

**OLIVE VIEW-UCLA MEDICAL CENTER
REHABILITATION SERVICES
POLICY & PROCEDURE**

**NUMBER: 2865
VERSION: 2**

**SUBJECT/TITLE: PROFESSIONAL LICENSURE/CERTIFICATION AND STAFF
COMPETENCIES**

- POLICY:**
1. Professional staff must maintain current and valid license or certification from the appropriate accrediting or licensing board at all times.
 2. Staff must comply with continuing education requirements required by the appropriate accrediting or licensing board.
 3. Staff must practice within the laws and regulations of their practice.
 4. All staff must have initial and ongoing competencies checked off before they perform patient care tasks independently.

PURPOSE: To assure that all staff within Rehabilitation Services are properly licensed or certified within the laws and regulations of their state or national licensing board.

DEPARTMENTS: REHABILITATION SERVICES

DEFINITIONS:

- PROCEDURE:**
- I. STAFF LICENSURE AND CERTIFICATION**
 - A. It is the responsibility of each practitioner to complete all licensure requirements and renew licenses or certifications, according to their licensing or accrediting board. Workforce members with expired or invalid licenses/certifications will not be allowed to work, until proof of valid and/or renewal of such is provided.
 - B. A record of the current license, license renewal and primary source verification is kept in the employee's area file and submitted to Administration or Human Resources upon request
 - C. Supervisory staff maintains a spreadsheet of all required licenses, certifications and health clearances and monitor monthly for expirations. Staff will be reminded to complete renewals, in advance. Also, the "Primary Source License Verification" is utilized to verify the practitioner's license at the date of hire and prior to the expiration date.

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- D. Workforce members are responsible to keep track of their continuing education requirements necessary for licensure, in the event they are audited.

II. OCCUPATIONAL THERAPY

A. Occupational Therapist:

1. Occupational therapists serving patients must have a current license to practice as an occupational therapist, issued by the Occupational Therapy Board of the State of California, Department of Consumer Affairs.
2. Occupational therapists provide occupational therapy services upon referral from an Olive View approved physician, physician assistant, nurse practitioner, dentist or podiatrist or other diagnostician. The referral must include a rehabilitation diagnosis, in order for the occupational therapist to evaluate the patient.
3. Occupational therapy services include but are not limited to patient evaluation, treatment, consultation and home visits.
4. Occupational therapists renewing their license or certification shall submit evidence of continuing education competency requirements that are acquired through participation in professional development activities. Re-certification is bi-annual with a minimum of 24 CEU's. Therapists must retain copies of their continuing education certificates and they need to show proof of continuing competency with their certificates in the event they are audited by the Board
5. **Advanced Practice Certification:**
The California Board of Occupational Therapy requires Advanced Practice Certification for Occupational Therapists who want to provide services in hand therapy, physical agent modalities, and/or swallowing assessment/intervention. Occupational therapists who want to practice in the above areas must have a written agreement between the supervisor and the staff member, outlining the plan of supervision and training and must demonstrate competency through post-professional education and training. Licensed occupational therapists that have obtained an Advance Practice through the Board or have a Certification in Hand Therapy (CHT), credential by the Hand Therapy Certification Commission, are qualified therapists to provide ongoing supervised training. Occupational therapists that do not have the appropriate qualifications are prohibited from providing advanced practice training.
Requirements to achieve Advanced Competency in the above areas are as follows:

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- a. Documented proof of attendance and completion of each course
 - b. Documentation of the number of contact hours completed for each course
 - c. Resume or credential of each instructor
 - d. Statement of learning for each course: each statement shall reflect what the occupational therapist learned, how that knowledge would be applied in his or her practice and how the therapist became more competent because of the course.
 - e. Verification of completion of supervised on the job training, clinical internship reflecting the method of the training and the number of hours. The supervisor(s) must sign verification.
6. Staff in Training for their Advanced Practice Certification
Staff must be supervised by an Occupational Therapist with their Advanced practice or by another discipline who is qualified and competent to supervise in that skill. A signed agreement should be written outlining the supervision requirements and who is allowed to provide supervision.

