

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Personnel

POLICY # P - 6

Nursing: Verification of Valid Professional Licenses/Listings
and Maintaining files on Certifications

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EFFECTIVE DATE: April 2011

SUPERCEDES DATE: April 2005

PURPOSE

To insure all nurses' licenses and Correctional Healthcare Assistant I and II's nurse aide listings are current utilizing a uniformed, electronic monitoring process. To maintain a list of nursing staff with special certifications and credentials.

POLICY

Each Registered Nurse, Licensed Practical Nurse and Correctional Healthcare Assistant I and II (CHA I/CHA II) must have a valid professional license/listing recognized by the State of North Carolina.

As a condition of employment, each employee who is required to maintain a license in accordance to this policy must complete an authorization to release any personnel information to the licensing board upon receipt of notice and/or in connection with an investigation involving practice issues. This authorization will be retained in the employee's personnel file.

The facility Nurse manager is responsible for updating, maintaining and entering information into OPUS for licensure/listing of nursing staff. Professional license/listings shall be checked monthly by the nurse manager or their designee. In the month the nurse's license/CHA II listing expires, the nurse manager or designee will check the North Carolina Board of Nursing web site (NCBON.com) to verify renewal of registered nurses, licensed practical nurses and NA II's. CHA I and CHA II's Nurse Aide I credentials may be verified at the following Division of Facility Services website: NCNAR.org. CHA II's must maintain both NA I and NAII listings.

Under no circumstances will a nurse work with an expired or invalid license. In accordance with their job description, CHA II's may only perform medical records duties should their listing(s) expire. Performance of these duties will only be during the time it takes to renew their listing. Any nurse or CHA who allows their license/listing expire, will have an "Unsatisfactory" entry noted on their (Appraisal Performance) TAPS log. Nurse managers who do not adequately monitor license/listing renewal and a license/listing of their staff expires, will also have an "Unsatisfactory" entry noted on their TAPS log.

Special certifications and credentials of nursing staff will also be maintained in OPUS.

PROCEDURE

Items required for electronic monitoring of licenses, listings and certifications:

OPUS HS-Basic training

Computer access to the State network

Ability to sign on to OPUS-HS

Profile to change/update FS16 Screen. (HSHSS00)

(This must be added to the nurse managers OPUS profile by the facility site security coordinator)

Data Entry of License/Listing Information into OPUS:

1. Log onto OPUS-HS by signing into NCTC1. Place user ID in field. This will be Employee Position Number. Enter Password - Must be 6 character entries, with 2 of the characters being numbers. (Example: BONE22)
2. Type FS16 2 Staff ID and press Enter. This will give user the Staff Description Screen. To Find staff ID, type FS10 0 (22spaces) Name.

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3. Go to "Professional License/listing Type." In this field you may place the following information:
RN for Registered Nurse
LPN for Licensed Practical Nurse
NA I for Certified Nurse Assistant I
NAII for Certified Nurse Assistant II
(press F2 to see other choices)
4. Tab to "Professional License #" field. Type in the Employee License #.
5. Tab to "Expires" field. Type in the Expiration Date of License/Listing.
6. Press Enter key.

Monthly Reports

There are two processes to obtain a report on expired licenses/listings:

A. OPUS (NCTC1) Report # HSS 01

1. For Screen Identifier, type AS12.

For Transaction Code, type 0.

For Report Code, type HSS.

For Report #, type 01.

The top left side of the screen should read as follows: AS12 0 HSS 01

Then press the Enter key.

Next will be the Batch Job Submitter Screen.

2. Tab to "Facility Identifier". And enter the Facility # here. (Ex. 4510)
 - a. Tab to the "License Expiring Before" and enter the date request for expiration of license. (Ex: July 31, 2005)
 - b. Tab to "Medical License Type" field. (Note: May enter as many as 5 licenses types in this area.) (Ex: RN, LPN, CNAI, CNAII, MD,PA)
 - c. Press the Enter key. Note at bottom of screen the follow message: "Batch Job Submitted" "Ready for Next Request". Report will print out on addressable printer
 1. If Addressable Printer is not available, this information may be viewed by the following procedure:
 - a. After the Medical License Type is entered, tab to the printer field and type Display. Note at the bottom of the screen "Batch Job Submitted".
 - b. Press Home Key and type AS35 0 CR#. Press Enter. (Ex. AS35 0 CR21212 Enter)
 - c. View Report #HSS01. In the Action Screen, place S for Select. Press Enter.

B. OPUS on the Web (Currently in development stage)



6/23/11

Paula Y. Smith, MD, Director of Health Services Date