

PCP:	Page 1 of 2
SECTION: Personnel	
POLICY AND PROCEDURE: Staff Qualifications	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

All professional health care personnel must have current California licenses and certifications and must be qualified and trained for assigned responsibilities.

PROCEDURE:

I. HEALTH CARE LICENSE AND CERTIFICATION REQUIREMENTS

- A. All medical professional licenses and certifications must be current and issued from the appropriate agency to practice in California. Copies and/or lists of currently certified or credentialed personnel must be readily available when requested by reviewers.

Medical Professional	License/Certification	Issuing Agency
Certified Nurse Midwife	RN License and Nurse-Midwife certificate	CA Board of Registered Nursing
Certified Radiological Technologist (CRT)	CRT Certificate	CA Department of Public Health (Radiological Branch)
Doctor of Osteopathy (DO)	Physician's & Surgeon's Certificate, DEA Registration	Osteopathic Medical Board of CA, Drug Enforcement Administration
Licensed Vocational Nurse (LVN)	LVN License	CA Board of Vocational Nursing and Psychiatric Technicians
Nurse Practitioner (NP)	RN License with NP Certification and Furnishing Number	CA Board of Registered Nursing
Pharmacist (Pharm.D)	Pharmacist License	CA State Board of Pharmacy
Physician/Surgeon (MD)	Physician's & Surgeon's Certificate, DEA Registration	Medical Board of CA, Drug Enforcement Administration
Physician's Assistant (PA)	PA License	Physician Assistant Examining Committee / Medical Board of CA
Radiological Technician	Limited Permit	CA Department of Health Care Services (Radiological Branch)
Registered Dietitian	RD Registration Card	Commission on Dietetic Registration
Registered Nurse	RN license	CA Board of Registered Nursing

POLICY AND PROCEDURE: Staff Qualifications**II. IDENTIFICATION OF HEALTH CARE PRACTITIONERS**

- A. A health care practitioner shall disclose his or her name and practitioner's license type, as granted by the State of California, on a nametag with at least 18-point type. A health care practitioner in a practice or office, whose license is prominently displayed, may opt not to wear a nametag.

Note: It is unlawful for any person to use the title "nurse" in reference to himself or herself, in any capacity, except for an individual who is a registered nurse or licensed vocational nurse.

III. TRAINING OF SITE PERSONNEL

- A. Personnel on site must be qualified for their responsibilities and adequately trained for their scope of work. Site staff should have a general understanding of the systems/processes in place, appropriate supervisions, and knowledge of the available sources of information on site.
- B. Provider and staff must be able to demonstrate operation of medical equipment used in their scope of work.

Notice To Consumers Regulation

Effective June 27, 2010, a new regulation, mandated by Business and Professions Code section 138, will go into effect requiring physicians in California to inform their patients that they are licensed by the Medical Board of California, and include the board's contact information. The information must read as follows.

NOTICE TO CONSUMERS
Medical doctors are licensed and regulated by the Medical Board of California
(800) 633-2322
www.mbc.ca.gov

The purpose of this new requirement (Title 16, California Code of Regulations section 1355.4) is to inform consumers where to go for information or with a complaint about California medical doctors.

- Physicians may provide this notice by one of three methods:
- Prominently posting a sign in an area of their offices conspicuous to patients, in at least 48-point type in Arial font. (See link "Sign for printing", below, to print the actual notice.)
- Including the notice in a written statement, signed and dated by the patient or patient's representative, and kept in that patient's file, stating the patient understands the physician is licensed and regulated by the board.
- Including the notice in a statement on letterhead, discharge instructions, or other document given to a patient or the patient's representative, where the notice is placed immediately above the signature line for the patient in at least 14-point type.

For more information, please contact Frank Miller, at frank.miller@mbc.ca.gov or (916) 263-2480.
Sign for printing: http://www.mbc.ca.gov/licensee/notice_to_consumers_regulation_Sample_sign.pdf