

Diagnostic Services – Department of Radiology – Diagnostic Division

SUBJECT/TITLE: Licensure and Certification for Technologists and Sonographers

PURPOSE:

1. Assure that staff meets requirements for licensure and certification established by JCAHO, State and Federal Law, the Bylaws, Rules & Regulations of the University of Iowa Hospitals and Clinics, and University Hospitals Professional/Scientific classification descriptions and other regulations determined appropriate to a tertiary health care center.
2. Establish clearly defined process to assure documentation is submitted, verified and recorded before the certification or licensure expires.

DEFINITION: Minimum licensure & certification requirements for technologists and sonographers in Diagnostic Radiology are as follows:

	MRI	CT	DX	IR	US	NM	PET
Iowa Permit to Practice		X	X	X		X	X
ARRT or NMTCB	X	X	X	X		X	X
ARDMS					X		

Optional licensure & certification requirements for Nuclear Medicine and PET are as follows:

	NM	PET
NMTCB – PET		X
NMTCB – Cardiac	X	

POLICY:

1. The Department of Radiology is directly responsible for assuring that all staff members meet registration/certification/permit requirements.
2. Individuals appointed to positions requiring registration, certification, permit will begin employment **only** after verification of current registration, certification, permit, or eligibility for the same.
3. Individuals beginning employment as eligible must obtain applicable registration, certification, permit within one year of employment.

4. The Department of Radiology is responsible for reporting current registration/certification/permit information to the office of Staff Relations and Development at the University of Iowa Hospitals and Clinics.
5. Current licensure/certification must be primary source verified and entered into the HR system before it expires.
6. The issuing agency may request an audit of continuing education record. This can delay receipt of documentation by several weeks. Staff must apply early enough to allow this process to be completed before the expiration date of their current licensure or certification.
7. A copy of the Iowa Permit to Practice must be available if requested. Copies will be kept by the managers of each area. Radiology HR will not keep a copy of the permit on file.
8. In order to assure there is adequate time to complete primary source verification and enter into the HR system, documentation must be submitted 30 days before the license/certification expires.
9. Staff without current required licensure/certification cannot continue to work and will be removed from the schedule and time will be recorded as absent without pay.
10. When current required licensure/certification is obtained, staff can be returned from leave and appropriate level of discipline implemented.
11. Optional certification must be submitted with the same guidelines and timeliness defined in this policy.
12. If staff are no longer maintaining an optional certification, Radiology HR must be notified so the employee's record can be updated.

PROCEDURE FOR SUBMISSION OF DOCUMENTATION:

1. Staff must submit a copy of the Iowa Permit to Practice to their supervisor 30 days before the permit expires.
2. The supervisor will keep a copy of the Iowa Permit to practice on file.