

POLICY AND COMMUNICATIONS BULLETIN THE CLINICAL CENTER

Medical Administrative Series

M90-4 (rev.)

27 June 2006

MANUAL TRANSMITTAL SHEET

SUBJECT: Licensure of the Medical Staff

1. Explanation of Material Transmitted: This issuance transmits the licensure procedure of the Clinical Center. The policy was reviewed on 20 June 2006 and approved with minor changes.
2. Material Superseded: MAS No. M90-4 (rev.), dated 6 November 2003
3. Filing Instructions: Medical Staff Section

Remove: No. M90-4 (rev.), dated 6 November 2003

Insert: No. M90-4 (rev.), dated 27 June 2006

DISTRIBUTION

Physicians, Dentists and Other Practitioners Participating in Patient Care

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SUBJECT: Licensure of the Medical Staff

POLICY

Each member of the Active Medical Staff at the NIH Clinical Center (CC) shall possess and maintain a current, active license to practice, unless 1) specifically exempted under the terms of the NIH Visiting Program, 2) appointed under the short-term credentialing mechanism for Non-NIH Residents and Fellows (see also M92-3, "Short-term Credentialing of Non-NIH Residents and Fellows"), or 3) if the requirement is temporarily waived by the Director of NIH, or his/her designee, for civil service professionals.

DEFINITIONS

- Active Medical Staff: Physician, dentist, and podiatrist members of the Senior, Junior, Research, or Consultant Staff, as well as nurse practitioners, physician assistants, nurse anesthetists, clinical psychologists, audiologists and others identified by the Medical Executive Committee.
- Active License: An unrestricted license to practice medicine, dentistry, or podiatry, or other clinical professions, issued by one of the States, the District of Columbia, or a possession of the United States, with the exception of Nurse Practitioners and Physician Assistants, who must be licensed in the State of Maryland.
- True Copy: A copy of an original license or renewal certificate that identifies the issuing authority, the license holder, unique license number, issue date, and expiration date, along with an original stamp of the issuing authority or an original notary public certification of authenticity.

PROCEDURE

As part of the Medical Staff credentialing process (See M90-5, "Credentialing Health Practitioners at the Clinical Center"), each candidate must provide evidence of active licensure, which will be confirmed by staff of Credentialing Services through primary verification with the State of licensure. At their option, Clinical Directors/CC Department Heads may certify, with their own original signature on the application for staff appointment, that they have personally examined the original evidence to verify active licensure for a candidate. A temporary licensure waiver may be granted on a case by case basis by the Director, CC, as delegated by the Director of the National Institutes of Health, for civil service professionals. The avoidance of licensure fees is not considered sufficient reason for granting such a waiver. Applicants for membership on the Consultant Staff may substitute an original letter from the credentials authority of their home institution that identifies their state of licensure, license number and date of expiration.

Candidates never licensed previously must present evidence of licensure, as specified above, within one year of their appointment. This grace period is available to individuals who are eligible to hold, and have applied for, a United States medical license; the intention is to allow sufficient time for the state licensing board to process the application for licensure. Candidates are expected to provide evidence of their licensure application at the time of their appointment. Residents in an NIH-approved residency program must present evidence of licensure within one year from the date of their appointment, or from the date on which they become eligible for such licensure. Candidates licensed previously, who do not have acceptable evidence of licensure at the time of application, may be granted interim privileges for 45 days to secure the required documentation, if all other documentation required for credentialing has been received by staff of the Credentialing Services Office (CS).

Candidates ineligible for, or otherwise choosing not to acquire, active licensure, must present evidence of a temporary waiver in order to be appointed to the Medical Staff.

All clinical privileges granted to a member of the Medical Staff, pending the receipt of evidence of active licensure or waiver, shall expire at the end of the grace period extended at the time of appointment. Notification of expiration shall be issued by the Chair, CC Credentials Committee.

Each member of the Medical Staff must renew his/her license promptly, so that current and active status is maintained throughout the appointment period. Evidence of such renewal must be provided to CS staff upon request. Staff of CS will send each staff member notifications 90 and 30 days prior to license expiration. Copies will also be sent to the staff member's Clinical Director/CC Department Head and administrative credentials coordinator.

A member of the Medical Staff who fails to provide evidence of license renewal by the time of expiration shall be notified that if such evidence is not provided within 30 days, clinical patient care and clinical research privileges will be suspended for 29 days. During that time the individual will be required to appear before the Medical Executive

Committee to explain why his/her clinical privileges should not be revoked. Such notification shall be issued by the Chair, Credentials Committee, and copies shall be sent to the Branch Chief, Clinical Director/CC Department Head, Institute administrative credentials coordinator, CC Director, and Chair, Medical Executive Committee. If the required evidence of licensure is provided prior to the Committee appearance, the staff member will be removed immediately from suspension and his/her appearance canceled.