


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, M.P.H. Hospital Administrator/CEO	RESPONSIBILITY: Human Resources Department	EFFECTIVE DATE: January 22, 2018	POLICY NO.: A-HR2100	PAGE: 1 of 5
TITLE: LICENSURE, CERTIFICATION, REGISTRATION AND EDUCATION VERIFICATION				
LAST REVIEWED/REVISED: 10/2017				
ENDORSED: EMC 10/2017				

PURPOSE:

To define compliance with all applicable regulatory and accrediting agencies governing licensing, certification, registration, and/or education for its professional staff.

POLICY:

It is the policy of the GMHA to employ only those individuals who have proper licensure, certification, education and/or registration whose positions (Nursing and/or Allied Healthcare professionals) requires a license subject to the minimum qualifications and/or Necessary Special Qualifications requirement of their jobs as defined within their job standards.

Employees will not be allowed to work in any position that requires license, certification, registration, and/or education without first obtaining primary source verification.

Primary Source Verification is a validation process which is defined as the entity whereby the employee's licensure, certification, education and/or registration is validated by the employer.

RESPONSIBILITIES:

A. Employee:

1. It shall be the responsibility of the employee to furnish the original license, certification or registration and education documentation before the employee's hire date. Employee will provide a photocopy of the document(s) to the hospital's Human Resources office which will be placed in the personnel jacket.
2. At each time the status of the licensure requirement changes and/or requires updating and/or renewal, the employee shall provide the original documentation and further provide HR as proof of update and/or renewal. However, the primary source verification must come directly from the credentialing board or local Guam board.
3. The employee shall be responsible for all fees/charges associated with the initial and/or renewal of their professional licenses for continued employment or certification incentives.

4. Failure on the part of the employee to provide such documentation or proof of current licensure will result with the employee placed on unauthorized leave of absence without pay (LWOP) until such documentation is received. Email correspondence to the Personnel Services Administrator and/or the Human Resources staff who is directly processing the employee.
5. When an employee fails to renew their license upon expiration, the employee will be placed on Leave Without Pay status (LWOP) and may be subject to disciplinary action as deemed appropriate.
6. Employee whose professional licenses do not have a Guam regulatory body (i.e., Radiology and Laboratory) must submit a copy of the renewal application to the Human Resources 30 days prior to the date of expiration.
7. Employee is responsible for all professional license renewals/certifications, including, but not limited, to BLS, ACLS, PALS, Health Certificates, Chauffeurs Licenses, etc. at the employee's expenses.

B. Medical Staff:

It is the responsibility of the Medical Staff Office through the Medical Staff By-Laws to conduct primary source verification of licensure, certification/registration and/or education verification for all Medical Staff personnel.

C. Contracted Services (for Clinical Staff):

It shall be the responsibility of the Department Manager or designee of the servicing department to ensure that all contracted services meet the requirement of this policy prior to their initial start date. The Personnel Services Administrator from time to time may perform periodic review of the contracted files to ensure the compliance of this policy.

The department shall provide the Human Resources a copy of the signed contracted services indicating a start date and an end date.

PROCEDURE:

I. HUMAN RESOURCES

All individuals applying for employment in a position requiring education, licensure, certification/registration requirements must provide primary source proof of verification addressed directly to GMH of current licensure by the Territory of Guam and/or U.S. licensing body (i.e. American Registry for Radiologic Technology (ARRT), American Society for Clinical Pathology (ASCP), etc. prior to being employed or being granted staff privileges (medical staff – By Law procedures apply). Individuals eligible for such licensure shall provide proof of eligibility prior to employment or appointment and shall provide proof of any subsequent change in licensure status. The attached form shall be provided to the individual accepting employment at GMHA.

The Human Resources Office shall be responsible for timely communication of current status of license to the appropriate department.

1. It is the responsibility of the Human Resources Department to conduct primary source verification of employee's professional licensure,

certification/registration, and education and other job requirements at the time of hire and at renewals.

