

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN SERVICES
ADMINISTRATIVE DIRECTIVE NO. 995
(Replaces A.D. No. 995 dated 7/13/06)

Effective Date: July 12, 2007

SUBJECT: LICENSES/CERTIFICATIONS VERIFICATIONS

I. PURPOSE

All individuals whose job requires licensure/certification shall maintain a current California license/certification (including intermittent and registry individuals).

II. AUTHORITY

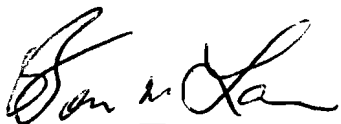
California Code of Regulations, California Business and Professions Code for each professional and vocational practice acts, and California Health and Safety Code.

III. POLICY

Licenses must be presented to the employees' supervisor prior to expiration date. Per the Renewal of Licensure, of the Business and Professions Code, an employee can show a canceled check, or credit card statement for confirmation of license renewal with a copy of both sides. Employees will not be allowed to work without a valid current California license/certification or temporary license.

IV. METHOD

- A. The Department Head is responsible for adhering to this directive and keeping the information current in the employees' file. A valid license to practice under their professional or vocational license will be verified with a copy via the Internet from the specific licensing board.
- B. In the event an employee has not presented evidence of a current license/certification by the expiration date, the Department Head will notify Human Services and the employee that a formal counseling will be started and the employee will not be allowed to work until proof of current license is shown to be valid.
- C. All Registry staff individuals shall have a current license/certification inspected at the time they report for duty by the NOD and shift supervisor. No Registry staff will be permitted to work without a current license/certification and will be sent back to the Registry without pay from Coalinga State Hospital.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 570 Overtime for Nursing Staff