



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-016
SUBJECT: POSSESSION OF REQUIRED LICENSURE, CERTIFICATION and/or REGISTRATION	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 3
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 06/28/82
TO BE PERFORMED BY: ON-SITE HUMAN RESOURCES OFFICE, ALL WORKFORCE MEMBERS AND MANAGERS	REVIEWED DATE: 04/16/07
	REVISED DATE: 04/2017

PURPOSE

1. To establish and communicate the standard regarding required licensure, certification, and/or registration relative to employment and/or assignment within Martin Luther King Jr., Outpatient Center.
2. To provide guidelines which ensure the validity of licensure, certification, and registration of MLK OPC workforce members

POLICY

To ensure that all staff members meet the standards for all relevant job functions, all credentials (i.e., licenses, certifications, registrations and/or permits) will be confirmed through primary source verification. Any workforce member who fails to maintain the required license, certification or registration that is a primary qualification for their employment and/or assignment shall be subject to disciplinary action up to and including discharge from County service or termination of services.

PROCEDURE

PRIMARY SOURCE VERIFICATION & FEDERAL EXCLUSIONS LIST

Managers/Supervisors, prior to requesting the appointment of a potential workforce member to an assignment requiring licensure, certification or registration, must check with the applicable licensing/certification/registration board (primary source) to validate that the potential workforce member has a current license, certificate or registration. A copy of the license, certificate or registration along with a print-out or copy of the primary source information must be kept in the workforce member's area file and submitted annually with the Performance Evaluation.

MLK OPC on-site Human Resources Office will conduct primary source verification during the in-processing procedure as part of the background investigation. A copy of the license, certificate or registration, along with a print-out or copy of the primary source information must be kept in the workforce member's official personnel and area file.

MLK OPC on-site Human Resources Office must, along with primary source verification, check with the U.S. Department of Health and Human Services, Office of Inspector General (OIG) to ensure that workforce members who provide patient care are not on the "Federal Exclusions" list.

Primary source verification and OIG review will be conducted by MLK OPC on-site Human Resources Office and the Managers/Supervisors for all current workforce members upon license, certificate, or registration renewal/expiration. A copy must be kept in the area file.

CALIFORNIA DRIVER'S LICENSE

Any workforce member whose position requires a current valid California Driver's License to perform the duties of their position shall produce evidence of licensure to the MLK OPC on-site Human Resources Office upon appointment or reassignment.

Workforce members who are required to drive on County business may only operate those types of motor vehicles for which they have a valid California Driver's License. **WORFORCE MEMBERS MAY NOT DRIVE MOTORCYCLES ON COUNTY BUSINESS.**

Every workforce member whose class or assignment calls for a driver's license must advise their supervisor immediately if their license is restricted, suspended, revoked, or expired.

PROFESSIONAL LICENSURE, CERTIFICATION OR REGISTRATION

Workforce Member Responsibility

It shall be the workforce member's responsibility to maintain current licenses, certifications and/or registrations in a valid and unrestricted manner, and that they are renewed without interruption prior to expiration.

Management Responsibility

All managers with workforce members are required to maintain valid and unrestricted licensure, certification and/or registration status as a primary qualification of employment and/or assignment shall establish and maintain a method to ensure that all required licenses, certifications and registrations are current and a copy is maintained in the area file for each workforce member.

Failure to do so may result in disciplinary action up to and including discharge from County service or termination of services/assignment.

Human Resources Office Responsibility

MLK OPC onsite Human Resources Office shall establish procedures to ensure that workforce members are aware of this policy and understand the consequences of non-compliance. Such procedures shall include, but not necessarily be limited to, the following:

- A review of this policy with each incoming workforce member, as documented within the official workforce member file maintained by the on-site Human Resources Office.
- Documentation of annual review of this policy between the Supervisor/Manager and the workforce member attached to the Annual Performance Evaluation.
- Written notice to non-County workforce members in positions that require a current valid license, certification or registration.
- The on-site Human Resources Office shall ensure that the official personnel file contains a copy of the primary source verification documentation and also includes a current copy of the valid license, certification and/or registration as required.
- Workforce members who fail to maintain current licensure, certification or registration status as required will be subject to disciplinary action up to and including discharge from County service or termination of assignment or contract.

AUTHORITY:

Los Angeles County Code, Title 5, Civil Service Rule 6
Department of Health Services' Personnel Practice Number 111
State of California Business and professions Code
Joint Commission on the Accreditation of Health Care Organizations (JCAHO)
DHS Employee Evaluation & Discipline Guidelines, Section 7000

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Regina D. Pierre, Human Resources Administrator

Date

Signature(s) on File.