2. The Human Resources Department shall notify the Division Managers of continuing verification requirements 60 days prior to the expiration date of license, certification and/or registration.
3. Renewal of licensure and certification/registration must also be provided with proof of primary source verification addressed directly to GMHA. Renewals must be submitted prior to the expiration of the old license.
4. Primary source verification shall consist of visual evidence, electronic, and/or verbal (meaning via telephone contact – date, time, name of verifying party, effective date/expiration date)
5. Employee must provide two copies of their license, certification/registration. One copy will be filed in their respective department and one copy to the Human Resources Department to be filed in employee file.
6. Employees failing to obtain or renew their license shall be subject to unauthorized leave without pay status (LWOP).

The Human Resources shall provide to the Hospital Administrator a monthly compliance profile report which identifies employees whom are non-compliant.

1. The Human Resources shall conduct monthly audits to ensure that the department/units are compliant to policy.
2. HR shall audit the unit file for the detail competency assessment (competency summary shall be filed in the official personnel file).
3. HR shall audit to ensure that Position Descriptions are current and are within three (3) years.
4. HR shall audit BLS, ACLS, PALS, Health Certificates, etc. (the certification/card are maintained at the unit level and not provided to HR unless it is an initial hire.
5. Human Resources shall audit no less than three (3) units per month with a minimum of ten (10) employee file per unit.
6. Human Resources shall notify in writing to the Division/Department head of each unit employees whom are non-compliant.

II. CERTIFICATION PAY:

Certification pay is an incentive which provides the employee an opportunity to enhance and enrich the employee's knowledge in an area of specialty care.

It shall be the responsibility of the employee to provide the Human Resources Office with the certificate/documentation when claiming Certification Pay. The Certification Pay will be compensable upon the date of receipt of the Primary Source Verification obtained by the Human Resources office.

The primary source verification can be received via direct email to the Personnel Services Administrator or via postal service mailed directly to the Human Resources Office.

If the employee has access to a direct link to the credentialing agency, the employee may obtain the primary source verification at the Human Resources Office in the presence of an HR staff. Certification Pay shall not be paid retro-active.

Certification differential pay shall be fifteen (15%) of the current base pay of hours work ONLY for Registered Nurses and/or licensed allied health professionals who are nationally certified in a specialized areas. If the employee is certified in more than one area of practice, the employee shall only be compensated for one specialty area.

Human Resources is not responsible of sending notices of the renewal period for certification pay purposes to the employee.

In the event the Certification renewal lapse any compensation paid after the expiration date shall be recovered by GMHA as an over-payment to the employee.

RESCISSION:

Policy No. 8650-1.202, Licensure, Certification, Registration and education Verification of the Human Resources Manual made effective June 1, 1992.

ATTACHMENT:

- I. [Primary Source Verification Letter to Licensure Board](#)

ATTACHMENT I

Date

TO: _____
Licensure Board

RE: **PRIMARY SOURCE VERIFICATION**

Please mark (x) your type of request:

_____ Active employee (renewal) _____ Applicant seeking employment (new)

I am an active employee or applicant seeking employment with the Guam Memorial Hospital Authority. The authority requires direct verification from the local licensing board and /or off-island credentialing boards to provide the Human Resources Office with Primary Source Verification upon initial hire and each renewal period for continued employment.

Therefore, I, _____ hereby authorize the licensing board to
Print Full Name

provide Primary Source Verification to the Guam Memorial Hospital with the following information:

- Full (legal) name as shown on licensure
- Valid dates (from and to) expiration of license as issued
- Licensure number
- Disciplinary Action (if any)

The information must be from the licensing board's letterhead addressed to the Guam Memorial Hospital Authority and sent in any of the following form:

1. Guam Memorial Hospital Authority (Attention Human Resources Office); or
2. Via facsimile to (671)646-9215 (Attention: Human Resources Office); or
3. Scanned copy and emailed to lizm.claros@gmha.org; or
4. Sealed enveloped via hand delivered to GMHA-Human Resources Office - If the seal on the hand delivered document is broken or tampered with, it will not be valid.

Furthermore, I understand and acknowledge that any and all fees incurred for producing letters, copies or transmission of such document to the Guam Memorial Hospital Authority – Human Resources office shall be at my expense and is payable upon request by the licensing board and/or credentialing board.

License Number

Signature of employee/applicant

Note: This Primary Source Verification request is part of the application process for new and/or renewals for all clinical licensed positions required to meet the GMHA employment requirement.

Form New: Feb 2012 (Policy 8650-1-202) updated Sept 2017