

El Paso - Ambulatory Clinic Policy and Procedure

Title: LICENSURE/CERTIFICATION VERIFICATION FOR PATIENT CARE PROFESSIONAL STAFF	Policy Number: EP 9.1
Regulation: Joint Commission HR.01.01.01 Reference:	Effective Date: 04/2023

Policy Statement:

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) that all nursing (i.e., nurse, Certified Medical Assistant) and Allied Health employees providing direct patient care, and whose position requires job-related certification, registration, and/or licensure as a mandatory condition of employment, are required to maintain current in their status, and free of restriction..

Scope and Distribution:

This policy applies to all professional staff including nursing (i.e., nurse, Certified Medical Assistant) and Allied Health employees who perform duties in the TTP-EP ambulatory clinic.

Procedure:

New Hires (Non-Licensed Independent Providers):

1. Per HSCEP OP 70.20 the Department of Human Resources will conduct all educational and license verifications (including but not limited to primary source verification) of all job-required licensure/certifications prior to extending a formal job offer to the candidate.
2. The department of Human Resources will forward a copy of all verified documents to the respective Clinic Manager or designee.

Renewals:

1. All employees whose positions mandate a job-related certification, registration and/or licensure as a mandatory condition of employment, are required to provide renewal documentation to their immediate supervisor upon receipt.
2. The clinic manager or department designee will send electronic reminder notifications to employees at least 60 days prior to the expiration date. The clinic manager or department designee will perform primary source verification of the renewed credentials and keep copies in the clinic's files.

Failure to Comply:

1. Employees who fail to renew job-related certification, registration and/or licensure will be placed on a Leave Without Pay (LWOP) and may be subject to disciplinary action in accordance to HSCEP OP 70.31.

Licensed Independent Practitioners, Advanced Practice/Nurse Providers and Residents/Fellows:

1. The Office of Credentialing will perform and retain primary source verification for


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Licensed Independent Practitioners (LIPs) and Advanced Practice Providers (i.e., APPs, NPs, CRNA, etc.).

2. The Office of Graduate Medical Education will perform and retain primary source verification for Residents and Fellows. -.

BLS CERTIFICATION

1. Staff who provide direct patient care, providers, and first responders at TTP-EP will provide documentation of current BLS CERTIFICATION.
2. Providers providing patient care exclusively through house-staff and Intensivists that maintain current Board certification may be exempted from this requirement.
3. Each department or clinic will maintain BLS certification documentation on all applicable personnel and forward copies to the Department of Human Resources or the Office of Credentialing as applicable.
4. BLS training must be in accordance with the American Heart Association or the American Red Cross guidelines.
5. ACLS/ATLS/PALS/APLS may be substituted for BLS.
6. Training provided by TTP-EP:
 - a. The Quality Improvement Office offers BLS free of charge based on class availability.
 - b. TTP-EP Emergency Medicine Simulation and Training Center offers ACLS/PALS/ATLS/APLS based class availability with fees.

Policy Number: EP 1.1	Original Approval Date: 10/1995
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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso 	
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