

LICENSURE

Purpose:

To define the procedure that will be followed on all licensed staff in the Radiology Department.

Policy:

1. All technologists, sonographers, nurses and therapists state licenses must be kept current.
2. Employees must provide the department Manager with a copy of the current license.
3. Employees must have with them at all times their licensure card from the Louisiana State Radiologic Technology Board.
4. It is the technologist's responsibility to keep his/her records current.
5. If at any time this license is expired, the employee will be sent home on annual leave. If the employee does not have accrued annual leave, LWOP will be granted.
6. Human Resources will be consulted to pursue disciplinary action against the technologist.
7. In EXTREME circumstances, the agency may be contacted for phone verification for proof of payment or receipt of technologist's application.
8. It is advised to submit your renewal as soon as it becomes renewable.
9. Remember poor planning on your behalf does not constitute extenuating circumstances on the departments' behalf.

Reviewed:08/01/09

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