad on official DT, must obtain medical clearance from the UNMSD, prior to departure.

1. A medical clearance is not usually required when the staff member is travelling to Austria, Belgium, Canada, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, the United Kingdom and the USA. However, staff members who have a chronic medical condition should check with the UNMSD.

1. **Staff members stationed in New York**. A staff member must check with the UNMSD nurse assigned to UNDP whether or not he/she requires a medical examination, or if clearance for DT may be given without it.

1. **Staff members stationed in Geneva or Nairobi**. A staff member must check with the HQ Medical Services of the UN Common System whether or not he/she requires a medical examination, or if clearance for DT may be given without it.
2. **Staff members stationed in Addis Ababa, Beirut, Bangkok or Santiago**. A staff member must check with the authorized medical facilities of the regional economic commissions whether or not he/she requires a medical examination, or if clearance for DT may be given without it.

1. **Staff members stationed elsewhere**. The local HR/Operations Manager must check with the UNMSD whether the traveler’s clearance is up to date (email chuag@un.org or gosiengfiao@un.org) in the following cases:

* 1. Staff member’s medical clearance for his/her full medical examination is no longer valid. Generally, medical clearances given on the basis of a full initial [medical examination (Form MS.2)](https://popp.undp.org/node/4976) are valid for two years. In addition, upon completion of medical examination, the UNMSD indicates the period of validity of the medical clearance on the

Request for UN Medical Clearance Form;

* 1. Staff member has been medically evacuated during the last year; *and/or*
  2. Staff member has been on sick leave for more than four weeks during the last year.

1. When a staff member is scheduled to travel more than once during any six-month period outside the country of his/her duty station, the HR/Operations Manager may request clearance for all scheduled DTs by submitting the travel dates and itinerary (including field visits) for each one of them.

**Who May Conduct a UN Medical Examination?**

1. If the staff member is in:
   1. **Addis Ababa**, the Economic Commission for Africa (ECA) Medical facilities;
   2. **Bangkok**, the Economic and Social Commission for Asia and the Pacific (ESCAP) Medical

facilities;

* 1. **Beirut,** the Economic and Social Commission for Western Asia (ESCWA) Medical

facilities;

* 1. **Brussels**, the Commission of the European Communities Medical Service;
  2. **Geneva**, the United Nations Office at Geneva (UNOG) Medical Service;
  3. **Nairobi,** the United Nations Office at Nairobi (UNON) and the United Nations

Environment Programme (UNEP) Medical facilities;

* 1. **New York,** the UNMSD;
  2. **Paris**, the United Nations Educational, Scientific and Cultural Organization (UNESCO)

Medical Service;

* 1. **Rome**, the Food and Agricultural Organization of the United Nations (FAO) Medical

Service;

* 1. **Santiago**, the Economic Commission for Latin America and the Caribbean (ECLAC)

Medical facilities;

* 1. **Vienna**, the United Nations Office at Vienna (UNOV) and the Vienna International

Centre (VIC) Medical Services;

* 1. **Washington**, the World Bank Medical Service;
  2. **Afghanistan, Angola, Bangladesh, Burkina Faso, Burundi, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of Congo, Equatorial Guinea, Eritrea, Gambia, Guinea, Guinea Bissau, Guyana, Iraq, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mongolia, Mozambique, Myanmar, Nepal, Niger, Nigeria, Rwanda, Sao Tome & Principe, Sierra Leone, Somalia, Sudan, Tanzania, Uganda,**

**Yemen or Zambia,** the UN Dispensary Examining Physician; *and*

* 1. **elsewhere**:
     1. by the UN Examining Physician at the duty station; or
     2. by any licensed medical doctor, when a UN Examining Physician is not available locally.

**Who May Grant Medical Clearances?**

1. If the staff member is in:
   1. **Addis Ababa, Beirut, Bangkok or Santiago**, the UNMSD’s authorized Medical Officers of the regional economic commissions;
   2. **Geneva, Nairobi, New York, Paris, Rome or Vienna**, the HQ Medical Officers of the UN

Common System; *and*

* 1. **elsewhere**, the UNMSD Medical Officers in New York.

**Costs**

1. Medical examinations**:**
   1. performed at the following locations are at no cost to the staff member and are charged directly to UNDP**:**
      1. **Addis Ababa, Bangkok, Beirut, Santiago,** at the UNMSD’s authorized medical facilities of the regional economic commissions;
      2. **Brussels,** at the Commission of the European Communities Medical Service; iii) **Geneva, Nairobi, New York, Paris, Rome or Vienna,** at the HQ Medical Services of the UN Common System;
      3. **Washington**, at the World Bank Medical Service;
      4. **Afghanistan, Angola, Bangladesh, Burkina Faso, Burundi, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of Congo, Equatorial Guinea, Eritrea, Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Iraq, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mongolia, Mozambique, Myanmar, Nepal, Niger, Nigeria, Rwanda, Sao Tome & Principe,**

**Sierra Leone, Somalia, Sudan, Tanzania, Uganda, Yemen or Zambia** , at the UN

Dispensary; *and*

* 1. performed elsewhere are 100 per cent reimbursed or paid directly by a UNDP office, provided charges are customary/reasonable for the place where the examination is performed, up to a maximum of:
     1. **US$450**, if the examination is carried out in the United States and Japan;
     2. **US$400**, if the examination is carried out within the European Union (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden or the United Kingdom); *and*
     3. iii) **US$350,** if the examination is performed in any other region.

1. If the staff member pays for the cost of the medical examination, he/she may claim reimbursement by submitting a Travel Claim to the local Operations Manager with the relevant receipted bill(s). Expenses are charged to the same funding source against which the staff member’s salary is charged.
2. If the medical examination costs more than the allowable amount, the staff member is **responsible for the excess amount.**

1. Medical clearance for duty travel has two components - the general medical clearance and the clearance for your destination. The general clearance is a medical examination performed every year for security officers, manual workers and drivers, and every two years for other staff. The clearance for your destination depends on where you are going, and for how long, and focusses on the risks of that location. Check with your medical service for what vaccinations may be required or if you need anti-malaria or other medications.

1. In New York, contact MSDReception@un.org for general medical clearances, and msdnurses@un.org regarding travel. Please inform either of the date of your departure, length of your travel, and the destinations.

**Vaccinations**

1. Once cleared, and depending on the country(ies) of destination, your vaccination record will be reviewed and updated as necessary. If you have any records of prior documented vaccinations, or a vaccination "yellow book", please bring this with you when you come for your medical clearance.

You will also be given malaria prophylaxis when applicable, and be briefed about health risks and how to minimize them in the country(ies) of destination.

1. A travel kit will be issued only once to the traveler. When needed, certain items can be replenished/up-dated.

1. For more information, please refer to websites referenced below:

[WHO International Travel and Health](http://www.who.int/ith/en/)

[CDC Traveler’s Health](http://wwwnc.cdc.gov/travel/)

**Templates and Forms**

[Entry Medical Examination – MS.2](https://popp.undp.org/node/4976)