

	Policy: Employment and Affiliation Requirements	
	Department Responsible: HR-People and Culture	Date Approved: 07/01/2020
	Effective Date: 07/01/2020	Next Review Date: 09/17/2022

PURPOSE:

Region Health is committed to promoting patient and employee safety and ensuring continuing competency assessment for all team members. This policy sets forth guidelines based on regulatory standards and organizational requirements as well as the consequences for non-compliance. Annual requirements may be redefined each year as needed.

DEFINITIONS:

Affiliates: Contract staff, physicians, allied health professionals, volunteers, students, and interns.

Team members: All employees and affiliated individuals of Region Health, its subsidiaries, and operating units.

POLICY:

It is the intent of Region Health to ensure team members have the necessary credentials, education, orientation, and competencies, and have met the necessary annual requirements to perform in their positions prior to their start date with Region Health. Region Health may conditionally employ individuals who have been issued appropriate temporary credentials or who are considered provisionally eligible, but who have yet to successfully take the required examination or have completed other credential requirements as listed in the job description. (For Region Health Medical Group, refer to the policy Basic Life Support CPR Certification for Providers and Clinical Staff.)

Expected Education and Activities

Team members are expected to complete trainings such as Safety at Work, Compliance and Privacy, and EMTALA and Other Regulatory Requirements through HealthStream Learning Center upon hire and annually thereafter. Additional trainings may be assigned as expected education based on job classification, changes to regulations, and/or policies and procedures or because of a Just Culture investigation. Failure to complete expected education by specified deadlines will result in progressive corrective action in accordance with the Performance Accountability and Commitment policy. The chart below identifies activities that are to be completed on an annual basis.

Activity	Expectation
Influenza Vaccination or Approved Exemption	Annually for all team members
TB Screening	Annually based on location/assignment
FIT Testing	Annually based on location/assignment
Magnet Demographics	All registered nurses

Essential Education and Activities

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Team members are required to undertake/maintain training that is essential to their roles to ensure compliance with job descriptions, regulations, and laws and that their knowledge, skills, and understanding of these important areas are kept up-to-date enabling them to work safely, effectively, and confidently. Failure to complete the essential requirements by specified deadlines will result in a minimum of a final written warning and being placed on administrative leave pending compliance.

The job description is used to document the job purpose, age of population served (if applicable), education/knowledge requirements, licensure and certifications, physical requirements, specific job responsibilities, and universal responsibilities throughout Region Health. The department leader is accountable for developing the job description in partnership with People and Culture.

Region Health treats a diverse population of patients and all age groups and follows age-specific standards of care. Specific age populations include neonatal (<1 month), pediatric (1 month to <13 years), adolescent (13 years to <18 years), adult (18 years to <66 years), and geriatric (66 + years). Specific age groups are listed in departmental Scope of Services, if applicable.

Individuals, not employed by Region Health, who periodically participate in the care, treatment, and/or services for patients within Region Health facilities under the direct supervision of a physician, dentist or maxillofacial surgeon are not required to be certified in Basic Life Support (BLS).

Verification and Monitoring of Credentials

Primary source verification is required for confirming that a team member possesses a valid license, certification, or registration to practice a profession when required by law or regulation or department. Methods of conducting primary source verification on credentials include direct correspondence, documented telephone verification, secure electronic verification from the original qualification sources, or reports from credential verification organizations that meet Joint Commission requirements.

People and Culture will verify that all candidates selected for employment meet the minimum licensure/certification/registration, education, experience, and training requirements as defined by the job description and through primary source verification. The People and Culture division will partner with leadership to ensure that current licensures, certifications, and registrations are verified on an ongoing basis. Team members who fail to maintain required credentials as specified by their job description will be placed on administrative leave and subject to corrective action, up to and including separation of employment or affiliation. Team members on approved leaves of absence may be granted an extension in obtaining essential credentials by leadership in consultation with People and Culture; however, they cannot return to work until the credentials have been verified and documented.

Team Member Accountability

- Completing expected and essential education and activities.
- Possessing the required credentials and education to perform the duties as required for their role.
- Maintaining current credentials (licensure, registration, certification, and/or listing) as appropriate at their own expense.
- Notifying leadership regarding any credential investigations or infractions, suspensions, and/or

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terminations by appropriate credentialing board.

Leadership Accountability

- Ensuring team members have completed expected and essential education and activities.
- Ensuring team members have the proper credentials to perform their job duties.
- Administering corrective action in accordance with the Performance Accountability and Commitment policy.

Contract Agency Accountability

- Ensuring credentials are current and from the primary source for contract employees. The agency is required to comply with Cone Health policies during the duration of the contractual agreement. Failure to comply with policy requirements may result in the contract being terminated.

Reinstatement of Credentials

If the required credentials are reinstated within two weeks, the individual may return to his/her position with corrective action remaining intact.