



UNIVERSITY of CALIFORNIA • IRVINE
HEALTHCARE

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Owner: Hove, Nance
Policy Area: Hospital: General
Administrative

Licensure and Certification or Registration of Employees

I. PURPOSE:

It is the purpose of this policy to provide a procedure that will ensure legal compliance as well a compliance with all Medical Center policies regarding the licensure, certification or registration of staff.

II. BACKGROUND:

Accreditation standards, licensing requirements and local policy mandates that paramedical staff shall meet minimum educational and experiential requirements for certain operating registration, licensing and/or certification. In order to meet all regulatory/licensing requirements, the Medical Center must maintain and monitor employee licensing, certification and registration. Reference and authority for this policy are further specified in UCI Staff Personnel Program, Policies, and/or relevant negotiated Labor Agreement(s).

III. POLICY:

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 employee whose license, certificate or registration expires.

PROCEDURE/REPOSIBLE PERSON(S):

• **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 employees, Human Resources will source verify the document and enter the initial license data into HR Connect.

• **Employee/Supervisor**

A. Newly hired or existing employees appointed as interim permittees must present the results of the licensure, certification or registration examination to management within the time frame established at the time of hire.

1. 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 HR Connect by the department management.
2. If the new hire fails the examination, department management notifies Human Resources and the appointment is terminated or the employee may be reclassified to a non-licensed requiring position.

• **Employee**

A. Each employee is responsible for maintaining the current, valid license, certificate or registration that is required for his/her employment.

1. The employee is responsible for ensuring the evidence of current, valid licensure certification or registration is presented to management in a timely manner.
2. Employees 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.
3. Suspended employees 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 days will result in termination. Exceptions to this rule are made at the Director-level and are considered on a case-by-case basis.
4. *Note: for purposes of this policy, 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. Update information shall be entered into the HR Connect database by the manager or other designee.

• **Operations Manager**

A. The Human Resources Department will maintain the ability to update, track and report on license and certification information within HR Connect. The system provides an expiring licenses/certifications notification via employee self-service and manager self-service access, providing at least sixty-day notice of licensure/certificate expiration dates. There are also manager reports available via manager self-service that provide the detail of all licenses/certifications and expiring licenses/certifications.

1. Managers and Administrative Assistants may review the report at any time for the purpose of generating an unit/employee specific notice of pending license/certification expiration.

Author:

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Attachments:

No Attachments

Approver	Date
Nance Hove	03/2013

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