

LAC+USC MEDICAL CENTER POLICY

Subject: LICENSE, REGISTRATION, PERMIT, OR CERTIFICATION VERIFICATION		Original Issue Date: 1/01/78	Policy # 538
		Supersedes: 6/13/17	Effective Date: 10/30/20
Departments Consulted: DHS Human Resources Human Resources Committee Nursing Services Medical Administration	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To identify a mechanism to verify the current license, registration, permit, or certification (professional credentials) of employees whose classifications require such license, registration, permit, or certification.

POLICY

Any workforce member whose position requires a current and valid professional credential to perform the duties of his or her position shall produce original professional credential(s) as evidence of license, certificate, registration and/or permit to DHS Human Resources (HR) upon entering County service or assignment. The workforce member is responsible for ensuring that his or her professional credential(s) is/are kept current and in good standing (unrestricted) with the appropriate issuing board or agency.

Primary source verification will be conducted during in-processing/onboarding, upon new assignment, renewal of credentials, contract renewal (independent contractor), transfer to new work location, and during the performance evaluation process. Primary source verification is obtained by contacting the professional credentialing agency to determine the validity of the professional credential.

Managers/supervisors, sponsors, and contract monitors/facility liaisons are responsible to

- ensure a primary source verification is conducted on the first day of any of the aforementioned situations,
- on the day the professional credential is set to expire, and
- at the time the workforce member is being requisitioned.

Managers/supervisors, sponsors and contract monitors/facility liaisons may contact DHS HR for guidance on primary source verifications.

Failure to maintain appropriate professional credentials may result in appropriate disciplinary action or immediate release from assignment.

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PROCEDURE

Verification of professional credential renewal shall be completed at the time of the annual performance evaluation. The employee's supervisor shall complete the License Verification section on the form furnished by DHS HR. Each department shall maintain the necessary records in its files to verify licensure, registration, permit, or certification of each employee.

Failure to renew required licenses, registrations, or certificates is sufficient grounds for suspension from the job until renewal. Non-renewal or revocation of a required license, registration, or certification is sufficient grounds for discharge from County service or reduction to a position not requiring licensure, registration, permit, or certification.

Employee's Responsibility

- Provide the original of any required professional credential(s) to the personnel officer or her or his designee for verification purposes prior to appointment to any job classification that requires a professional credential.
- Obtain and maintain any required license, registration, or certificate in a current and valid status in a timely manner.
- When signing, the employee must provide the administrative designee and his or her immediate supervisor the original of any document verifying proper renewal or other means that establishes that he or she maintains a current and valid status of the required professional credential. The employee will provide the original license, registration, permit, or certificate to the supervisor for posting in the worksite if required by law and/or any applicable regulatory requirements.
- Notify his or her supervisor within 24 hours of being notified by the professional credentialing board/agency whenever any action is being brought against their professional credential.
- Ensure the professional credential is available any time the workforce member is performing the duties that require professional credentialing. In other words, the license has to be with the person or readily available.

Manager/Supervisor Responsibility

- Maintain a supervisor's personnel file (area file) for each employee that includes a copy of the required professional credential, the issuance number and expiration date. The manager/supervisor is responsible for confirming on a regular basis with the issuing body (primary source verification) that any required professional credential is current and valid so that the employee can continue to function in his or her job classification. Failure to do so or failure to notify the facility representative upon learning that a required professional credential is no longer current and/or valid may result in disciplinary action.
- Ensure the workforce member has a current (unrestricted) and valid professional credential and the workforce member works within the scope of their professional credential(s).

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- **Note:** Some positions require secondary or additional professional credentials to fulfill regulatory/legal requirements. **All** professional credentialing requirements must be validated through primary source verification.
- Supervisors will verify that the employee possesses a current, valid professional credential as part of the annual performance evaluation process and submit the written verification of the current, valid professional credential(s) to the DHS HR.
- The supervisor shall immediately notify the service chief and the DHS Human Resources if the employee does not possess a current, valid professional credential as required for the position.
- Prohibit a workforce member to work with an expired, suspended, or revoked license, registration, permit or certificate.
- Ensure workforce member with restrictive conditions only work within the parameters of those restrictions.

DHS Human Resources' Responsibility

- Determine whether a workforce member's professional credential(s) is/are sufficient to meet the requirements of the job classification to which he or she is to be appointed, and that such professional credential is current and valid at the time of hire.
- Make a photocopy of the original document and maintain it in the workforce member's personnel/human resources file. Photocopies of professional credentials will be stamped, "Void, Copy Only."
- Ensure that each annual performance evaluation includes a form HS-1025 with the supervisor's verification that the employee possesses a current and valid professional credential as required for the position. The DHS HR will not consider the performance evaluation complete until written verification of the professional credential is documented.

Exceptions

Persons recruited for positions requiring a professional credential may be appointed to that classification on a temporary basis pending verification of such professional credential. Such appointment is permissible only to the extent allowed by the California Business and Professions Code and/or other applicable regulatory provision. This exception shall not apply to medical, dental, and other professionals if such action would constitute a breach of the Business and Professions Code.

Any workforce member temporarily holding a position requiring a professional credential shall be notified in writing of the conditions of employment/assignment by the appointing authority at the time of appointment. Persons so employed/assigned must obtain their professional credential within the

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provisions of the applicable California Business and Professions Code or as established within the minimum requirements of the applicable class specification. Failure to obtain a valid professional credential within the applicable time specifications will result in demotion, discharge from County service, or immediate release from assignment.

A workforce member returning to work from Family Medical Leave Act (FMLA) leave—or other approved extended leave—who, as a result of the leave, is no longer qualified to hold a position because of the workforce member’s inability to attend a necessary course, renew a license, etc. will be given a reasonable opportunity to fulfill those conditions upon his or her return to work. *Each situation will be evaluated on a case-by-case basis.* DHS Risk Management Return-to-Work Unit can be contacted for assistance.

Enforcement

It is the responsibility of DHS Human Resources to ensure that incoming workforce members are informed of the consequences of non-compliance with this policy. Each new workforce member must sign a statement acknowledging departmental policy at the time of employment/assignment and annually as part of the performance evaluation process. This statement will be retained in the workforce member’s personnel file.

Cases involving a workforce member who has not renewed his or her professional credential in a timely manner will be referred to DHS Performance Management for appropriate corrective action.

California Driver License

Any workforce member whose **position** or assignment requires a current, valid California Driver License to perform the duties of his or her position shall produce evidence of licensure to DHS Human Resources upon appointment or assignment.

A workforce member required to drive on County business shall be *restricted to operate only* those types of motor vehicles for which he or she has a valid California Driver License. **Workforce members may not drive motorcycles on County business.**

A workforce member must notify his or her supervisor within 24 hours if the driver license is restricted, suspended, revoked or expired. Supervisors must verify if a workforce member who has driving responsibilities has a current driver license at least annually during the performance evaluation process. Verification includes review of the license and noting the expiration date in the appropriate space on the HS-1025.

REFERENCES

- California Business and Professions Code
- California Code of Regulations, Titles 16 and 22
- Los Angeles County Class Specifications
- Los Angeles Civil Service Rule 18.031
- DHS Policy #704, Possession of a License or Certificate

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Joint Commission Human Resources Standards HR.01.02.05
29 Code of Federal Regulations §825.215(b)
DHS Discipline Manual and Guidelines

REVISION DATES

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February 11, 2014; June 13, 2017; October 30, 2020