

Chapter: Personnel
Title: Licensure and Job Descriptions

Effective Date: 7/15/11, T-1
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Replaces: HHS.15.05
Dated: 10/28/05

ACA Standard(s): 3-JCRF-4C-03

(a) **Standard.**

Appropriate state and federal licensure, certification, or registration requirements and restrictions apply to personnel who provide health care services to youth. The duties and responsibilities of healthcare personnel are governed by written job descriptions approved by the UTMB Correctional Managed Care medical director for youth services. Verification of current credentials and job descriptions are on file at the assigned institution.

(b) **Procedures.**

- (1) Verify credentials.
Person Responsible: Health Services Administrator (HSA)
 - (2) Obtain signed job description/contract.
Person Responsible: HSA
 - (3) File job description/contract at the assigned institutional medical clinic.
Person Responsible: HSA
 - (4) Maintain a system to ensure verification of licensure and renewals for all assigned medical/dental and psychiatric personnel.
Person Responsible: HSA
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