

POLICY AND PROCEDURE

SUBJECT/TITLE:	Appendix A.16 Columbus Public Health (CPH) Licenses and Credentials Verification Policy
SCOPE:	All CPH positions that are required to be licensed or credentialed as described below
CONTACT PERSON & DIVISION:	Kevin G. Williams, Human Resources Director
ORIGINAL DATE ADOPTED:	01/01/2013
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PURPOSE

The intent of this document is to:

1. Assure a competent workforce is appropriately licensed and/or credentialed to perform the duties as assigned;
2. Provide a standard for CPH supervisors in the oversight of their employee’s credentials and licensures; and
3. Promote employee completion and renewal of required professional licensure/certification before expiration.

POLICY

All staff affected will uphold the standards listed in this document. Employees shall not operate motor vehicles, perform any duties, or practice any profession that requires a license and/or credential on behalf of Columbus Public Health unless they hold the required license and/or credentials for such activities in a valid and active status.

Employees are responsible for renewing and continuing professional licensures/credentials and, if required by classification or to perform the essential functions of a position, their motor vehicle operator’s licensure (MVOL).

Supervisors are responsible for verifying that their respective employees have appropriately renewed any required licenses/credentials/MVOL according to mandated timeframes.

BACKGROUND

Licenses and credentials, minimally required by classification description, are verified by the Columbus Public Health Human Resources (HR) Office and the Civil Service Commission upon the hiring of employees. However, licenses and other credentials are considered minimum requirements of classifications and additional licenses and other credentials, not minimally required by the job classification, but required to perform the essential functions of specific positions are to be maintained and updated regularly throughout the employment of employees serving in these positions. This policy serves to provide a method for documenting that these mandatory licenses and certifications are maintained valid and current.

GLOSSARY OF TERMS

Credential: A credential is a letter or certificate showing one’s right to a certain position or authority. (Webster’s New World Dictionary, 1990)

License: A license is permission granted by competent authority to engage in a business or occupation or in an activity otherwise unlawful. (Merriam-Webster's Dictionary, 2012)

PROCEDURES & STANDARD OPERATING GUIDELINES

Certain CPH positions are required by Ohio Revised Code, Ohio Administrative Code or any local, State, or Federal law, ordinance, or rule to be licensed or credentialed to perform the duties and responsibilities of their respective positions, or as required as a minimum requirement of the respective classification description including classifications requiring a valid Ohio motor vehicle operator's license (MVOL). Examples of positions that are required to be licensed and/or credentialed include but are not limited to: all positions requiring licensed registered or practical nurses; all positions required sanitarian-in-training or registered sanitarian registration; all physicians; all positions requiring licensure for counseling and social workers; all medical laboratory positions requiring certification, licensure, or registration; all positions required to be a licensed lead assessor, commercial pesticide applicator, etc.

Licenses and credentials, minimally required by City of Columbus Civil Service Commission classification description, are verified by the Columbus Public Health Human Resources (HR) Office and the Civil Service Commission upon the hiring of employees.

If a position requires additional licensure or credentialing beyond any licensure or credentialing required within the classification description in order to fulfill the essential functions of that position, the program manager involved in hiring for that position is responsible for verifying any candidate either holds the license/credential at hire or, if allowable, obtains the license/credential within management's acceptable timeframes. Any extension of an offer of employment that includes a requirement that a candidate obtain a license and/or credential within a specific period of time must be documented in writing with copies to the candidate and to the CPH Human Resources Office.

For continuing incumbent employees, responsibility is placed first upon the employee, and secondly, upon the supervisor, to ensure credentialing required for specific classifications and/or specific job responsibilities is in place at all times. In addition, the Ohio Administrative Code [OAC 4723-4-06-N(1)] requires that all licensed nurses functioning in an administrative role must verify that any nurse functioning under that nurse administrator has a current and valid license to practice nursing in the State of Ohio. This requirement applies to all nurses who supervise subordinate nursing positions at Columbus Public Health, regardless of Civil Service classification.

I. Responsibilities for Acquiring and Maintaining Required Licenses/Credentials

A. Requirements of Employees in Positions Requiring Licenses and/or Credentials

1. It is the sole responsibility of the employee to maintain his/her professional license/credentials and to obtain any and all required continuing education.
2. Employees shall not operate motor vehicles, perform any duties, or practice any profession that require a license and/or credential on behalf of Columbus Public Health unless they hold the required license and/or credentials for such activities in a valid and active status.
3. Employees shall acquire, renew prior to expiration, and maintain in good standing and active status, all licenses and/or credentials required to perform the essential functions of their respective position.
4. Employees are required to present to their respective supervisor no later than the date of expiration of current active period, or at a date in proximity to the expiration date explicitly specified by their respective supervisor (whichever is earliest), evidence that their required professional licensure/credentials are in good standing and active status for the next active period.

