

Department of Anesthesia

Title:

Documentation of Licensure/Certification

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POLICY

The Department of Anesthesia requires documentation of current licensure in the District of Columbia for personnel who are required by law, conditions of employment or educational affiliation to be licensed and/or certified. It is the responsibility of each professional employee to maintain current licensure and certification and to provide such documentation to the Department and to the Office of the Medical Director.

- a. Staff positions governed by this policy include Attending Staff, Nurse Anesthetists, Nurse Practitioner, Nurse Specialists, Residents as defined below:

CATEGORY	ATTENDING	CRN A	NP	RN	RESIDENT	FREQUENCY
DC MD LICENSE	X				By start of PGY5	Annually
DEA FED	X				By start of PGY5	Every 3 years
DC Controlled Substance	X				By start of PGY5	Annually
ABA CERT	By end of eligibility					Time limited after 1/1/2000
CRNA CERT		X				Every 2 years
DC ADVANCED PRACTICE NURSE LICENSE		X	X			Every 2 years
DC RN LICENSE				X		Every 2 years

- b. Documentation of District of Columbia physician and nursing certification will be maintained in both the departmental personnel file and a central file maintained in the Department's Administrative Office.

- c. At the time of employment new employees will provide a copy of appropriate license in the District of Columbia and drug registration and certification, as required. Copies of this information will be added to faculty and Medical Staff applications for physician and nurse anesthetists. The names of new employees will be added to the master list noting number and date of expiration.
- d. On a monthly basis the Chief of Service will review the summary lists; persons whose licensure or certification expires within the next 60 days will be notified of need for renewal. Master summary sheet is marked (R) at time of reminder notice.
- e. Continued appointment to the Medical Staff and employment within the Department is contingent upon maintaining current licensure and/or certification. The Chair is notified on a monthly basis of staff who have not forwarded documentation of current licensure
- f. Advanced Cardiac Life Support (ACLS) certification is recommended but is not mandatory. The D.C. Society of Anesthesiologists provides department will provide an annual ACLS refresher course based on the guidelines/recommendations of the ASA task force. Reading material will be provided followed by an assessment test to measure understanding and competency.

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