

Weisman Children's Rehabilitation Hospital (WCRH)

Nursing Administrative Manual

SUBJECT: Professional and Practical Licenses

No: 116

EFFECTIVE DATE: 10/1/97

Page 1 of 1

REVISED/APPROVED: 11/99, 3/02, 10/02, 2/03, 2/04, 1/05, 6/05, 3/06, 2/07, 1/08; 05/09; 02/10; 06/11; 01/12; 01/13; 1/14; 1/15; 1/16; 1/17, 12/20, 12/2023

TJC HR.01.02.07

PURPOSE:

To communicate the policy regarding the verification of licensure, certification and registration of employees and contracted service personnel.

POLICY:

WCRH complies with local, state, and federal regulations and accreditation organizations requirements concerning employee and contracted service personnel licensure, certification, and or registration, as indicated in a specific position description.

Licensure verification will be from primary source for all clinical staff that is required by WCRH or the state to have licensure, registration or certification.

PROCEDURE:

Before newly hired nurses provide patient care services, HR will verify licensure. On-line primary source licensure verification will be done and a copy of the on-line verification will be placed in the personnel file. On-line verification of licensure will take place semi-annually thereafter.

The Rehabilitation Nurse Educator maintains a list of licensed, certified and or registered employees (including contracted service personnel) with the license number & expiration date of current licensees, registrations and certifications.

The New Jersey State Board of Nursing Newsletter is consulted and cross-referenced with the license record regarding suspensions and revocations of licenses within the State of New Jersey.

Employees without a valid, current license will not be permitted to work.

Nurse Executive