

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: 4/14/2006	POLICY NO.: COR.10.1C.01
		SUPERSEDES (Policy No. & Date): COR.10B.18 12/21/98	
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PSD 2006-1019

1.0 PURPOSE

To establish guideline governing the maintenance of health care staff credentials, including state licenser, certificates, diplomas, and/or requirements or restrictions.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes; Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.
- b. National Commission on Correctional Health Care, Standards for Health Services in Prisons and Jails, (2003).
- c. American Correctional Association, Standards for Adult Correctional Institutions, (1990), 3-4334.

.2 Definitions

Credentials: a license or registration or testimonials showing that a person is entitled to credit and confidence and the right to perform certain skills.

3.0 POLICY

- .1 Health care professionals shall be legally qualified to perform their duties.
- .2 It is the employees responsibility to ensure licenses and certifications are current. Employees are required to notify the Health Care Administrator through their chain of command if they lose or fail to obtain renewal of a required license or certification.

4.0 PROCEDURES

- .1 Required registrations and licenses are verified by the Department of Human Resources and Development during the application process. The Clinical Section Administrator (CSA) in each correctional facility shall be responsible for collecting the current credentials of registered, licensed or certified nurses assigned to their Section.
- .2 The CSA shall develop an annual review process to ensure nursing and clinical services ancillary staff credentials are current.

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- .3 A current copy of the credentials for dentists, physicians, nurse practitioners, psychologist and other health care providers shall be submitted to the Health Care Division. The Health Care Office Secretary shall develop an annual review process to ensure that provider registrations, licensures and certifications are current. The Secretary shall notify the Medical Director of any providers failing to submit credentials. Authorized prescribers of controlled substances shall have current individual Drug Enforcement Agency (DEA) registration numbers and shall supply a copy of their DEA certificate to the Division Secretary.
- .4 Any employee who fails to obtain a renewal of the credentials that are required as a minimum qualification for their position shall immediately notify their CSA who shall be responsible for notifying their Branch Administrator. The Branch Administrator shall be responsible for notifying the Department's Personnel Office to determine the appropriate action. The Branch Administrator shall notify the Corrections Health Care Administrator of any revoked or expired registration, license or certificate.
- .5 Credentialed health care employees shall not perform tasks beyond those permitted by their credentials.

5.0 SCOPE

This policy and procedure applies to all health care employees of the Department of Public Safety.

APPROVAL RECOMMENDED:

<u>Kay A. Bauma MD, MPH</u>	<u>4/10/06</u>
Medical Director	Date
<u>[Signature]</u>	<u>4/10/06</u>
Corrections Health Care Administrator	Date
<u>[Signature]</u>	<u>4/14/06</u>
Deputy Director for Corrections	Date

APPROVED:

<u>[Signature]</u>
Director
<u>4/14/06</u>
Date