



## UNIVERSITY POLICY

SUBJECT: HEALTH SERVICES TITLE: LICENSURE, CERTIFICATION AND REGISTRATION  
REQUIREMENTS FOR FACULTY AND NON-FACULTY  
STAFF WITH CLINICAL RESPONSIBILITIES

CODING: 00-01-40-20:00

ADOPTED: 12/01/88

AMENDED: 09/25/07

LAST REVIEWED: 09/25/07

### I. PURPOSE

To set licensure, certification and registration requirements for all members of the faculty and non-faculty staff with clinical responsibilities in UMDNJ patient-care units, other clinical-care sites and faculty practices.

### II. ACCOUNTABILITY

Under the Executive Vice President for Academic and Clinical Affairs, the Deans and the Presidents/CEOs of UMDNJ-University Hospital and University Behavioral HealthCare shall ensure compliance with and implementation of this policy.

### III. POLICY

- A. All members of the faculty and non-faculty staff of UMDNJ who have responsibility for patient care and/or clinical teaching involving patient care or contact with patients in any of the facilities owned, operated by or affiliated with the University must, prior to their performing any of these activities, and at all times thereafter be properly licensed, or registered in the State of New Jersey or certified by the pertinent professional organization, in compliance with State requirements for licensure or registration, and in compliance with any additional certification requirements by UMDNJ Schools or patient-care units.
- B. The Dean or designee, or the pertinent patient-care unit President/CEO or designee is responsible for ensuring verification of New Jersey State licensure or registration, or the required certification by the pertinent professional organization for all faculty and non-faculty staff described in section III.A, including date of licensure, certification or registration, and any Federal and State controlled-substances classification numbers and categories (Controlled Dangerous Substances [CDS] and Drug Enforcement Agency [DEA]).
- C. Required licensure, certification or registration information and controlled-substances information shall be obtained prior to initial faculty appointment or non-faculty staff employment. If required, New Jersey licensure or registration, or certification by the pertinent professional organization must be obtained, in effect and verified prior to the individual's assuming patient-care and/or clinical teaching responsibilities involving patient care or contact with patients. Until new faculty obtain required licensure, certification or registration, they may be employed as "awaiting faculty" in non-clinical activities. Similarly, newly employed non-faculty staff may not be given clinical duties until they receive required licensure, certification or registration.
- D. All licensure, registration and certification information must be maintained in an office designated by the Dean for the School's clinical sites and faculty practice, and/or in the School's faculty affairs office, and by the Presidents/CEOs for UMDNJ-University Hospital and University Behavioral HealthCare.

- E. All individuals described in section III.A are required to renew their required license, registration or certification at those stipulated intervals mandated by their appropriate licensure, registration or certification board or agency. The responsibility for the timely renewal of a license, registration or certification rests solely with the faculty or non-faculty staff member. The failure of any members of the faculty and non-faculty staff described in section III.A to renew their required credentials within two (2) weeks of their expiration without a showing of just cause will subject said faculty and/or non-faculty staff to immediate discipline, up to and including termination, and will furthermore result in an immediate loss of clinical privileges and/or clinical teaching responsibilities where applicable.

By Direction of the President:

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Vice President for Academic Affairs