

Staff License / CPR Verification / Certification

PURPOSE

To define the policy and procedure of primary source verification of License, CPR, Certification and Degree, as applicable through the primary source for staff as defined by the Job Description.

SCOPE

This UCLA Faculty Practice Group Policy applies to Community Practice Network, Santa Monica Bay Physicians, and Specialty Care Network locations.

POLICY

The requirement for License, CPR certificate, other required certification or degree is specified in the Job Description (JD/PE) under the "Skills" section.

For All Licensed Personnel including, but not limited to, RN, LVN, MA, LCSW, MFT
It is the responsibility of the department manager/designee to ensure that all individuals employed in a position requiring a professional license, CPR certification and / or degree assure that primary source verification requirements are met and are current at all times. If applicable, a current temporary or interim permit with expiration date is acceptable. It is the responsibility of the employees in such positions to maintain appropriate licensure, CPR card, certification, and to renew their license and / or certifications prior to expiration.

In the case that a degree is a prerequisite in order to receive a license, it is not required that a copy of degree in the personnel file.

Credentials will be verified through the primary sources, as applicable

PROCEDURE

I. Point of Hire

- A. At the time of interview, the interviewer will check the applicant's original California license or Interim Permit, CPR card, certification(s) and degree(s), as required on the JD/PE. If the applicant is licensed in another state, the interviewer will instruct the new employee on the procedure for obtaining a California License, if applicable.
- B. During the new hire, rehire or transfer processing, the department manager. Designee will ask to see the original license, CPR card, certifications and degrees, whichever is applicable as described on the JD/PE, as well as a picture identification to verify authenticity.
- C. For California State license, the manager or designee verifies license and / or certifications via internet or telephone prior to start date. A printout of the

internet verification or telephone verification form is placed in the employee's personnel file. Printout must have computer generated date no later than the first day of employment and must be kept in the employee's personnel file.

- D. For licenses and certifications that are not on-line, the manager or designee may make a copy of the license/certification. The copy must be initialed, dated and placed in the employee's personnel file.
- E. The manager or designee places a copy of a CPR card and or degree in the personnel file.
- F. For all contracted staff requiring a license or certification, the recruitment staff, manager or designee verifies licenses and/or certificates, whichever is applicable as described in the job description, as well as a picture ID to verify authenticity. Verification is completed via the internet or telephone prior to start date and forms are kept in the personnel file. Online verification printout must have computer-generated date no later than the first day of employment.

II. Renewals

- A. For California State licenses, the manager or designee verifies license and or certificate(s) via internet and telephone prior to the expiration date. A printout of the internet verification or telephone verification form is placed in the employee's personnel file. Printout must have a computer generated date prior to the expiration date and must be kept in the employee's personnel file.
- B. For all contracted staff requiring a license or certification, the recruitment staff, manager or designee verifies licenses and/or certificates, whichever is applicable as described in the job description, as well as a picture ID to verify authenticity. Verification is completed via the internet or telephone prior to start date and forms are kept in the personnel file. Online verification printout must have computer-generated date no later than the first day of employment.
- C. For licenses and certifications that are not on line, the manager or designee must request to see the renewal and make a copy. The copy must be initialed, dated and placed in the employee's personnel file.
- D. The manager or designee places a copy of the CPR card in the employee's personnel file.
- E. The CPR card must be either:
 - a. American Heart Association (AHA) Basic Life support FOR Health Care Provider or
 - b. American Red Cross CPR for the Professional Rescuer

- F. The AHA requires the appropriate course completion cards be stamped, typed, or computer printed to reduce the risk of course completion cards being altered. The information printed on the course completion cards needs to be complete and legible. A valid AHA card is the original card with all the information printed (handwritten is not acceptable except for the card holder's signature). This is the only proof of course completion. Letters, rosters and copies are not valid proof of course completion.
- G. All AHSA cards are valid for two years through the last day of the month of recommended renewal date. There is no grace period for provider or instructor cards.
- H. Staff with AHA CPR on line certificate must complete the skills demonstration portion to obtain their CPR card.
- I. Staff required to have ACLS and/or PALS certification, the card must be from the AHA.
- J. Staff required to have NRP certification, the card must be from the American Academy of Pediatrics and AHA.

III. Internet site to be used and other verification sources

<http://www.2.dca.ca.gov>;
<http://www.dhs.ca.gov/lnc/cert/default.htm>
<http://www.rn.ca.gov/>
<http://www.bvnpt.ca.gov/>
<http://rbc.gov>
<http://applications.dhs.ca.gov/rhbxay/default.asp#TopOfSearch>
<http://www.lcc-st.org/verify/verify.aspx>

Other internet sites as applicable:

State of CA Dept of Consumer Affairs
DHS- Laboratory Field Service Branch

IV. Expired License/Certification

If a license has expired, staff will be placed on unapproved leave without pay until a verbal/on line confirmation of license renewal from the Board and/or State of California is received.

If CPR certification has expired, staff will be placed on unapproved leave without pay until a valid CPR certificate is presented to the Director. The

Chief Nurse Executive could override this in extraordinary circumstances if it impacts patient safety.

V. Interim Permit Registered Nurse

- A. IPRNs are verified by accessing the California BRN on-line and documented on the employee's personnel file.
- B. If IPRN does not pass the NCLEX – RN exam, the IP is automatically voided at the time of notification by California BRN.
- C. Each interim permit has expiration and upon its expiration date, it is no longer valid, regardless if the IPRN has taken the NCLEX – RN exam and has not been notified of the results.

FORMS

Telephone Verification Form

REFERENCES

Title 17, 22
TJC Patient Care Standards
Nurse Practice Act, State of California
California Health and Safety Code, Section 106955-107111, 114850
California Business and Professional Code

POLICY OWNER

Andi Dow Ealey, Manager Faculty Practice Group Human Resources

Jody Gaspar, Faculty Practice Group, Chief Operating Officer
Patricia Kapur, MD, FPG, Executive Vice President, UCLA Health

APPROVAL – 09/11/14

REVISION HISTORY

Effective Date:
Review Date:
Revise Date:

FPG Telephone Verification Form

Date: _____

Practitioner Name/ Title: _____

>Please Print<

Item Verified: _____ License/ Certification number: _____

Expiration Date: _____ Is the clinician in good standing? Y ___ N ___

Facility / Organization: _____

Contact Name: _____ Phone Number: _____

Comments:

Telephone Verification Completed by:

>Please Print<

>Signature<