B. Occupational Therapy License Applicant:

1. A person who meets the qualifications to be admitted to the examination for licensure or certification and is waiting to take the first available examination or awaiting the announcement of the results of the examination, according to the application requirements for a limited permit, may practice as an occupational therapist under the direction and appropriate supervision of an occupational therapist duly licensed in the state of California.
2. National Board for Certification of Occupational Therapy and the California Board requirements are as follows:
3. An occupational therapy applicant who has recently graduated from an accredited occupational therapy school and has completed his/her fieldwork requirements by the National Board for Certification of Occupational Therapy may apply for a limited permit as an occupational therapy license applicant. A limited permit is only valid for (4) months from the date of application to the California Board of Occupational Therapy or upon receipt of the results of the exam, whichever comes first. If the applicant fails the certification examination, the applicant will be prohibited from continuing to perform as an occupational therapy license applicant with the County. Occupational therapy license applicants who are working under a limited permit are required to work under supervision of a licensed therapist.

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4. The following is required if a license applicant requests reciprocity from another state:
 - a. The applicant must at the time of applying to the Examining Committee, be licensed or registered as an occupational therapist in a state, district or territory of the United States, having in the option of the examining committee, requirements equal to or higher than those of California.
 - b. A limited permit is only valid for (4) months from the date of application with the California Board of Occupational Therapy and the licensed applicant is required to work under the supervision of a licensed occupational therapist

III. PHYSICAL THERAPY

A. Physical Therapists:

1. Physical therapists must have a current license to practice as a physical therapist issued by the Physical Therapy Board of the State of California, Department of Consumer Affairs.
2. Physical therapists provide physical therapy services upon referral from an Olive View approved physician, physician assistant, nurse practitioner, dentist or podiatrist or other diagnostician. The referral must include a rehabilitation diagnosis, in order for the physical therapist to evaluate the patient.
3. Physical therapy services include but are not limited to: patient evaluation, treatment, consultation, home visits.
4. Physical therapists renewing their license or certification shall submit evidence of continuing education competency requirements that are acquired through participation in professional development activities. The Physical Therapy Board requires 30 contact hours in approved continuing education classes, 2 hours in ethics, law and regulations and four hours in life support for health professionals every two years in order to renew their license. Therapists must retain copies of their continuing education certificates and they need to show proof of continuing competency with their certificates in the event they are audited by the Board
5. A physical therapist may apply topical medications and perform debridement of non-viable tissues as part of physical therapy services, if deemed competent to perform those activities.

B. Physical Therapist License Applicants:

1. A license applicant who has filed for physical therapy licensure application

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with the Physical Therapy Board for the first time may, between the date of receipt of notice that his or her application is on file and the date of receipt of his or her license, perform as a physical therapist under the direct and immediate supervision of a physical therapist licensed in this state.

2. The following types of workforce members are considered "licensed applicants":
 - a. A licensed applicant requesting reciprocity from another state. The applicant must, at time of application to the Examining Committee, be licensed or registered as a physical therapist in a state, district, or territory of the United States, having in the option of the examining committee, requirements equal to or higher than those of California.
 - b. A license applicant who is a recent graduate of an approved physical therapy school who has filed a physical therapy application with the examining committee. He/she may practice as a license applicant from the date of receipt of a letter of authorization to perform as a "physical therapist license applicant" pending the results of the first licensing examination administered for which he or she is eligible following graduation from an approved physical therapist education program. If the applicant passes the examination, the physical therapist license applicant status shall remain in effect until a regular renewable license is issued or licensure is denied, by the board. If the applicant fails the licensing examination, or if he or she passes the examination but licensure is denied, the applicant shall be prohibited from performing as a physical therapist license applicant at any time in the future and cannot continue County service as a physical therapist until cleared by the Physical Therapy Board for a renewable license.

