


Name of Policy:	Verification of Registration/Certification of Allied Health Personnel					
Policy Number:	3364-135-126					
Department:	Radiology					
Approving Officer:	Chief Operating Officer - UTMC					
Responsible Agent:	Chairman & Professor, Radiology					
Scope:	Radiology					
		Effective Date: 5/1/2023				
		Initial Effective Date: 7/1/1981				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>			<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

All technologists employed by the Department of Radiology must have valid licensure and certification documentation from online source, as required by job description of the position held in the Imaging Department. This policy is in accordance with the American Registry of Radiologic Technologists (ARRT), The Ohio Department of Health (ODH), Mammography Quality Standards Act (MQSA), Nuclear Medicine Technologist Certification Board (NMTCB), and American Registry for Diagnostic Medical Sonographers (ARDMS).

(B) Purpose of Policy

To assure that technical staff has met the continuing education standards required by these accrediting bodies.

(C) Procedure

1. Before hiring a new employee, appropriate and valid original licenses and/or registry(s) will be verified online by Human Resources. A copy of this verification will be kept on file in the department Technologist License Verification Binder.
2. The department system will be to verify continued renewal of certifications each month. Verification must be made online from the primary source prior to the expiration date. This documentation will then be stored in the department employee file and in the Technologist License Verification Binder.
3. Employees are responsible for maintaining valid licenses and/or registry and to provide the department with online verification prior to expiration date. Employees are responsible for the timely processing of renewals.
4. Failure to comply (employees without proof of current licensure/registry) may result in disciplinary action, up to and including the employee being taken out of service or being terminated.

Approved by:	Review/Revision Date:
<u>/s/</u>	11/1/1984
Haitham Elsamaloty, MD	7/1/1993
Chairman & Professor, Radiology	10/1/1996
	8/16/1999
	6/16/2000
	5/20/2002
	9/26/2005
	5/29/2008
<u>/s/</u>	5/20/2011
Christine Stesney-Ridenour, FACHE	5/22/2014
Chief Operating Officer - UTMC	5/1/2017
	5/1/2020
	5/1/2023
<i>Review/Revision Completed By:</i> Haitham Elsamaloty, MD	
	Next Review Date: 5/1/2026
Policies Superseded by This Policy: V-002	