



## Policy and Procedure

Policy Name:	Professional Licenses and Certifications		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	CA Business & Professional (B&P) Code §2050, §2085, §2725, §2746, §2835, §3500, §4110; CCR, Title 16, §1355.4, §1399.547  Department of Health Care Services (DHCS) All Plan Letter 20-004, Facility Site Reviews.		

**Purpose:**

Ensure that all personnel performing parts of a specific occupation, scope of practice, are legally licensed health care professionals and who have obtained a license or certificate indicating his or her competence to practice in that field.

**Definition:**

A licensed health care professional (HCP) is an individual who has successfully completed a prescribed program of study in a health field and who has obtained a license or certificate indicating his or her competence to practice in that field and who are who are directly related to provision of health care services. HCP includes all paid and unpaid persons working in health-care settings. They are persons who have the potential to get themselves exposed to patients and infectious materials such as contaminated medical supplies, contaminated equipment, contaminated environmental surfaces, and contaminated air. Physicians, nurses, therapists, pharmacists, professional students and trainees, and professional contractual staff not employed with health-care facility will fall under HCP category.

- Certified Nurse Midwife (CNM)
- Certified Radiological Technologist (CRT)
- Doctor of Osteopathy (DO)
- Licensed Vocational Nurse (LVN):
- Nurse Practitioner (NP)
- Pharmacist (Pharm. D)
- Physician/Surgeon (MD)

- Physicians' Assistant (PA)
- Radiological Technician
- Registered Dietitian (RD)
- Registered Nurse (RN)

**Policy:**

These notices to consumers shall be evident to patients.

<p><b>Note:</b> Effective June 27, 2010, per CCR, Title 16, 1355.4, mandated by Business and Professions Code section 138, MDs (does not apply to Osteopaths) shall provide notification to each patient that states the MD(s) on site is licensed and regulated by the Board, and includes the following:</p> <p style="text-align: center;">NOTICE</p> <p style="text-align: center;">Medical doctors are licensed and regulated by the Medical Board of California (800) 633-2322 <a href="http://www.mbc.ca.gov">www.mbc.ca.gov</a>.</p>	<p><b>Note:</b> Effective August 11, 2011, per CCR, Title 16, 1399.547, mandated by Business and Professions Code section 138, PAs shall provide notification to each patient that states the PA(s) is licensed and regulated by the Physician Assistant Committee, and includes the following:</p> <p style="text-align: center;">NOTIFICATION TO CONSUMERS</p> <p style="text-align: center;">Physician Assistants are licensed and regulated by the Physician Assistant Committee (916) 561-8780 <a href="http://www.pac.ca.gov">www.pac.ca.gov</a></p>
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Notices shall be provided by one of the following methods:

1. Prominently posted sign in an area visible to patients in at least 48-pt Arial font,
2. A written statement signed and dated by the patient (or patient's representative) and kept in the medical record, stating the patient understands that the MD is licensed and licensed and regulated by the board (for PA's, that the PA is licensed and regulated by the PA Committee)
3. A statement on letterhead, discharge instructions or other document given to the patient (or patient's representative), where the notification is placed immediately above the signature line for the patient in a at least 14-pt font.

**Procedure:**

All required professional health care licenses and certifications, issued from the appropriate California licensing/certification agency, are current and available on site or readily available when requested by reviewer.

First Name Last Name – Title	Date
First Name Last Name – Title	Date

The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.

## Appendix A

<b>II. Personnel Reviewer Guidelines</b>		
<b>Medical Professional</b>	<b>License/Certification</b>	<b>Issuing Agency</b>
Certified Nurse Midwife (CNM)	RN License & Nurse-Midwife Certificate. DEA Registration, <i>if appropriate</i>	CA Board of Registered Nursing Drug Enforcement Administration (DEA)
Certified Radiological Technologist (CRT)	CRT Certificate.	CDPH, Radiologic Health Branch
Doctor of Osteopathy (DO)	Physician's & Surgeon's Certificate. DEA Registration	Osteopathic Medical Board of CA DEA
Licensed Vocational Nurse (LVN):	LVN License.	CA Board of Vocational Nursing and Psychiatric Technicians
Nurse Practitioner (NP)	RN License w/NP Certification & Furnishing Number. DEA Registration, <i>if appropriate</i>	CA Board of Registered Nursing DEA
Pharmacist (Pharm. D)	Pharmacist License	CA State Board of Pharmacy
Physician/Surgeon (MD)	Physician's & Surgeon's Certificate. DEA Registration	Medical Board of CA DEA
Physicians' Assistant (PA)	PA License. DEA Registration, <i>if appropriate</i>	Physician Assistant Examining Committee/Medical Board of CA, DEA
Radiological Technician	Limited Permit.	CDPH, Radiologic Health Branch
Registered Dietitian (RD)	RD Registration Card.	Commission on Dietetic Registration
Registered Nurse (RN)	RN License.	CA Board of Registered Nursing
<p><b>Note:</b> All medical professional licenses and certifications must be current and issued from the appropriate agency for practice in California, and available on site. Although sites with centralized personnel departments are not required to keep documents or copies on site, copies and/or lists of currently certified or credentialed personnel must be readily available when requested by reviewers.</p>		

Source: FSR-A, Section II, Personnel Reviewer Guidelines, A.1.