

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-C-01**

SUBJECT: CREDENTIALING

POLICY: Compliance with state licensure, registration and/or certification requirements of health care personnel working within the Oregon Department of Corrections is required for all health care personnel as specified by their job description.

Proof of state licensure, registration and/or certification of all applicable Health Services personnel will be kept on file by the Health Services Manager or designee.

REFERENCE: OAR 291-124-015(3)  
NCCHC Standard P-C-01

PROCEDURE:

- A. Each new employee submits a copy of his/her license, registration and/or certification, or letter of verification from the licensing or certifying agency to the Personnel Department when hired.
1. All licensed professional staff such as Physicians, Nurse Practitioners, Physician Assistants, Registered Nurses and Licensed Practical Nurses, Dentists, Dental Assistants, will present the original of their current license to Health Services Central Administration or institution Health Services Manager and a verification form will be completed (see attachment).
  2. Health Care Providers shall not perform tasks beyond those permitted by their credentials.
  3. During the hiring process, all licensed applicants will be asked if they have ever had any action taken against their license by the respective licensing agency.
  4. The hiring Health Services Manager or designee will contact appropriate licensing board(s), previous employer(s) and may contact the National Practitioners Data Bank with inquiry into license verification and any sanctions, restrictions or disciplinary action taken against their license.
- B. Thereafter, each employee is responsible for keeping credentials current and for providing verification of renewal to Health Services Central Administration or institution Health Services Manager.

## **Credentialing**

- C. Copies of all credentials will be maintained at the Health Services Program at each DOC institution.
- D. The Health Services Manager or designee will verify that each employee's credentials are current annually.
- E. Authorized prescribers of controlled substances shall maintain current individual Drug Enforcement Agency (DEA) registration numbers.

Effective Date: \_\_\_\_\_

Revision date: February 2007

Supersedes P&P dated: January 2006