

**OLIVE VIEW-UCLA MEDICAL CENTER
MEDICAL ADMINISTRATION
POLICY & PROCEDURE**

**NUMBER: 2037
VERSION: 4**

SUBJECT/TITLE: **LICENSE RENEWAL VERIFICATION FOR PROFESSIONAL STAFF MEMBERS (PSA), ALLIED HEALTH PROFESSIONALS (AHP) AND HOUSESTAFF**

POLICY: It is the Los Angeles County Olive View-UCLA Medical Centers policy that a current license or certificate be held by employees, including non-compensated staff, whose positions require such license or certificate.

Management will not permit a PSA Member, AHP and Housestaff to work and/or practice medicine without a current and active license or proof of renewal. One of the following must be available to the Medical Staff Office as acceptable proof of licensure renewal:

- A. A current active renewed license by the applicable licensing board.
- B. An official correspondence of license renewal from the applicable licensing board.
- C. Telephone or computer assisted communication from the appropriate board that there is a valid license.

PURPOSE: To identify a mechanism for verification of current license or certification of employees whose classifications require such license or certificate.

DEPARTMENTS: **MEDICAL ADMINISTRATION**

DEFINITIONS:

PROCEDURE: All Members of the PSA, AHP and all Housestaff (PGY 3 and above excluding international graduates) shall have a current license. A record of this license shall be kept in the Medical Staff Office.

Prior to date of renewal, each licensee who has not renewed his/her license shall be notified in writing that his/her license is to expire. A copy of the letter will be sent to the Department Chair.

If, by the end of the last day of the current and active licensure, the Medical Staff Office has not received documentation of license renewal, PSA membership and clinical privileges shall be immediately and automatically terminated in accordance with the Professional Staff Association Bylaws. Housestaff who do not renew their license by the

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end of the last day of current and active licensure, will be automatically terminated.

Licensees who have not renewed their licenses by the last day of the month shall be notified in writing that their license has expired and that they have been terminated from the staff. A copy of the letter will be sent to the Department Chair.

References:	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 01/29/2020
Review Date: 01/29/2023	Revision Date:
Distribution: Medical Administration	
Original Date: 01/29/2020	