

HARBOR-UCLA MEDICAL CENTER

SUBJECT: LICENSURE, CERTIFICATION, REGISTRATION

POLICY NO. 220

**PURPOSE:**

To state the Department’s policy regarding licensure, certification, registration and permits in compliance with State, federal and local laws and regulations, and regulatory agencies.

**DEFINITION:**

*Workforce member* means employees, contract staff, affiliates, volunteers, trainees, and other persons whose conduct, in the performance of work for DHS, is under its direct control, whether or not they receive compensation from the County.

**POLICY:**

Harbor-UCLA Medical Center ensures all employees holding payroll titles requiring regulatory licensure, certification and/or registration have current, valid, active licenses, certificates, registrations issued by the appropriate board or agency.

Any workforce member whose position requires a current, valid license, certificate, registration and/or permit to perform the duties of his/her position shall produce evidence of license, certificate, registration and/or permit to the Department of Health Services (DHS)/Human Resources (HR) upon entering County service or assignment. The workforce member is responsible for ensuring that his/her license, certificate, registration or permit is kept current and in good standing with the appropriate issuing board or agency.

Primary source verification will be conducted during in-processing, upon new assignment, licensing renewal, contract renewal (independent contractor), transfer to new work location, and during the Performance Evaluation process. Managers/supervisors and contract monitors/facility liaisons are responsible to ensure a primary source verification is conducted on the first day of any of the aforementioned situations.

Managers/supervisors and contract monitors/facility liaisons may contact DHS/HR for guidance on primary source verifications. Managers/supervisors are responsible for ensuring the workforce member have a current and valid license, certificate, registration and/or permit, and that the workforce member works within

**EFFECTIVE DATE:** 1992

**SUPERSEDES:**

**REVISED:** 09/94, 08/95, 10/04, 08/10, 05/14, 06/17

**REVIEWED:** 09/94, 08/95, 05/98, 02/02, 08/10, 05/14, 06/17

**REVIEWED COMMITTEE:** N/A

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
Chief Executive Officer

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**Anish Mahajan, MD**  
Chief Medical Officer

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
Chief Nursing Officer

Signature(s) on File.

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the scope of their license, certificate, registration or permit. They must also ensure that any workforce member with restrictive conditions only work within the parameters of those restrictions.

**Note:** Some positions require secondary or additional licenses to fulfill regulatory/legal requirements. All licenses or other requirements for licensure, certification, registration, or permit must be validated through primary source verification.

Workforce members **must not** be allowed to work with an expired, suspended, or revoked license, certificate, registration, and/or permit.

It is the workforce member's responsibility to provide a copy of a renewal license, certificate, registration or permit to his/her supervisor and/or DHS/HR prior to the expiration date. Failure to maintain appropriate licensure, certification, registration and/or permit may result in appropriate disciplinary action or immediate release from assignment.

**PROCEDURE:**

1. Copies of current, valid, active licenses, certificates, registration; and primary source verifications are kept with individual employee's personnel file.
2. Managers/supervisors and contract monitors/facility liaisons are responsible to ensure a primary source verification is conducted on the first day of the workforce member's assignment, the day the license, certificate, registration, or permit expires, and at the time of performance evaluation.
3. It is the workforce member's responsibility to provide a copy of a renewal license, certificate, registration or permit to his/her supervisor and/or DHS/HR prior to the expiration date. Failure to maintain appropriate licensure, certification, registration and/or permit may result in appropriate disciplinary action or immediate release from assignment.
4. A workforce member must notify his/her supervisor within 24 hours of being notified by the licensing, certification, registration, or permit board/agency that a disciplinary action is being brought against the license, certificate, registration and/or permit.
5. The Nursing Department has responsibility for monitoring current licensure for all employees of that department. Nursing notifies HR of employees who fail to present proof of current licensure and appropriate action is initiated.
6. The Medical Director's office has the responsibility for monitoring current licensure for physicians.
7. The designated contract monitor for each contracted service is responsible for monitoring current licensure for employees of the contracted service.

**TEMPORARY ASSIGNMENT**

Persons recruited for positions requiring licensure, certification, registration and/or permit may be appointed to that classification on a temporary basis pending verification of such license, certificate, registration or permit. Such an appointment is permissible only to the extent allowed by the California Business and Professions Code and/or other applicable regulatory provisions. This exception **shall not apply** to medical, dental, and other professionals if such action would constitute a breach of the Business and Professions Code.

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Any workforce member holding a position requiring licensure, certification, registration, and/or permit on a temporary basis shall be notified in writing of the conditions of employment/assignment by the appointing authority at the time of appointment. Persons so employed/assigned must obtain their license, certification, registration and/or permit within the provisions of the applicable California Business and Professions Code or as established within the minimum requirements of the applicable class specification. Failure to obtain a valid license, certification, registration and/or permit within the applicable time specifications will result in demotion, discharge from County service, or immediate release from assignment.

**RETURN-TO WORK**

If a workforce member is no longer eligible to hold a position requiring a license, certificate, registration or permit because of Family Medical Leave Act (FMLA) leave, the workforce member will be given a reasonable opportunity to obtain or renew his/her license, certificate, registration or permit upon his/her return to work. Applicability will be evaluated on a case-by-case basis. DHS/HR FMLA Unit or Regulatory Compliance can be contacted for assistance.

**California Driver License**

Any workforce member whose **position** or assignment requires a current, valid California Driver License to perform the duties of his/her position shall produce evidence of licensure to DHS/HR upon appointment or assignment.

A workforce member required to drive on County business shall be restricted to operate only those types of motor vehicles for which they have a valid California Driver License. **Workforce members may not drive motorcycles on County business.**

A workforce member must notify his or her supervisor within 24 hours if the driver license is restricted, suspended, revoked or expired. Supervisors must verify if a workforce member who has driving responsibilities has a current driver license, at least annually during the Performance Evaluation process.

**AUTHORITY:**

Civil Service Rule 18.031

Joint Commission Standards, Human Resources, 01.02.05

California Business and Professions Code

California Health &amp; Safety Code

Titles 16 and 22, California Code of Regulations

Employee Evaluation and Discipline Guidelines