- a. Employees who are permitted to photocopy their license/credential may utilize the photocopy as the required evidence or may choose an alternate method such as an official card/certificate issued by a licensing/credentialing authority, or a printout from the Ohio License Center (<https://elicense.ohio.gov>).
 - b. Nurses are not permitted by the Ohio Nursing Board to photocopy their license and must present alternate evidence including but not limited to a printout from the Ohio License Center (<https://elicense.ohio.gov>) or other similar websites as the required evidence.
5. Employees are required to report to their respective supervisor no later than the date of expiration of current active period or at a date in proximity to the expiration date explicitly specified by their respective supervisor, whichever is earliest, any issues that will disqualify the employee from legally performing the essential functions of his/her position.

B. Requirements for Managers/Supervisors

1. Supervisors are responsible for verifying that his/her directly reporting employees maintain professional licensure/credentials in valid, current, good standing by requiring employees to provide evidence that required licenses and other credentials are appropriately maintained or retrieving this evidence from appropriate online verification services
2. For employees assigned essential functions that require the employee to drive a motor vehicle, supervisors are responsible for verifying that such employees maintain a valid motor vehicle operator's license (MVOL).
3. Once verified, supervisors are to provide the Columbus Public Health Human Resources Office with the evidence to be filed in the employees' employee files. Supervisors may also be required to complete a skill check verification through CPH's learning management system, Lippincott, that the employee's license/certification has been obtained and verified (currently required for all employees with nursing licensure and those working in the Dental Sealant program).
4. If a supervisor does not receive evidence of renewal of licensure/credentials from an employee prior to the expiration date of said license/credentials or the supervisor's imposed date, or such verification is not retrievable on appropriate online verification services, the supervisor shall immediately approach the employee regarding the situation to determine the status.
5. The supervisor shall immediately report to his/her respective division administrator or assistant health commissioner any issues that an employee is or will not be qualified to perform the essential functions of his/her position.
 - For any nurse who fails to renew his/her license, the Chief Nursing Officer for CPH must be immediately notified by the supervisor.

C. Employee Failure to Acquire, Renew, or Maintain Required Licenses and/or Credentials

1. If an employee fails to acquire, renew, or maintain his/her MVOL, professional licensure and/or credentials required by the minimum requirements for the employee's classification or required to perform the essential functions of the position prior to the expiration date or at the date required by the supervisor, the employee shall immediately notify his/her supervisor with the details of the situation (i.e., employee failure to meet the requirements for renewal, licensing/credentialing authority meeting delay, revocation/suspension of license, waiver for extension from licensing/credentialing authority, limitations on license or other credential, etc.).
2. The employee shall not attempt or knowingly be permitted to perform any duties, or practice any profession that requires a license and/or credential for the benefit of Columbus Public Health without a valid, current, required license, credential, or an appropriate waiver, and shall be relieved of all duties that require such license and/or credential.
 - Employees relieved of all duties that require a license and/or credential in these circumstances are subject to investigation and may be placed on unpaid leave, or reassigned if work not requiring the

license/credential is available, at the discretion of management, pending the outcome of the investigation and any employment actions that may follow.

3. Division administrators or assistant health commissioners shall appropriately manage any lapsed credentials issues.

II. **Violations of City Work Rules**

The following are violations of City Work Rules and subject to disciplinary action, up to and including termination for a first offense:

- A. Making false statements on applications for City employment or related documents, including but not limited to professional credentials.
- B. Failing to maintain any licenses or certifications required to perform the duties of a position.

III. **Electronic Systems**

When possible and if practicable, Columbus Public Health will utilize electronic data systems, learning management systems, and other electronic means to provide reminders, notifications, and tracking of license and/or other credential validity and expiration dates.

CITATIONS

OAC 4723-4-06-N. A licensed nurse, when functioning in an administrative role, shall verify that each nurse, dialysis technician, or medication aide under the nurse administrator has: (1) A current valid license to practice nursing in Ohio or a current valid certificate to practice as a dialysis technician or medication aide in Ohio; and (2) If applicable, other documents of approval or certification as required by the board.

CONTRIBUTORS

The following staff contributed to the authorship of this document:

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APPENDICES

N/A

REFERENCE FORMS

N/A

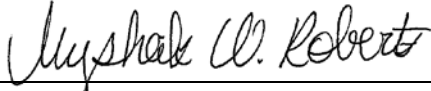
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



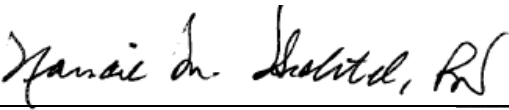
Kevin Williams
Human Resources Officer

11 / 30 / 2018
Date



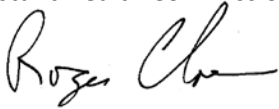
Mysheika Roberts, MD, MPH
Health Commissioner

12 / 10 / 2018
Date



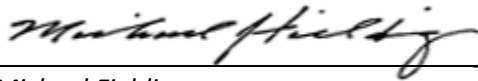
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