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Owner Michelle Quint:
Executive
Director, UCI
Health Human
Resources

Policy Area Health
Enterprise:
General
Administrative

Applicability UCI Health -
Orange

Licensure and Certification or Registration of Co-workers

I. PURPOSE:

To provide a procedure that will ensure legal compliance, as well compliance with all UCI Health policies and procedures, regarding the licensure, certification, and/or registration of co-workers.

II. BACKGROUND:

Accreditation standards, licensing requirements, and local policies and procedures mandate that clinical co-workers shall meet minimum educational and experiential requirements for certain operating registration, licensing, and/or certification. To meet all regulatory/licensing requirements, UCI Health must maintain and monitor co-worker licensing, certification, and registration. Reference and authority for this procedure are further specified in UCI Personnel Policies for Staff Members, and/or relevant negotiated Collective Bargaining Agreement(s).

III. PROCEDURE:

All personnel required by law or policy to be licensed, certified, registered, or to possess a permit to operate vehicles or equipment must provide proof of current, valid licenses, certificates, registration, or permits issued by an appropriate authority. All departments with such staff are required to maintain records of license and certification, track compliance, and remove from active service any co-worker whose license, certificate, or registration expires.

IV. RESPONSIBLE PERSON(S) & DUTIES:

- **Supervisor/Manager**

- A. Upon selection, the department, in consultation with Human Resources, will validate the license, certificate, registration, or permit by physically viewing the document and/or communicating with the appropriate accrediting agency for source verification.
 - 1. For newly hired co-workers, Human Resources will source verify the document and enter the initial license data into UCPATH.

- **Co-worker/Supervisor**

- A. Newly-hired or existing co-workers appointed as interim permittees must present the results of the licensure, certification, or registration examination to management within the timeframe established at the time of hire.
If the examination is passed, the new hire must present the permanent license, certificate, or registration to department management for validation. The information is then recorded in UCPATH by the department management and should be stored in the department file

- **Co-worker**

- A. Each co-worker is responsible for maintaining the current valid license, certificate, or registration that is required for his/her employment.
 - 1. The co-worker is responsible for ensuring the evidence of current valid licensure, certification, or registration is presented to management in a timely manner.
 - 2. Co-workers who fail to provide evidence of compliance in a timely manner will be suspended. For purposes of this policy, "in a timely manner" refers to any time up to the expiration of the current document or a timeframe established at the time of hire.
 - 3. Suspended co-workers will be placed on leave without pay until current license, registration, or certification is provided and verified.
Documentation of appropriate accreditation that is not received within thirty (30) days will result in termination. Exceptions to this rule are made by Human Resources at the Director-level and are considered on a case-by-case basis.
 - 4. Note: For purposes of this procedure, evidence of a current valid license is source verification from the licensing agency date stamped on or prior to the expiration of the current license.

- **Supervisor/Manager**

- A. Management shall maintain required evidence of licensure, registration, or certification in the department file or posted as required. Updated information shall be entered into the UCPATH database by the manager.

- **Operations Manager**

- A. The Human Resources Department will maintain the ability to update, track, and report on license and certification information within UCPATH. The system provides an expiring licenses/certifications notification via co-worker self-service and manager self-service access, providing at least sixty (60)-day notice of licensure/certificate expiration dates. Managers may also utilize the reports available via "Manager Self Service" in UCPATH that provides the detail of all licenses/certifications and expiring licenses/certifications.
1. Managers may review the report at any time for the purpose of generating a unit/co-worker-specific notice of pending license/certification expiration.

Approval Signatures

Step Description	Approver	Date
Governing Body	Governing Body [AR]	11/2024
Policy & Communications Committee	Policy & Communications Cte [JL]	11/2024

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