

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.11.01	Page 1 of 4
	Original Effective Date: 05/21/10	New Effective Date: 02/16/18
	Supersedes: 500.11.01	Dated: 10/10/14
	Administrator's Approval:	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Credentials		

POLICY

The Division of Adult Institutions shall ensure all health care professionals have credentials and provide services consistent with the licensure, certification, and registration requirements of the jurisdiction.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-C-01 – Credentials

Wisconsin Statutes s. 440.08 – Credential Renewal

Wisconsin Statutes s. 448.53(3) – Licensure of Physical Therapists

Wisconsin Administrative Code Ch. DE 2 – Licensure

Wisconsin Administrative Code Ch. DHS 129 – Certification Of Programs For Training And Testing Nurse Aides, Medication Aides And Feeding Assistants

Wisconsin Administrative Code Ch. MED 8 – Physician Assistants

Wisconsin Administrative Code Ch. MED 13 – Continuing Medical Education for Physicians

Wisconsin Administrative Code Ch. MED 14 – Biennial Registration

Wisconsin Administrative Code Ch. N 5 – Renewal of License

Wisconsin Administrative Code Ch. N 6 – Standards of Practice For Registered Nurses And Licensed Practical Nurses

Wisconsin Administrative Code Ch. N 7 – Rules of Conduct

Wisconsin Administrative Code Ch. N 8 – Certification of Advanced Practice Nurse Prescribers

Wisconsin Administrative Code Ch. PT 8 – Biennial License Renewal

Department of Health and Family Services, Certification of Programs for Training and Testing Nurse Assistants, Home Health Aides and Hospice Aides

Nurse Aide Training-Requirements for In-Services – Bureau of Quality Compliance memo BQC 94-016

Nursing Assistant/Home Health Aide/Hospice Aide Employment Eligibility – Bureau of Quality Compliance memo BQC-93-024

Omnibus Reconciliation Act of 1987 (OBRA 87)

42 CFR 483.75(e) (8)

Attachment A – Required Health Care Credentials of Health Care Staff

DEFINITIONS, ACRONYMS AND FORMS

BHS – Bureau of Health Services

CEU – Continuing Education Units

DAI Policy #: 500.11.01	New Effective Date: 02/16/18	Page 2 of 4
Chapter: 500 Health Services		
Subject: Credentials		

Credential – Evidence of competence, qualification or achievement in a health care field. Credentials may include educational degrees, certification, registration and licensure. Credentials required for DOC employment are outlined in Attachment A.

DOC – Department of Corrections

LTE – Limited Term Employment

Verification Staff – DOC staff designated in Attachment A to verify and maintain written evidence of credentials for health care staff.

PROCEDURE

I. Hiring

- A. Supervisors of credentialed staff shall obtain documentation of required credentials as part of the hiring process for prospective employees as outlined in Attachment A. Verification of any Wisconsin license or certification shall include an inquiry regarding prior discipline or sanctions and includes checking the National Practitioner Data Bank.
- B. The hiring authority, in consultation with BHS staff, shall review on an individual basis prospective employees with any limitation or restriction on required credentials to determine suitability for hire. A license specifically restricting practice only to correctional facilities is not allowed.
- C. Agency staff shall be subject to the same verification process as DOC employees. The employing agency and/or agency employee shall provide written documentation of required credentials to verification staff prior to starting work.
- D. The Interstate Nurse Licensure Compact is in effect in Wisconsin and several other states. Under the terms of the Compact, a nurse licensed in a compact state may practice in Wisconsin without separate licensure.

II. Maintaining Licensure

- A. Health care staff are individually responsible for maintaining credentials required for employment as outlined in Attachment A.
- B. Health care staff shall provide copies of any renewals of licensure, certification or registration to designated verification staff.
- C. Supervisors shall maintain a working file of credentials for each employee, ensure credentials are kept current, and forward confirmation of credentials to central office staff as required in Attachment A.
- D. Health care staff shall immediately report to their supervisor any limitation, restriction, suspension or expiration of a required credential. Any of these events may result in an employee being unable to work.

DAI Policy #: 500.11.01	New Effective Date: 02/16/18	Page 3 of 4
Chapter: 500 Health Services		
Subject: Credentials		

III. Scope of Practice

Health care staff shall not function or perform tasks beyond those permitted by their credentials and scope of practice.

Bureau of Health Services: _____ **Date Signed:** _____

James Greer, Director

_____ **Date Signed:** _____

Paul Beyk, MD, Medical Director

_____ **Date Signed:** _____

Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.11.01	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Credentials		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.