

 <b>University Health™</b>	<b>Policy #:4.8</b>
<b>SUBJECT: Licensure</b>	<b>Written: 10/05</b> <b>Reviewed:10/16</b>
<b>APPROVED BY: Director of Radiology</b>	<b>Page 1 of 1</b>

## Licensure

### Purpose:

All licensed staff are required to maintain a license that is current and in good standing with the respective state board. This policy will describe these requirements.

### Policy:

1. All technologists, sonographers, nurses and therapists are responsible for providing and maintaining a current license. Any board actions that affect the status of that license are to be reported to the manager or director immediately.
2. Employees must provide the department manager with a copy of their current license and subsequent renewals.
3. The manager is in turn responsible for executing primary source verification with the appropriate state board and filing this information in the employee's personnel file. **Primary source verification must occur before the expiration date of the current license.**
4. Employees must have with them at all times their licensure card from the Louisiana State Radiologic Technology Board.
5. If at any time the employee's license is expired, he/she will be sent home on leave without pay.
6. Human Resources will be notified if an employee does not have a current valid license. Human Resources will determine when disciplinary action is appropriate.