LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

Licensure, Certification, and Registration Policy

Purpose:
To define LSUHSC’s compliance with all applicable state, federal, regulatory and accrediting agencies governing licensing, certification, and registration for its professional staff.

Policy:
LSUHSC will not allow any employees to work in any position that requires license, certification, and/or registration without first obtaining proof of employee’s current valid license, certification, and/or registration. Any individual unable to show proof of such will be placed on Leave Without Pay (LWOP) and not permitted to work until proof of such can be verified. It is the employee’s responsibility to provide proof of license, certification, and/or registration.

Procedure:
1. Employees who are required by job description to be certified, registered, and/or licensed shall present proof of current status of such at the time of hire to LSUHSC Department of Human Resources.

2. The department head must verify on an ongoing basis, current license, certification or registration as required by the position description qualifications.

3. In the event that any employee is in a position that requires license, certification, or registration has their license, certification, or registration revoked, suspended or rendered invalid, LSUHSC may administratively terminate their employment with LSUHSC.

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Administrator

______5/18/04___________
Date

Approved by Clinical Board: 4/17/01, 5/18/04
Written: 5/98
Revised: 3/01, 3/04
Reviewed: 3/04