
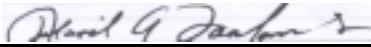


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

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|  DIVISION OF CORRECTION DIRECTIVE | PROGRAM: PERSONNEL |
| | DCD #: 50-38 |
| | TITLE: Appointment of All Licensed Health Occupations Personnel |
| | ISSUED: February 15, 1994 |
| | APPROVED:  COMMISSIONER |

- I. References:
 - A. Annotated Code of Maryland, Health Occupations
 - B. COMAR 12.14.04.02B(16) – Maryland Commission on Correctional Standards
- II. Applicable to: Headquarters, State Use Industries, and All Institutions
- III. Purpose: To establish procedure for verifying the certification of licensed health occupations personnel.
- IV. Definitions: “Licensed health occupations” include but are not limited to audiologists, chiropractors, dentists, dietitians, nurses, occupational therapists, optometrists, pharmacists, physical therapists, physicians, podiatrists, psychologists, social workers and speech pathologists.
- V. Policy: It is the policy of the Division of Correction to verify certification of licensed health occupations personnel.
- VI. Procedure:
 - A. Prior to placement on the payroll or the execution of contractual employment papers for any full-time, part-time or contractual licensed health occupational personnel, the appointing authority shall take the following action:
 - 1. Require the applicant to produce the ORIGINAL of the Maryland license and/or registration as outlined in Appendix 1.
 - 2. Verify the State of Maryland license with the appropriate State of Maryland Board of Licensing Examiners and record the information obtained on the Licensing Verification Form, (DC Form 50-38aR), attached as Appendix 2.
 - 3. Place in the employee’s permanent personnel file the Licensing Verification Form with a copy of the license and/or registration taken from the original document and so attested to by the personnel officer or designee.

- B. Upon the expiration of the license on file, the employee shall provide the ORIGINAL of his/her renewed license to the personnel officer or designee who shall verify and maintain it in accordance with VI.A.2.-3.
- C. It is the responsibility of the medical services contractors to meet all requirements of Maryland law and federal law, as well as this DCD when health occupations personnel are hired. Licensing information on contractual employees working in DOC facilities shall be available for inspection by the Health Care Services Unit.
- D. No institutional directive is required.

- VII. Attachments:
 - A. Appendix 1: List of Credentials Required
 - B. Appendix 2: Licensing Verification Form (DC Form 50-38aR)

VIII. Rescission: DCD No. 50-38 dated December 15, 1988

Distribution:

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- S – Medical Services Contractors
Licensed Health Occupations Personnel