

Policy: Staff Credentialing	Category/Department: General Operations	
Origination Date: 06/09/2021	Effective Date: 07/21/2021	Next Review Date: 07/21/2024
Policy contact: Rebecca Kruse-Jarres, rkj1@wacbd.org	Version: #1	

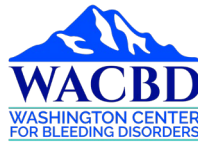
PURPOSE: This policy outlines the WACBD staff credentialing process. Credentialing is performed to assess and confirm the qualifications of all licensed WACBD staff, including licensed or certified health care practitioners. Verification is performed to determine the accuracy of a qualification reported by a WACBD employee.

SCOPE: All employees hired for positions at WACBD, including those requiring licensure or certification (physician, physical therapists, nurses, medical assistants, social workers, pharmacists, pharmacy interns, pharmacy technicians, etc.) shall have current and unrestricted license(s) or registration(s) from appropriate Agencies

POLICY STATEMENT: WACBD will verify all position required licenses, held by WACBD employees, by both primary and secondary verification at the time of hire and annually. This will be verified independently as well as with the assistance of Universal Background Screening.

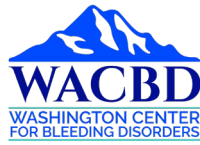
DEFINITIONS:

<u>Term</u>	<u>Definition</u>
Credentials	A qualification, achievement, personal quality, or aspect of a person's background, typically when used to indicate that they are suitable for something.
Immunization	The act of making a person immune to infection, typically by inoculation
Primary Source Verification (PSV)	Primary Source Verification is the verification of a practitioner's and/or facility credentials/licensure based upon evidence obtained from the issuing source of the credential.
Secondary Source Verification (SSV)	Methods of verifying a credential that are not considered an acceptable form of primary source verification. These methods may be used when primary source verification is not required. Examples of secondary source verification methods include, but are not limited to, the original credential, notarized copy of the credential, a copy of the credential (when the copy is made from an original by approved staff).
Licensed Independent Practitioner (LIP)	Physician, dentist, nurse practitioner, physical therapist, pharmacist, genetic counsellor, and nurse midwife or any other "individual permitted by law and the organization to provide care and services without direction or supervision, within the scope of the individual's license and consistent with individually granted clinical privileges" (from Joint Commission on Accreditation of Healthcare Organizations' (JCAHO) 2002-2003 Comprehensive Accreditation Manual for Ambulatory Care).
Licensed or Certified Health Care Practitioner	An individual who is licensed, registered, or certified but is NOT permitted by law to provide patient care services without direction or supervision. Examples include, but are not limited to, laboratory technicians, social workers, medical assistants, registered nurses, licensed practical nurses, dental hygienists, dental assistants, and pharmacy technicians.
Other licensed staff	An individual holding a license to perform work for WACBD. Example includes a Certified Public Accountant



PROCEDURES:

1 – Initial hire	
	<p>Primary Source Verification (PSV) of licensure or certification when required for employment will be performed upon hire through Universal Background Screening which includes:</p> <p>Clinical: any employee working with patients in a clinical capacity</p> <ul style="list-style-type: none"> • Address to Criminal History (7 year) • Address to Federal Criminal History (7 year) • Education Verification • National Sex Offender (NSOPW) • Office of Inspector General Sanctions (OIG) • Professional License Verification • Social Security Address/Alias Trace • System for Award Management (SAM) Exclusion <p>Non-Clinical: all admin and other employees not directly working with patients</p> <ul style="list-style-type: none"> • Address to Criminal History (7 year) • Address to Federal Criminal History (7 year) • National Sex Offender (NSOPW) • Office of Inspector General Sanctions (OIG) • Social Security Address/Alias Trace • System for Award Management (SAM) Exclusion
	<p>Secondary source verification is required for:</p> <ol style="list-style-type: none"> 1) Government issued picture identification 2) DEA registration (as applicable) 3) Immunization 4) Life support training (as applicable)
2 – Annual verification	
	<p>Secondary source verification will be completed internally at WACBD for every LIP and will include:</p> <ol style="list-style-type: none"> 1) Current licensure 2) DEA registration (as applicable)
3 – Periodic verification	
	<p>Primary source verification will be completed by Universal Background Screening every 3-5 years and will include:</p> <ol style="list-style-type: none"> 1) Address to Criminal History (7 year) 2) Address to Federal Criminal History (7 year)



	<ul style="list-style-type: none">3) National Sex Offender (NSOPW)4) Office of Inspector General Sanctions (OIG)5) Professional License Verification6) Social Security Address/Alias Trace7) System for Award Management (SAM) Exclusion
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RELEVANT REFERENCES:

APPROVING COMMITTEE(S):

Policy and Compliance Committee (PCC)

REVISION HISTORY

	Final Approval by	Date	Brief description of change/revision
Revision			
Revision			