**License Verification Policy**

The Tuscarawas County Health Department will regularly audit all licensed and/or credentialed staff to ensure maintenance of said license and/or credential that is necessary for the performance of the employee’s job.

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Procedures:

1. The PHAB Accreditation Coordinator or designee will maintain a Licensure Status Database.
2. Monthly, the PHAB Accreditation Coordinator or designee will obtain from the Accounting Department a list of all current employees (full-time, part-time, and contractual) to ensure that any new hires or resignations are so noted and up dated in the database from 1 above.
3. Monthly, the PHAB Accreditation Coordinator or designee will verify all licensed and/or credentialed staff via the appropriate manner, i.e., Ohio Board of Nursing for all Nursing Staff, Registered Sanitarians for all Registered Sanitarians, and so forth.
4. The PHAB Accreditation Coordinator or designee will notify those who are nearing an expiration date via e-mail and will carbon copy the person’s direct supervisor: “You are nearing your licensure expiration date. Please alert me of when you have renewed your license by printing off the verification from the on-line license verification site. Provide a copy of this verification to the Administrative Assistant to place in your personnel file. As a reminder, it is your obligation and condition of employment to maintain your license and/or credential.”
5. A copy of the licensure status will be placed in the employee’s file.
6. Any non-compliant issues will be reported to the employee’s direct supervisor and the Health Commissioner.

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