

**JUVENILE COURT HEALTH SERVICES DENTAL PROCEDURES**

Subject: <b>PROPER LICENSURE OF STAFF</b>		Original Issue Date:	Procedure # <b>023</b>
		Supersedes:	Effective Date: 1/25/13
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 that each dentist is properly licensed by the State of California in accordance with JCHS credentialing policy.

Copies of such documents are placed in the employees personnel file and are updated as indicated.

**PROCEDURE:**

1. The dental employee will provide the original of any required license or certificate to the Dental Supervisor for verification purposes prior to appointment and at renewal.
2. The Dental Supervisor will verify that the employee possesses a current valid license or certificate as part of the annual performance evaluation, and immediately notify Office of Human Resources (OHR) when there is not a current license or certificate.
3. The Dental supervisor will maintain an area employee file, which includes the required license or certificate number and expiration date.

**REFERENCE**

JCHS Policy # F-103, "Peer Review"  
DHS Policy # 704, "Licensure, Certification, Registration and Permit of Workforce Members"