

Purpose

Spring Grove Hospital Center has an obligation to ensure that all employees/students/trainees fulfill all certification/license/requirements for their roles, based on job classification and/or job duties. To provide centralized oversight, operational, and reporting procedures to ensure compliance with licensing, certification, or registration requirements regulated by federal, state, and local laws.

Scope

This policy and applicable procedures apply to all employees in positions that require a license, certificate, or registration based on their job classification and/or job duties.

Definition

Active: Not revoked, suspended, or lapsed.

Current: Characterized by present activity, participation, practice, or use.

Lapse of License/Certification: For the purpose of this policy and procedure license/certification has lapsed when it is not renewed on or before the certification expiration date.

Licensed/Certified: For the purpose of this policy and procedure, licensure refers to a license or certification to practice a health care occupation in the State of Maryland.

Restricted: Characterized by imposed stipulations or restrictions pertaining to the scope, location, or type of practice ordinarily granted to all other applicants for similar licensure in the granting jurisdiction. Includes but is not limited to cancelled, pending, limited, revoked, etc.

Valid: The issuing authority accepts and considers professional performance and conduct in determining continued licensure.

Verification: Confirmation of the authenticity of a license, certificate, or registration reported by the employee.

Policy

- A. Licensed, certified, and/or registered Employees must inform their department manager within 24 hours of any changes or actions taken against their license or other authorizing documents. Reporting shall include, but not limited to, any terms, conditions, expirations, terminations, or limitations that prevent the performance of professional duties or meeting the requirements of the specified role; and, when the job description requires an active, valid license, certificate, or registration. The obligation to notify includes instances when an employee

initiates or volunteers to change the class or status of their license, certificate, or registration.

- B. Employees who fail to report changes or maintain the required license, certificate, or registration as defined by their job classification or job duties, may be subject to disciplinary action, up to and including termination as subject to the terms and conditions outlined by their specific department/unit/supervisory organization.
- C. It is the responsibility of each licensed or certified employee of Spring Grove Hospital to maintain a current professional license/certification issued by a Maryland licensing board.
- D. Current licensure registration or certification must be kept on file in the Human Resources Department for the duration of employment.
- E. The Human Resources Department will verify, through primary source, that the license/certification is active and current.
- F. Thereafter, prior to the expiration of such licensure, and/or certification, it is the department manager's responsibility to verify renewal in a timely manner.

Procedure

Hiring: The Human Resources Department shall request and obtain proof of license, certification, or registration according to the job classification from the potential employee during the pre-hiring process (prior to onboarding). All licenses and other authorizing documents will become part of the applicant recruitment/employee personnel file.


- A. It is the department's responsibility to designate a responsible team member to monitor and confirm that employees who are working meet the mandatory requirements for their job classification or job duties.
- B. The department shall be proactive and collaborate with the employee to determine if they are up to date with the requirements for their respective job classification or duties and take corrective measures as required.
- C. The department shall notify the Human Resources Department, immediately if an employee's license, certificate, or registration becomes inactive, invalid, or restricted.
- D. As a reminder, the Human Resources Department will send out notices of impending expiration dates **60** days prior to the expiration

of the current license or certification to the **department**. It is the employee's responsibility to renew license or certification prior to its expiration.

- E. **Quarterly**, the Human Resources Department **will send out potential expiration of licensures/certification notices to the department**, who will search the primary source site (typically through the licensing board's website) to determine if the employee has renewed license.
- F. Once the license/certification renewal is noted on the Board's website, **the department will forward the licensure/certification to the Human Resources Department** who will place a copy in **employee file**.
- G. On occasion, the licensing Board's web site may not reflect the most recent license/certification renewal. In these instances, the employee must submit to the Human Resources Department a letter of receipt from the issuing board stating that the license/certification is in the process of being renewed and would be valid until a specific date. In these cases, the Human Resources Department will continue to check the Board's web site for updates. Once the update/renewal is completed, the Human Resources Department **will notify the department and place a copy in the employee file**.
- H. Failure to respond to reminder memoranda or failure to renew license/certification and/or letters/receipts from the issuing board prior to the expiration date of current active license/certificate will result in the employee not being able to work until proof of valid/active licensure has been verified through primary source (MD licensing board website). Until the MD board's website has been updated, the employee **will not be permitted** to work due to **employee unlicensed/uncertified status** and the employee **will be charged** with leave without pay (LAW). Disciplinary action up to and including termination may also occur.

Approved by


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1/25/24
Date


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1/25/24
Date

MRA/tg

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