

## PRIMARY SOURCE VERIFICATION

- Required for employees who occupy a clinical position to ensure the Legal requirements of the position are specified as well as Compliance with The Joint Commission's regulations and HR standards.

Credential requirements and Primary Source Verification should be indicated in the job requirements section of the job description and is important for The Joint Commission Compliance. **The department head is responsible for defining the required qualifications and ensuring legal compliance in terms of credentials and updating requirements with Compensation Services when the regulations change.** Current credentials are required for all practitioners requiring a license, certification or registration to perform their job responsibilities. **When current licensure, certification, or registration is required by law or regulation to practice a profession, it is the responsibility of the hospital's leadership to verify these credentials with the primary source at the time of hire and upon expiration of the credentials.\*<sup>5</sup>** All operating units who employ licensed, registered or certified professionals are responsible for verifying these credentials through primary source verification (certifying agencies) in accordance with state & other regulating agency's regulations. Job requirements for these clinical positions must indicate the "specific current and active licensure, registration or certification" required "which must be maintained in good standing." The practitioner will be responsible for maintaining the credential indicated in the requirements of the position, with the issuing/certifying agency. The operating unit is responsible for monitoring expiration dates and requesting a written "primary source" verification with the above stated agency no later than the expiration date of last primary source verification performed. "Healthcare professionals" include individuals licensed or authorized to practice a healthcare profession regulated by DCA (Division of Consumer Affairs) and other professional and occupational licensing boards including physicians; podiatrists; nurses; pharmacists; physical, occupational and respiratory therapists; nurses aids and personal assistants; psychologists; psychoanalysts; social workers; speech and language pathologists; optometrists; opticians; dentists; orthotics and prosthetic providers; marriage and family therapists; veterinarians and chiropractors; and acupuncturists. **When the department requires current licensure, certification, or registration that are not required by law or regulation, the department should verify the credential at the time of hire and upon expiration of the credential. The Director of Regulatory Affairs should be consulted with as required.**

**PRIMARY SOURCE VERIFICATION and CREDENTIALS REQUIRED MUST BE INCLUDED IN THE JOB REQUIREMENTS SECTION OF THE JOB DESCRIPTION IF APPLICABLE:**

- IE.    - **Credential Required:** Licensed as a Registered Nurse  
      - **Primary Source Verification:** N.J. Division of Consumer Affairs, Board of Nursing