



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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SUBJECT: LICENSURE / CERTIFICATION

Policy No.: A235  
Supersedes: March 23, 2010  
Revision Date: January 27, 2014  
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### PURPOSE

To provide guidelines that ensures all licensure, certification, and registration is maintained and monitored consistent with hospital and regulatory requirements

### POLICY

Any employee (including non-compensated employees) whose position requires a current valid license or certificate to perform the duties of his or her position shall produce evidence of licensure or certification to Human Resources upon entering service.

It shall be the employee's responsibility for ensuring that the license/certificate is kept current Failure by an employee to maintain the required license/certificate may result in demotion or discharge from County service. The employee must provide the original document or verification

**NOTE:** The California Business and Professional Code provides for criminal penalties against both the employee and employer when an individual is permitted to practice without the proper licensure or certification. The term "employer" refers to the manager who has the power to appoint or who is directly responsible for the recruitment, assessment or qualifications and the assignment of an applicant. Department Heads, Program Chiefs/Department Chairs, and Supervisors could be held criminally accountable should an unlicensed, undocumented or unqualified employee be found **working without the proper licensure or certification.**

The Department Head shall be held accountable for establishing a licensure/certification renewal mechanism that shall ensure only properly licensed/certified employees are allowed to practice

Failure to ensure that the mechanism is in place will result in disciplinary action.

### PROCEDURE

#### New Hires

During the New Hire process, the employee must provide the **original** document and verification to the Human Resources Office. A photocopy of the current license/certificate shall be made by HR to be filed in the employee's Official personnel folder

**NOTE:** The Medical Director's staff has direct computer access to the Board of Consumer Affairs and may provide printed physician licensure information to Human Resources..

Human Resources shall enter the licensure information into the CWIAPPS computer system

Human Resources shall provide the licensure policy to all newly hired employees

**Employees Hired on Temporary Status Pending License/Certificate:**

Persons recruited for positions requiring licensure or certification may be appointed to a temporary position pending receipt of such license or certificate

**NOTE:** This shall not apply to medical, dental, and other professionals where such action would constitute a breach of the Business and Professions Code

Supervisors shall notify the employee in writing of the conditions of employment at the time of appointment. The employee shall be given one year from the date of temporary appointment to obtain licensure or certification. Failure to do so will result in release or demotion.

**GRADUATES FROM FOREIGN MEDICAL SCHOOLS**

**Graduates from foreign medical schools** must have passed FLEX examination prior to acceptance into internship. The physician must submit to the Chief Medical Officer's Office a copy (dated within one year) of his/her **Applicant Evaluation Status Letter**.

**LICENSED PHYSICIANS/SURGEONS**

All licensed physicians who are not on a training program, who are employed at this facility, compensated or uncompensated, must be members of the Professional Staff Association and be granted privileges, through the credentialing process, in accordance to the Bylaws of the Professional Staff Association in order to provide patient care.

The role of the Department of Human Resources is to provide for job description and employment, not the granting of privileges, which is the sole responsibility of the Credentials Committee and the Medical Executive Committee

Therefore, the Medical Staff Office, adjunct to the Chief Medical Officer's Office, will be responsible for the documentation pertaining to the appointment/reappointment of \*physicians and the verification of the following documents for presentation to the Credentials Committee for its recommendation to the Medical Executive Committee..

- Medical Education- primary source verification\*\*
- Medical Training- primary source verification\*\*
- Licensure- primary source verification\*\*
- Quality Assurance - primary source verification
- Reference - primary source verification

\* Physician Assistant/Interdisciplinary Committee

\*\*Mandated by Federal/State law

It will be the responsibility of the Medical Staff Office to maintain the credentialing file, including current license, for the appointment/reappointment or temporary privileging of practitioners

EXCEPTIONS, SPECIAL PROVISIONS

**Business And Professional Code 2113.0**

Foreign, Canadian, and United States Graduate Physicians can hold faculty positions with special practice limitations.. Their work must be under the supervision and direction of their sponsor (Chairman of Department) They must be registered with the Board of Medical Quality Assurance. This registration is limited to one year only

Outstanding physicians are invited by medical schools to faculty positions (and placed on County items) They do not need to be licensed but must have a Certificate of Registration from the B6md of Medical Quality Assurance issued for five years.. The physician may obtain a license after two years by taking the Board exam

**Business and Professional Code 2111.0**

Foreign medical graduates (Fellows, Instructors, Exchange Professors) and physicians under this provision need not be licensed They must be registered with the Board of Medical Quality Assurance not to exceed a five year limitation and need to be renewed annually.

**Nurse Practitioners**

Will follow the same procedure as outlined above with reference to the granting of privileges, upon the recommendation to the Credentials Committee from the Interdisciplinary Committee Responsibility for the verification of required documentation and licensing will be with the Department of Nursing, who will retain the credentialing file

**Annual Review**

It is the responsibility of each supervisor to annually verify that each employee has a current, valid license/certificate as required for the position The employee must present the original license/certificate to the supervisor.

Human Resources shall attach the Review and Verification of Required Information fmm to each annual Report of Performance Evaluation (see Attachment I). The supervisor shall enter the following information in the spaces provided:

License/certificate number	Supervisor=s initials
Expiration date	Date verified

The original license/certificate shall be photocopied.. A photocopy of the license/certificate shall be returned to Human Resources along with the completed verification form and Report of Performance Evaluation

Human Resources shall update the licensure/certificate information in the CWTAPPS computer system.

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A copy of the license/certificate, the completed verification form, and the Report of Performance Evaluation shall be placed in the employee's Official personnel folder

**REFERENCES:** Department of Health Services, Policy 704  
Business and Professional Code 2113 0, 2111 0

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**CHOICE OF PHYSICIAN FOR INDUSTRIAL INJURY/ILLNESS- EMPLOYEE OPTION**

State law allows employees to be treated by their personal physician immediately after injury/illness providing the employee has previously submitted written notice to his/her employer of this choice

Employees who wish to be treated by their own physician in case of industrial injury/illness must complete the Statement on Worker=s Compensation Law Regarding Choice of Physician Unless an employee has completed this form, all medical referrals for industrial injury/illness will be made from the County Medical Directory Forms are available in the Human Resources Office

**VERIFICATION OF LICENSE OR CERTIFICATE**

Any employee whose position requires a current valid license or certification to perform the duties of his/her position is responsible for ensuring that the license/certificate is kept current Failure by an employee to maintain the required license/certificate may result in demotion or discharge from County service. The employee must provide the original document for verification If required, complete the following and please attach a copy for the Personnel File

TYPE OF LICENSE/CERTIFICATE	LICENSE/CERTIFICATE NUMBER	EXPIRATION DATE
1		
2		

\_\_\_\_\_  
Supervisor=S Signature of Verification

\_\_\_\_\_  
Date

**CURRENT HOME ADDRESS, TELEPHONE NUMBER AND PERSON TO NOTIFY IN AN EMERGENCY**

It is the employee=s responsibility to keep his/her Human Resources Office and supervisor informed of their current home address, telephone number and person to notify in case of an emergency Please provide the following:

\_\_\_\_\_  
ADDRESS NUMBER AND STREET

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

**EMERGENCY NOTIFICATION**

\_\_\_\_\_  
NAME OF PERSON TO NOTIFY

\_\_\_\_\_  
RELATIONSHIP

\_\_\_\_\_  
ADDRESS NUMBER AND STREET

\_\_\_\_\_  
HOME TELEPHONE NUMBER

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
BUSINESS TELEPHONE NUMBER

Date of Last Physical Examination: \_\_\_\_\_