

Policy Name: Licensure, Certification and Registration Requirements for Faculty and Non-Faculty Staff with Clinical Responsibilities

Approval Authority: RBHS Chancellor

Originally Issued: 12/01/88

Revisions: 09/25/07

1. **Who Should Read This Policy**

All Rutgers University faculty and staff with clinical responsibilities within Robert Wood Johnson Medical School, School of Health Related Professions, Rutgers School of Dental Medicine, New Jersey Medical School, Graduate School of Biomedical Sciences, School of Public Health, and School of Nursing (former UMDNJ School of Nursing).

2. **Related Documents (refer to policies.rutgers.edu for additional information)**

3. **The Policy**

- A. All members of the faculty and non-faculty staff of Rutgers 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 Rutgers 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 The Cancer Institute of New Jersey and Rutgers 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.