

**County Of San Diego**  
**Health and Human Services Agency (HHSa)**

**Chapter:** Compliance

**Topic:** Personnel and Training

**Key Words:** Discipline, investigation, license, reporting

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SUBJECT: Employee Responsibility for Reporting  
Change in License Status

NO: **HHSa-M-3.4**

PAGE: 1 of 2

DATE: September 1, 2004

REFERENCE: Policy HHSa-M-1.2

SUPERSEDES: N/A

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**PURPOSE:**

To establish clear and consistent requirements for reporting changes in the status of an employee's professional license.

**BACKGROUND:**

The San Diego County Health and Human Services Agency ("HHSa") employs a wide range of licensed professionals to provide services in their area of expertise. In order to ensure that the services are provided in accordance with applicable laws, rules, regulations, licensing, and funding guidelines, it is the responsibility of employees who possess a professional license as a condition of employment to notify HHSa of any actions or investigations that could impact the status of their license.

**DEFINITION:**

*License:* A permission granted by competent authority to engage in a business or occupation.

*Licensed Professional:* For the purposes of this policy, a licensed professional is any employee who is required to possess and maintain a license as a condition of employment. Examples of such licenses include, but are not limited to: Medical Doctor (M.D.), Registered Nurse (RN), Public Health Nurse (PHN), Pharmacist, Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Marriage, Family and Child Counselor (MFCC), certain Communicable Disease Investigators (HIV Basic I and II Certification), Licensed Phlebotomist, Certified Nurses' Assistant, Mental Health Aide, Licensed Psychologist, Occupational Therapist, Physical Therapist.

**POLICY:**

All HHSa employees whose employment requires the possession and maintenance of a professional license shall adhere to the steps listed in the following procedure in the event that they:

1. Are notified, or have reason to believe, that their license has been revoked, suspended or placed on probation;
2. Are notified, or have reason to believe, that they are the subject of an investigation by any outside board, agency, or government authority, where the investigation concerns activities or conduct related to their license.

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**PROCEDURE:**

Within one (1) work day of being notified, or of having reason to believe, their license has been revoked, suspended or placed on probation, or of being notified, or of having reason to believe, that they are a subject of a licensing investigation, the employee shall:

1. Notify their immediate supervisor of the revocation, suspension, probation or investigation. Such notification must be in writing (letter, memo or e-mail);
2. Provide copies of the notification to their Supervisor, Deputy Director (or designee) and the Compliance Office (MS P501);
3. Cooperate fully with any HHSA inquiry into the facts of the revocation, suspension, probation or investigation.
4. Upon the supervisor's receipt of the notification, the employee may, at the sole discretion of HHSA, be assigned to non-license related job duties and activities until such time as the effect of the revocation, suspension, probation or investigation on the provision of client services and related activities can be determined.
5. Failure on the part of an employee or the employee's supervisor to adhere to this policy may result in disciplinary action, up to and including termination, in accordance with applicable Civil Service rules.

**QUESTIONS/INFORMATION:**

Contact the Compliance Office at (619) 515-4244.

**ATTACHMENTS:**

None

**SUNSET DATE:**

This policy will be reviewed for continuance by September 1, 2006.

Approved:

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Jean M. Shepard  
Director