C. Physical Therapist Assistant:

1. Physical therapist assistants must have a current certification to practice, issued by the Physical Therapy Board of the State of California Department of Consumer Affairs.
2. A physical therapist assistant assists in the provision of physical therapy services under the supervision of a licensed physical therapist.
3. An applicant who has filed a physical therapist assistant application for the first time may assist in the provision of physical therapy between the date

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of receipt of notice that his or her application is on file and the date of receipt of his or her approval.

4. The Physical Therapist Assistant may perform duties assigned to them by the therapist of record, as long as they have been deemed competent to perform them.

IV. RECREATION THERAPY

A. Recreation Therapist

1. Recreation therapists must have a current certification to practice as a certified recreation therapist issued by the California Board of Recreation Therapy & Parks- OR-by the National Council for Therapeutic Recreation Certification.
 - a. National Council for Therapeutic Recreation Certification requirements:
 - i. A new applicant who has graduated from an approved recreation therapy school may file an application for the exam. If he/she meets all academic requirements at the current standards from the Credentialing Board, he/she may be granted professional eligibility. Applicants granted professional eligibility are required to work under the supervision of a recreation therapist certified. If the recreation therapy applicant fails the exam, he/she will be prohibited from continuing to work under the status of Professional Eligibility.
 - ii. Recertification is every 5 years with a minimum of 480 hours of professional experience and a minimum of 50 hours of continuing education or re-examination with a passing score on the NCTRC Certification Exam.
 - iii. Continuing education and training must be through a hospital or other agency related to therapeutic recreation. The title of the course must be related to one of the NCTRC knowledge areas.
 - b. The California Board of Recreation Therapy & Parks Certification requires the following:
 - i. A recreation therapy applicant who has filed an application with the California Board of Recreation Therapy & Parks may work on a temporary status within 6 months of filing for the recreation therapy exam. He/she is required to work under the supervision of a licensed therapist while on a temporary status. If the recreation therapy applicant fails the exam, he/she will be

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prohibited from continuing to work under the status of Professional Eligibility.

- ii. Renewal for certification is biennially with proof of 2.0 CEU's or 20 contact hours that directly relate to the therapeutic recreation field.
2. Recreation therapist will provide recreation therapy services by referral from an Olive View approved physician.
3. Recreation therapy services include, but are not limited, to patient evaluation, interview and treatment.

V. SPEECH PATHOLOGY

A. Speech Pathologist:

1. Speech pathologists must have a current license to practice as a speech pathologist issued by the Speech-Language Pathology and Audiology Board of the State of California Department of Consumer Affairs and a current Certificate of Clinical Competence as a Speech Pathologist issued by the American Speech-Language Hearing Association.
2. Approved RPE ("Required Professional Experience") applicant or CFY (Clinical Fellowship Year) applicant may treat patients under the supervision of a licensed speech pathologist.
3. Speech pathologists will provide speech therapy services upon referral from an Olive View approved physician, physician assistant, nurse practitioner, dentist or podiatrist or other diagnostician. The referral must include a rehabilitation diagnosis, in order for the speech pathologist to evaluate the patient.
4. Speech pathology services include but are not limited to: patient evaluation, treatment, and consultation.
5. Speech pathologists renewing their license or certification shall submit evidence of continuing education competency requirements that are acquired through participation in professional development activities. Recertification is bi-annual with a minimum of 24 CEU's. Therapists must retain copies of their continuing education certificates and they need to show proof of continuing competency with their certificates in the event they are audited by the Board

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References:

Laws and Regulations Relating to the practice of Physical Therapy published by the Physical Therapy Examining Committee Board of Quality Assurance, Department of Consumer Affairs.

Laws and Regulations Relating to the Practices of Speech-Language Pathology and Audiology issued by Speech-Language Pathology and Audiology Board

Title 22

Laws and Regulations Relating to the Practices of Occupational Therapy issued by the Occupational Therapy Examining Board issued by Occupational Therapy Board

Laws and Regulations Relating to the Practices of Recreation Therapy by issued the Recreation Therapy Examining Committee Board

Approved by: Joann York (Physical Therapy Chief I), Joselin Escobar Duran (Assistant Hospital Administrator II)

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