

# LAC+USC MEDICAL CENTER

## DEPARTMENT OF NURSING SERVICES POLICY

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Subject:		Original Issue Date: 08/91	Policy # <b>550</b>
<b>NURSING LICENSURE/CERTIFICATION VERIFICATION</b>		Supersedes: 08/18	Effective Date: 05/21
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by:  (signature on file) Annie Marquez Interim Chief Nursing Officer	

### PURPOSE

To establish a mechanism for verifying current licensure or certification of licensed Nurses, Certified Medical Assistants (CMA)/Hospital Medical Assistants (HMA's) or any other workforce member whose classification require such license or certification within the LAC+USC Medical Center.

### POLICY

Licensed Nurses and CMA's/HMA's must maintain a current, valid, and active license or certification to perform the duties of his or her position within the LAC+USC Medical Center. It is also the workforce member's responsibility to renew his/her license in accordance with the State of California Board of Registered Nursing. Primary online verification of active licensure/certification will serve as proof of renewal. No employee or registry personnel, who are required by law to possess a license or certification, will be allowed to work without a current, valid, and active license/certification.

### PROCEDURE

The RN/LVN/CMA/HMA is responsible for maintaining a current, valid, and active license or certification at all times, even if off work (e.g. vacation, leave) *Exception:* when a workforce member returning to work from Family Medical Leave Act (FMLA) or other approved extended leave who, as a result of the leave is no longer qualified to hold a position because of the workforce member's inability to attend a necessary course, renew a license/certification, the workforce member will be given a reasonable opportunity to fulfill those conditions upon his or her return to work.

- A renewed license or certification shall be verified with management before the license/certification expires. Failure to submit a copy of the active license or certification by the due date for license expiration will result in:
  - Absence Without Pay (AWOP) without benefit time, and
  - Recommendation for disciplinary action

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- The Registered Nurse/Licensed Vocational Nurse from out of state must present a current active or current temporary California license upon hiring which must be verified prior to the nurse being permitted to work.
- Status of licensure or certification for outside registry/ non- county workforce personnel who are scheduled on a shift-by-shift basis must be current and proof of licensure must be verified prior to the nurse's shift.

### **RESPONSIBILITY**

#### **RN/LVN/CMA's and HMA's:**

- The RN/LVN/CMA/HMA is responsible for renewing his/her license or certification prior to expiration. If the employee has not received proof of license/certification renewal prior to expiration date, the employee will need to verify the status of his/her license through the online license verification system or by calling the Board of Registered Nursing at (916) 322-3350. When the employee has validated that his/her license has been processed and renewed, the employee will notify management of the validity of his/her license. The Nurse Manager/designee will then verify the renewal and submit verification of the license to nursing human resources.
- The RN will notify the Nurse Manager/designee for any current/pending disciplinary nursing citation.

#### **Nursing Human Resource Office:**

- Maintains a database of personnel licenses and expiration dates and regularly updates the system for permanently assigned staff.
- Generates a License Expiration and Mandatory Report for nursing management. The report is sent to the Nurse Manager monthly.

#### **Staffing Office:**

- Maintains a database of personnel license /certification and expiration dates and regularly updates the database for non-county workforce members assigned through the Staffing office.

#### **Nurse Manager:**

- Responsible for monitoring current licensure of staff upon hiring and annually thereafter.

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- Ensures a workforce member with an expired license or certification is not allowed to work.
- Validate license renewal as outlined above. The license verification will be submitted to the nursing human resources office for data entry. Verification of license/certification shall also be completed during annual performance evaluation and submitted to the Department of Human Resources as defined by the Medical Center policy.
- Communicate the status of any licensed nurse/ whose license has expired to the nursing human resources office.
- Follow-up on non-compliance with licensure, in collaboration with the Office of Human Resources, and implement disciplinary action.

**REFERENCE**

California Business and Professions Code  
California Board of Registered Nursing, Nurse Practice Act  
California Board of Licensed Vocational Nursing and Psychiatric Technicians, LVN Practice Act  
California Code of Regulations, Title 22  
LAC+USC Healthcare Medical Center Policy #538

**REVISION DATES**

92, 93, 95, 96, 97, 98, 4/00, 8/03, 01/05, 09/08, 08/18, 05/21