

**OLIVE VIEW-UCLA MEDICAL CENTER
CLINICAL SOCIAL WORK
POLICY & PROCEDURE**

**NUMBER: 1548
VERSION: 2**

SUBJECT/TITLE: JOB DESCRIPTIONS / STAFF LICENSURE AND RENEWAL DATES

POLICY: Job Descriptions / Staff Licensure and Renewal Dates

PURPOSE: To identify a mechanism for verification of current license of employees whose classifications require such licenses.

DEPARTMENTS: Clinical Social Work Department

DEFINITIONS: Job descriptions, license, renewal dates.

PROCEDURE:

1. Verification of license renewal shall be completed with the Annual Performance Evaluation by completing the Agreement of Understanding form.
2. A copy of the license will be sent to the Human Resources Department and another copy will be filed in the employee's Area Personnel File.
3. Failure to renew required license is sufficient grounds for suspension from the job until renewal is received. Revocation of required license is sufficient grounds for discharge from County service or reduction to a position not requiring licensure.
4. Classifications for the Senior Clinical Social Worker and higher level items are required to be licensed by the Board of Behavioral Science Examiners. Copies of these licenses (LCSW), BBSE registrations and renewal dates are included in this section.
5. Job descriptions and Title 22 Hospital Social Service staff requirements are also included.

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References:	
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