



*Ambulatory Clinic Policy and Procedure*

Title: <b>PRIMARY SOURCE VERIFICATION FOR PATIENT CARE STAFF</b>	Policy Number: <b>EP 9.1</b>
Regulation Reference: Joint Commission	Effective Date: <b>02/2018</b>

**Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) that all employees providing patient care who require certification, registration, or licensure maintain such requirements as current and free of restriction throughout their employment.

**Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso ambulatory clinics.

**Procedure:**

**On Hire:** The department administrator or their designee will perform the primary source verification of credentials with the appropriate licensing/certifying body for all otherwise qualified applicants for staff positions prior to making a job offer. New graduates, out of state nurses, and foreign nurses must present a current temporary permit issued by the board of nursing (BON) with a specific expiration date. The department administrator or his/her designee will be responsible for verifying current licensure, certification, and registration status. Attachment EP1.1A will be used to document the primary source verification. The department administrator or their designee will forward a copy of all verified documents, along with EP1.1A to the Department of Human Resources.

**Outside Agencies:** If external staffing agencies are used by the clinical department, all supplemental staff must have a current license/certification or temporary permit to practice in the state of Texas.

**Renewal:** It is the responsibility of the department administrator to ensure documentation of license/certification renewal is obtained for current employees prior to the respective expiration date. Copies of this verification must be sent to the Department of Human Resources using form EP 1.1A.

**Failure to Comply:** Employees who allow their licenses/certifications to become delinquent or lapse will be subject to disciplinary action in accordance to HSC OP 70.31.

**Medical Staff:** Licensed independent practitioners and mid-level providers will have their primary source verification performed by the Office of Credentialing and Privileging. Residents and fellows will have their primary source verification conducted by the Office of Graduate Medical Education.



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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Paul L. Foster School of Medicine	