POLICY and PROCEDURES, & INFORMATION

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Title: Section 415.26 - Organization and administration

415.26 Organization and administration. A nursing home shall be administered in a manner that enables it to use its resources effectively and efficiently.

(3) All personnel who provide services in the nursing home, for whom licensure, registration or certification is required.

**Policy:**

It is the policy of this facility to ensure that all licensed and certified staff have a current license/certification on file

**Procedure:**

1. Upon Hire all personnel who provide services who require a current license/certificate must submit an original license/certificate for verification and a copy retained for file and validation. (Please give original back to employee.)
2. A verification search to be completed through NYS Office of Professional Services (OPS) database to ensure license is current and a search to see if there are any recent disciplinary charges against licensee. HR/Designee to copy OPS Verification and Disciplinary Report and place in employee file. (Please notify DNS immediately if there are any disciplinary actions or if license is not current.)
3. Certifications for certified nursing aides to be verified through NYS Nurse Aide Registry. HR/Designee to ensure that certificate is current and that there are no findings or convictions of patient abuse (located on the Verification Report) HR to copy Verification Report. (Please notify DNS immediately if there are any findings or convictions for patient abuse and if certificate is not current.)
4. HR/Staffing to record and maintain a monthly roster for auditing expiration dates for licenses and certifications. Audit must be conducted monthly, and staff notified of pending expiration.)
5. Recertifications for certified nursing assistants to be submitted 30 days prior to expiration date.
* The New York Nursing Assistant Registry Renewal form must be completed neatly, accurately and signed by the Director of Nursing/Designee. Facility is responsible to pay the $40.00 recertification fee and it must be attached to the renewal form. Check to be made out to Prometric.
* When all steps are completed make a copy of the renewal form and Prometric check for your records and verify any issues with Prometric, if needed.
1. Licensed staff are responsible for renewing their license thru Office of Professional Services.
2. Upon renewal of licenses and certification, the employee is responsible for bringing in the original license/recertification. HR/Designee responsible for making a copy of the original for validation and file. Hr./Designee must also go to Office of Professional services to validate and print up Verification Search and Disciplinary Action Report. HR/Designee to go into NYS Nurse Aide Registry and print up Verification Report for file and validation. (Notify DNS immediately if there are any disciplinary actions noted or convictions/findings of patient abuse or if license or certification has lapsed. Retain verification report for file.
3. Monthly License Roster to be updated with renewed license/certification expiration date.
4. All licenses for medical staff, rehab staff and other staff that require a valid license to provide care in the nursing home must also have a current license on file and Monthly Roster Maintained to ensure compliance.