

JUVENILE COURT HEALTH SERVICES DENTAL PROCEDURES

Subject: LICENSES RENEWAL		Original Issue Date:	Procedure # 016
		Supersedes:	Effective Date: 1/23/13
Departments Consulted:	Approved By: (Signature on File) Head Dentist (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator	

PURPOSE

To ensure proper renewal of licenses by staff.

All staffs are self-responsible for ensuring that their license, certificate, registration or permit is kept current and in good standing with the appropriate licensing board or agency, in order to continue under JCHS employment.

PROCEDURE:

1. A list of all employees that require license for their employment is created, including the expiration dates of all licenses.
2. The employee will submit a copy of a renewed license to the dental supervisor prior to the expiration date of the license.
3. Dental supervisor will verify the original copy of the renewed license with the employee. A copy of the renewed license is placed in the employee's personal file area.
4. Failure to maintain appropriate licensure / certification may result in appropriate disciplinary action such as suspension from work or immediate release from assignment.

Note: All licenses including Dental Board, DEA (Drug Enforcement Administration), and CPR certificate must maintain active and current status to continue under JCHS and DHS employment.

REFERENCE

JCHS Policy # F-101, "Credentialing Of Care Providers"
 DHS Policy # 704, "Licensure, Certification, Registration and Permit of Workforce Members"