



Team Name: Human Resources  Team Lead: Regional Director - Recruitment & Indigenous Employment  Approved by: VP – Human Resources	Reference Number: ORG.1511.PL.007  Program Area: Human Resources  Policy Section: Recruitment & Retention
Issue Date: January 13, 2003  Review Date:  Revision Date: February 26, 2019	Subject: Professional Credentialing

**POLICY SUBJECT:**

Professional Credentialing

**PURPOSE:**

To ensure all professional staff members hold and maintain the appropriate professional credentials for the position in which they are hired at all times during their employment with Southern Health-Santé Sud.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-03) Treatment of Staff

**POLICY:**

Southern Health-Santé Sud is committed to providing competent, qualified staff in the provision of, or in support of, professional health services. In order to assure competency, all professional credentials are verified through the applicable governing agency and these professional must maintain a current active status with their licensing body.

**Areas Affected**

Professional nursing staff whereby a current active license is required as a qualification for the position. The professional occupations and governing bodies include:

<b><i>PROFESSION</i></b>	<b><i>LICENSING BODY</i></b>
Nursing	
Licensed Practical Nurse	College of Licensed Practical Nurses of Manitoba
Registered Nurse	College of Registered Nurses of Manitoba
Registered Psychiatric Nurse	College of Registered Psychiatric Nurses of Manitoba

**PROCEDURE:**

1. The hiring manager is responsible for requesting and ensuring proof of valid, active registration/license is obtained from the applicant prior to hire.
2. The employee is required to advise the manager if they are involved in proceedings that could either place restrictions/conditions to their required credential/license or cause their required credential/license to be suspended or revoked during their employment with Southern Health-Santé Sud.
3. Licensures or registrations, which require renewal, must be renewed and proof of renewal provided to the manager prior to the expiry of the existing license or registration. The manager does not schedule employees unless the credentials are confirmed as renewed for the current registration or licensing year.
4. Current registration/license is verified by Human Resources and the manager by using the online verification system, where available.
5. Human Resources are notified of employees suspended due to an expired registration/license.
6. The employee is responsible for the cost of the registration/license fee and any renewal costs associated with maintaining an active registration/license.
7. Failure to renew required registration/license can result in termination.