



Human Resources

MEDICAL CENTER HUMAN RESOURCES POLICY NO. 905

- A. SUBJECT: Health Care Provider Licensure and Certification
- B. EFFECTIVE DATE: October 1, 2013 (R)
- C. POLICY:

Health care providers who are required by Virginia law or Medical Center job description to be licensed, certified or registered before engaging in practice shall maintain current active licensure, certification or registration. Practicing a healthcare profession without an active required license is illegal practice, punishable as a criminal offense. Disciplinary action may also be initiated when providers fail to attain and maintain current active licenses, certifications or registrations.

D. PROCEDURE

1. Pre-employment verification:

Before an applicant begins employment, Human Resources shall verify with the appropriate licensing or accrediting organization that the applicant is currently licensed, certified or registered as required by law or by the job description for the position. Exceptions to this requirement shall be made only for those practitioners who are permitted, under the job description and Virginia law, to work for a specified period of time pending receipt of licensure, certification, registration, examination results, or other specific information.

2. Maintaining current licensure, certification or registration after employment:

Human Resources shall monitor the status of current employee licenses, certifications and registrations required by law or the employee's job description, except for BLS and other emergency response training requirements, which will be tracked in the Medical Center's Learning Management System (LMS), and compliance monitored by the employee's department. ([See Medical Center Policy No. 0265 "Emergency Response Training"](#))

Human Resources shall send employee and manager notice of expiration of license, certification or registration if renewal has not been verified within 30 days prior to the expiration date. Notice will also be sent to the employee and manager within 15 days prior to the expiration date. The notice of expiration shall instruct the employee that verification of renewal is required, and will inform him/her of the consequences if renewal is not verified by the date of expiration.

3. Administrative Suspension:

If Human Resources has not received official verification of current licensure, certification or registration by the date of expiration, Human Resources will notify the employee's manager to complete a Personnel Action Form (PAF) placing the employee on an unpaid administrative suspension effective upon the date of the expiration. The employee shall not be allowed to return to work until official verification of renewal has been received by Human Resources. Managers shall not allow an unlicensed, uncertified or unregistered employee to continue working in any capacity when licensure, certification or registration is required by Virginia law.

The employee shall remain on an unpaid administrative suspension for up to 5 days or until official verification of renewal is provided, whichever occurs first.

4. Failure to verify licensure, certification or registration:

If official verification of licensure, certification or registration has not been received by the end of the 5 day administrative suspension period, Human Resources shall notify the manager to complete a PAF to terminate employment per [Medical Center Human Resources Policy No. 701 "Employee Standards of Performance and Conduct"](#). Human Resources shall send a letter to the employee's home address to provide notification of the termination of employment.

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

DATE:



Medical Center Human Resources Policy No. 905 (R)
Approved September 2004
Revised June 2007, June 2010, September 2013
Approved by Chief Human Resources Officer
Approved by Medical Center Administration