

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: II-111 LICENSE, REGISTRATION, OR CERTIFICATION VERIFICATION	POLICY #: 1048
	VERSION: 1
APPROVED BY: ASC Approvers	
DATE APPROVED: 06/28/2016	

PURPOSE: To establish and communicate the standards regarding required licensure, certification, and/or registration relative to employment and/or assignment within the Ambulatory Surgical Center (ASC).

POLICY: All ASC staff members, including non-compensated staff and non-county staff, meet the standards for all relevant job functions. All credentials (i.e., licenses, certifications, registration 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:

I. PRIMARY SOURCE VERIFICATION

Prior to requesting the appointment of a potential ASC workforce member to an assignment requiring licensure, certification or registration, the respective supervisor 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 in good standing. 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.

High Desert Regional Health Center (HDRHS) Office of Human Resources (OHR) 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 copy of the primary source information must be kept in the workforce member's official personnel and area files.

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A. California Driver’s License

Any workforce member whose position requires a current valid California Drivers’ License to perform the duties of their position shall produce evidence of licensure to the HDRHC OHR 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.

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

B. 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/supervisors with workforce members who 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.

The manager as part of the annual performance evaluation process, shall provide verification of the current, valid license, registration, and/or certificate to HDRHC OHR.

The manager/supervisor shall immediately notify their department Chief/Director and HDRHC OHR if a workforce member does not possess a current, valid license, registration, or certificate as required for the position.

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C. HDRHC OHR Responsibility

OHR shall establish procedures to ensure that workforce members are aware of this policy and understand the consequences of non-compliance. OHR shall make the determination of whether a workforce member’s required licenses, registrations, and/or certificates are sufficient to meet the requirement of the job classification to which he/she is to be appointed, and that such licenses, registrations, and/or certificates are current and valid at the time of hire.

OHR will ensure that each annual performance evaluation includes verification of the current, valid license, registration, or certificate as required for the position. OHR will not consider the performance evaluation complete until written verification of the license, registration, or certificate’s current validity is indicated.

OHR will maintain a list of all workforce members who require licenses, registrations, and/or certificates. OHR will update its records, as needed, upon receipt of verification of the current license, registration, and/or certificate that the workforce member’s manager/supervisor is required to submit annually as part of the performance evaluation.

REFERENCES:

- Los Angeles County Code, Title 5, Civil Service Rule 6
- Department of Health Services Policy # 704, # 704.1
- Los Angeles County Class Specifications
- State of California Business and Professions Code
- TJC Standards (Management of Human Resources)
- DHS Employee Evaluation & Discipline Guidelines, Section 7000

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